Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SALESIAN COLLEGE**
Name of the head of the Institution	**Fr. (Prof.) George Thadathil**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0353-2545622**
Mobile no.	**9434045539**
Registered Email	**salesiancollegesonada@gmail.com**
Alternate Email	**principal@salesiancollege.net**
Address	**Address 1 Village - Gorabari, Sonada P.O. Address 2 Don Bosco Connector Road, Post Box No.:-73, Siliguri, West Bengal - 734001, INDIA**
City/Town	**DARJEELING & SILIGURI (Campus)**
State/UT	**West Bengal**

Pincode	**734209**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Fr. Dr. Mathew Pulingathil**
Phone no/Alternate Phone no.	**03532545627**
Mobile no.	**9434046696**
Registered Email	**mpuling@gmail.com**
Alternate Email	**mpuling@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://salesiancollege.ac.in/wp-content/uploads/2020/04/AQAR2017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://salesiancollege.ac.in/wp-content/uploads/2021/04/Academic-Calendar-2018-2019.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.16**	**2012**	**10-Mar-2012**	**09-Mar-2017**
3	**A**	**3.04**	**2019**	**20-May-2019**	**19-May-2024**

6. Date of Establishment of IQAC	**22-Dec-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participation in Institutional Swachhata Ranking	26-Jul-2019 3	400
Participation in NIRF Ranking	05-Dec-2018 8	1853
Regular Academic and Administrative audit is conducted	11-May-2018 8	110
Timely submission of AQAR	09-Nov-2018 6	1853
Regular meeting of Quality Assurance Cell (IQAC)	18-Sep-2018 2	21
Regular meeting of Quality Assurance Cell (IQAC)	17-Sep-2018 2	21
Regular meeting of Quality Assurance Cell (IQAC)	29-Aug-2018 2	17
Regular meeting of Quality Assurance Cell (IQAC)	26-May-2018 2	15
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Salesian College Sonada	Residential Building Energy Demand Reduction in India (RESIDE)	Ministry of Science & Technology Govt. of India	2018 364	550000
Salesian College Sonada	Bachelor of Vocation (B.Voc.)	University Grants Commission (UGC)	2018 364	4330000
Dept. of NSS, Salesian College Sonada	National Service Scheme	Ministry of Youth Affairs and Sports, Govt. of India through University of North Bengal	2018 364	45000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

NAAC visit on Campus for the 3rd Cycle from 3rd to 4th May 2019 Introduction of new UG Course in Bachelor of Science (Physics Honours) Faculty Exchange Programme (Between SCS and SCSC, and Other Colleges). Uploading of reports of events in the College Website and record keeping.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Completion of the Boarding Facility in Siliguri	The Residential cum Science Block (temporary) inaugurated
Increase Boarding Facility for UG residential students in Sonada	Six students from four states of India and Bangladesh housed within the premises
Augmenting infrastructural facilities such as indoor basketball and volley ball courts	Killian Multipurpose Hall was built in Siliguri Campus
Post Graduate Studies in Education and Psychology to be initiated	MA in Education and Psychology sanctions procured in Siliguri Campus and due to commence
NAAC Accreditation for the Third Cycle	College completed the NAAC accreditation in the month of May
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Coordinating Council / Governing Body	08-Dec-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**30-Nov-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**10-Jul-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Salesian College has three web sites: www.salesiancollege.net, www.salesiancollege.in and www.salesiancollege.ac.in. The first one started in the year 2012. It runs under Linux Server, has MySQL database, hosts Webmail server with official email IDs. Over time, WordPress module was integrated and hosted majority of the Sonada Campus news, Radio Salesian and Salesian TV. Going forward this site will primarily handle publications. The second site started in the year 2014. It runs under Windows Server platform with Microsoft SQL Server database. It hosted the College Enterprise Resource Planning software (third party) for three years using ASP.NET technology. Afterward, the software was rewritten using PHP. The inhouse development took place in phases. It has the following modues:: 1.Admission module, 2. Attendance module, 3. Academic Assessment module, 4. Academic performance Reporting module, 5. Events Reporting module, 6. Faculty Unitization Reports module, 7. Automatic news feed feature, 8. Online Fee payment and online registration for various Seminars/ Workshops/ Conferences conducted by the College. It hosted majority of the campus news. The Open source Learning Management**

System, Moodle, was also integrated at a later stage. Admission module: Admissions are done online. Prospective students register on the site. On the day specified they have to appear at the campus for Aptitude Test, document verification, eligibility verification and interview with department heads and management. After the shortlisted candidates join the college, their details are then automatically migrated to the student database. Academic Assessment module: This module records the marks of various tests, assignments and CIAs. These are the major input into the Academic performance reports (internal) which are published at the end of every semester. Attendance module: This keeps track of student class attendance. This also forms an input to the final report. Faculties submit monthly attendance of students to the management. This report helps in keeping track of student absenteeism and also in mentoring. Academic performance reporting module: Through this module reports are generated for all students at the end of each semester. The reports are then made available to guardians. Events reporting module: All events in the college are announced/reported through this module. At the completion of the event, the respective department is responsible for uploading the formal report in this module. Faculty Unitization Report: Through this module, faculties log all their daily activities under various heads like teaching hours, cocurricular activities, student support activities, University activities, research related, management etc. The third web site started during the year, i.e., in 2019, was hosted on Linux Server. It has MySQL database as back end. Since the previous two sites were not accredited ones, most of the features from the previous two sites have now been moved to the latest and the upgraded version. It has both WordPress and Moodle integrated with it. In addition, College uses a software Acme from Boscosoft Technologies Pvt. Ltd, Tirupattur, Tamilnadu for financial account keeping. As for Library, yet another software from the same company, the eBLIS, is in place. Over the years

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum delivery is disseminated through the handbook and calendar, college's official website, prospectus, community radio, repeated reminders during morning assembly, web lectures, orientation programmes for new students and through displays at prominent places in the campus. The measures taken by the institution for effective implementation of the curriculum are – Annual Plan, Departmental Plan, Teaching Plan, Lesson Plan/Course Plan, Work Diary and Unitization Report. During the orientation programme the first-year students are given the syllabus and are also explained the mode of curriculum delivery. Intended objectives and expected outcomes are also explained at the beginning of the academic session. Audio-visual methods like movie/documentary screenings are also adapted for this purpose. In order to ensure effective curriculum delivery and transaction, the college maintains unitization reports and work diaries from each faculty. The College has an active examination committee comprising representatives from every department of the college, which fixes the examination dates. We follow the continuous internal assessment system of evaluation comprising monthly tests, semester and selection examinations, attendance record and behavioural assessments. Also, a report card having the aforementioned fields is generated and distributed to every student. Keeping in mind the importance of Extra-Curricular Activities, the college/departments fix(es) its/their annual course plan including non-classroom activities, practical sessions, student exchange programmes, field trips, internships and problem-solving activities in consultation with faculty and students. For effective operationalization of the curriculum, the college organises industrial visits, internship programmes and career fair for students. Every department also celebrates a departmental day annually to trigger the students to learn more about their subjects stepping outside of the prescribed syllabus. The Placement cell helps students in exploring the job market in a better manner. Students of the Communicative English course in the Career Oriented Program (COP) do practice teaching. The students of Sociology (Hons) course undertake literacy programme. Students of the Computer Science and Applications conduct awareness programmes and computer literacy programmes in government schools which is an added benefit towards their growth and learning. Students of the Travel and Tourism Management course under COP undertake internships and mini-projects. Research workshops, seminars, group discussions are regularly held for and by the students. A fully functional community radio also acts as a liaison with external agencies and local communities. The college/departments maintain(s) its/their question banks. Keeping the tech-savvy nature of the students in mind, the departments also administer groups in social networking and messaging apps. The weaker students get special attention through remedial and extra coaching classes. The College ensures that the objectives of the curriculum are achieved by providing Value Education classes, creating report cards of the students and periodically arranging Parent Teacher Student Meetings for better transparency and understanding. The methods used to analyse the achievement of objectives are monthly unitization reports, staff meetings on a regular basis, weekly reports by the heads of the departmental meetings. Feedback from all stakeholders are taken into consideration. Some of the faculty members were involved in the preparation of B. Voc syllabus (Retail and

| 1.1.2 – Certificate/ Diploma Courses introduced during the academic year |

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Tourism and Services	**Tourism and Services**	**01/07/2018**	**180**	**Employabil ity**	**Skill Development**
Retail Management	**Retail Management**	**01/07/2018**	**180**	**Employabil ity**	**Skill Development**
Radio Internship	**Nil**	**07/12/2018**	**30**	**Employabil ity**	**Skill Development**

1.2 – Academic Flexibility

| 1.2.1 – New programmes/courses introduced during the academic year |

Programme/Course	Programme Specialization	Dates of Introduction
BSc	**Physics Honours**	**01/07/2018**
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	**English**	**01/07/2018**
BA	**Education**	**01/07/2018**
BA	**English**	**01/07/2018**
BA	**Geography**	**01/07/2018**
BA	**History**	**01/07/2018**
BA	**Mass Communication & Journalism**	**01/07/2018**
BA	**Political Science**	**01/07/2018**
BA	**Psychology**	**01/07/2018**
BA	**Sociology**	**01/07/2018**
BA	**Programme**	**01/07/2018**
BSc	**Mathematics**	**01/07/2018**
BSc	**Computer Science**	**01/07/2018**
BSc	**Physics**	**01/07/2018**
BCA	**Computer Application**	**01/07/2018**
BSc	**Statistics (Programme)**	**01/07/2018**
BCom	**Honours Programme**	**01/07/2018**
BCom	**Programme**	**01/07/2018**
BBA	**Business Administration**	**01/07/2018**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**479**	**63**

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education - Certificate	01/07/2018	757
Value Education - Diploma	01/07/2018	584
Value Education - Advanced Diploma	01/07/2018	512
National Cadet Corps	01/07/2018	2
Don Bosco Technical Institute	01/07/2018	257
IGNOU	01/07/2018	361
COP Certificate - Music	01/07/2018	51
COP Diploma - Computer Application	01/07/2018	8
COP Diploma - Tourism and Travel Management	01/07/2018	22
COP Diploma - Sports Management	01/07/2018	1
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Business Administration	19
BA	Education Honours	31
BA	Sociology Honours	17
BA	Mass Communication and Journalism Honours	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The college achieves the challenge of converting feedback to actionable plans by holding meetings of various permanent and temporary bodies of the institution at regular intervals. From management to staff member everyone at

various levels are engaged to collect feedback from stakeholders, informing the latest developments. The feedback and information are then passed onto the highest concerned division. The college maintains minutes of the weekly meetings of faculty of Arts, Science and Commerce, held Thursday, Friday, Saturday respectively, by the Vice Principal of the campus, separately. This includes feedback and observations from the members of the faculty or the Vice Principal himself, as well as weekly updates with respect to discipline, teaching-learning challenges, co-curricular activities, achievements and accolades, upcoming seminars and conferences and other issues, if any. Often, immediate measures or suggestions are offered, if not, they go to another division for further discussion. The Vice Principal also arranges for bi-Monthly meetings with the Heads of Departments and Student Council members, if required, to take up the action plan of the weekly faculty meeting. The outcome of both the meetings is then discussed with the Co-ordinators at the third stage. The meeting with the department heads is mostly concerned with corrective measures against negative feedback. Upcoming exam schedule, attendance issues, planning of various activities, guidelines for the department teachers and students for some particular occasion is also part of discussion in these meetings. The feedback, suggestions and advice are archived in order to be submitted to the next level of meeting. The college holds monthly meeting with the faculty members, where minutes of all the meetings held during the past month are presented. This meeting serves as a platform to exchange feedback across the different departments of the college, in order to strengthen every facet of the establishment. The monthly meeting with the faculty members is convened by the Principal and the College Rector in order to understand the various challenges and to maintain clarity between the beneficiaries. The college also maintains Core Council Meeting and College Coordination Council Meetings, which are the permanent bodies of the college, which include members from the management and some senior teachers of the college. The minutes of the previous meetings are presented, and measures taken to advance the fluidity and functionality of the administration. These meetings also discuss the feedback obtained at various stakeholders of the college and decide on future strategies. These meetings are organized thrice a year and the output is then finally taken up in the GBM, once a year. The GBM is again a permanent body of the college with the principal, members from the management, coordinators of the college and the senior most teachers of the institution, as its members. The meeting chiefly focuses on the feedback and achievements of the college during the past year and formulates future possibilities for growth and development. Keeping in mind, the mission and vision of the college, this meeting occupies a central position, as it charts a direction for upcoming sessions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Honours	110	175	50
BA	Education Honours	40	20	20
BA	Political Science Honours	80	119	57
BA	Sociology Honours	80	72	51

BA	History Honours	55	44	44
BA	Mass Communication and Journalism Honours	30	39	27
BA	Geography Honours	30	54	21
BA	Psychology Honours	40	28	23
BCom	Honours Programme	170	268	114
BBA	Business Administration	50	101	48

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1853	11	107	2	1

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
93	57	18	22	7	21

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of the students in Salesian College is part of its fundamental approach in catering to the diverse needs of the students especially due to their heterogeneous backgrounds. It functions by understanding their backgrounds so as to bring out the hidden potential qualities of the students. The institution aims at imparting to its students a sound and value laden educational support system. Every student is assigned to a faculty member who acts as his/her mentor accompanying him/her during the entire period of study in the college. The mentoring system, preventive in nature and in keeping with the Salesian system of Education, functions at two different levels: the individual and the group. It caters to the student's holistic development. The mentoring structure aims to build a sound and reliable student-mentor relationship by enhancing the contact hours and the student's academic performances and college regularity. For the said purpose, the institution through the primary vigilance of the Vice-Principals assigns faculty members. They faculty members are assigned to particular semesters with minimum strength of 10-20 students which in most cases might increase depending upon the total intake of students per course. The mentoring session is conducted weekly or biweekly for which special time is scheduled. This particular model aims at catering to the student needs with issues relating to goal orientation, professional, psychological and academic requirements. Hence, it targets in providing a tremendous and reliable assistance in maintaining a strong interrelationship between the management and the fellow students. Moreover, the approach

enables the mentors to serve as the role models. As a result they provide inspiration for the students ensuring that the mentees engage through voluntary participation, and thereby acknowledge the relevance for the existence of such a constructive and crucial model of Mentoring. The process of mentoring is viewed as an individualized form of counselling and guidance activity. For the said purpose, the college has, in order to make the process more concrete, transparent and systematic, identified the mentors and provides a methodical action plan. The teacher responsible for the mentoring collects the information from the concerned mentees making sure that the data is kept in the form of proper log books. The cases are most probably discussed with the concerned teachers or the head of the departments for a proper review. In matters of grave concerns, the issues are handed over to the higher authority. These issues are taken up in consultation with the mentors and the department may also approach the guardians/parents. The system makes sure that the guardians/parents are constantly informed and the students are constantly reviewed. Apart from the faculty, the institution's higher authority takes into its fold the responsibility of catering to the academic and more importantly the student's behavioural progress. College counselling cell headed by qualified and experienced persons in Fr. Dr. Mathew Pulingathil (SDB) and Fr. Dr. James Molekunnel (SDB) have been earnestly and diligently handling the issues concerning not only the students but also matters concerning the welfare and well-being of its faculty members.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1853	110	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	31	Nill	31	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Cheruthottupuram Paul	Director	Community Radio Award
2019	Samir Chettri	Director	Community Radio Award
2018	Dr. James Molekunnel	Associate Professor	Counselling Award
2018	Manoresh Thapa	Assistant Professor	Community Service Award
2019	Cheruthottupuram Paul	Director	Mayako Koseli
2019	Dr. James Molekunnel	Associate Professor	Counselling Award
2018	Fr. (Prof.) George Thadathil	Principal	Institutional Recognition for Radio Station (Radio Salesian 90.8 FM)
2018	Fr. (Prof.) George Thadathil	Principal	Institutional Recognition for SalesianTV (YouTube Channel)

2018	Fr. (Prof.) George Thadathil	Principal	Institutional Recognition for Translation Centre

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	MTMH	Part – I	30/05/2018	20/08/2018
BCom	CMSH	Part – I	30/05/2018	20/08/2018
BCom	SOCH	Part – I	30/05/2018	20/08/2018
BCom	PSYH	Part – I	30/05/2018	20/08/2018
BA	PLSH	Part – I	30/05/2018	20/08/2018
BA	MCJH	Part – I	30/05/2018	20/08/2018
BA	HISH	Part – I	30/05/2018	20/08/2018
BA	GEOH	Part – I	30/05/2018	20/08/2018
BA	ENGH	Part – I	30/05/2018	20/08/2018
BA	EDCH	Part – I	30/05/2018	20/08/2018

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In the session 2018 - 2019 the University of North Bengal, under which the institution is affiliated, introduced the Choice Based Credit System (CBCS) at the undergraduate level. This resulted in an overhaul in the teaching-learning and evaluation pattern of the college from the annual system to that of the semester thereby, bringing about changes in the continuous internal evaluation system at the institutional level. The various reforms initiated on continuous internal evaluation (CIE) system at the institutional level in the session 2018-19 are as follows: • Post Selection Aptitude Test (PSAT) to assess the aptitude of the students in the honours subject. These tests are held within a month of the enrolment of the students to the college. • Selection Tests are held before the university semester exams to familiarise the students with the university pattern of examination. The selected students and allowed to appear for the university exams on the basis of their performance in this test. • The students are also required to submit assignments, present papers, participate in group discussions, take class tests and engage in various forms of assessment techniques as decided by the faculty/ department as a part of the Continuous Internal Assessment (CIA) requirement of the University. • The continuous internal evaluation mechanism of the college not only assesses the academic aspect of the students but also assesses the personality development of the students. The various aspects of students' personality like regularity and punctuality, participation, leadership and organizing skills, social concern, peer and faculty engagement, communication skills, creativity, application to study, and overall campus culture are observed and assessed through the course of interaction between the faculty and students both inside and outside the classroom. According to their performance, the students are graded on a six-point scale ranging within A-excellent, B-very good, C-good, D-fair, E-satisfactory, and F-not satisfactory. The regularity and punctuality

aspect of the students are recorded and maintained by a twofold technique. The biometric system at the entrance of the college records the entry and exit of the students to and from the college. Along with this the teachers maintain a separate attendance register for each subject and paper. • The college maintains all the records of the continuous internal evaluation of all the students in the college ERP which is available through the college website with access for all to see on student portal. • The internal assessment system of the college is transparent as all the corrected answer scripts and assignments are presented to the students. The involvement of parents in the education of their wards is also taken into consideration as a copy of the internal assessment mark sheet which contains a record of all the performances of their ward in academics, personality assessment, and attendance record is sent to the parents of the students. If there are any doubts or clarifications needed by the students or parents on the internal assessment given to the students, the college and the teachers are open to review and address them.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

A Handbook and Calendar Committee for Salesian College Sonada and its Siliguri Campus was constituted in order to formulate the dates for various academic and co-curricular activities. Internal evaluations such as selection to the semester examination for both theory and practical examinations were fixed by carefully chalking out the teaching schedules, class tests and assignment distributions keeping in mind that ample time was given to the faculty members to complete the specified syllabus for the semester. Careful planning was also very important in order to chalk out time tables for co-curricular activities such as Exsurge, Innovision, Ethnic Day, Savour Faire, and other special events. The intra and inter college fests respectively as well as annual College Sports and Games Competition the college organises, feature in the College's annual calendar after careful planning so that these important occasions do not hamper the academic tenor. It is done to provide ample scope so that the same could be effectively organised and the students could gain maximum benefits from all of them by having a greater choice. With reference to the conduct of Examination, each and every date for Selection Examinations, dates for submission of monthly Continuous Internal Assessments (CIA), daily attendance of the students are meticulously planned, laid down and accessed through an online Enterprise Resource Planning (ERP) system that has been developed in-house by faculty members of the Department of Computer Science and Application. The Handbook and Calendar Committee does not disperse after the publication of the College Handbook and Calendar but continue to maintain close link with the faculty members as well as the management and support staff trying to ascertain the efficacy of the calendar thus continuously taking input form them and improving upon it so that all the academic as well as co-curricular activities are undertaken with precision and harmony. The Handbook and Calendar Committee calls for common meeting with different departments and their suggestions are sought. At least two events per each department are desired for a semester and these are evenly spaced and allocated in the calendar segment. The meetings of Governing Body, Internal Quality Assurance Cell, Deanery and Faculty, Finance, Construction and Purchase Committee are scheduled in the handbook and calendar. Fee payment due dates are mentioned. Standard operational procedures for exams, code of conduct, campus culture, role of student council/class representatives and college's expectations from the parents are laid out in the handbook and calendar. The programme laid out in the Handbook and Calendar is flexible enough to get changed with proper information to the committee members in the event of exigencies and emergency to suit the requirements of the students on the whole. It is truly, the diligence of the work done by the Handbook and-Calendar Committee under the supervision of the Principal and Vice Principals of the respective campuses and

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://salesiancollege.ac.in/programs/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
EDCH	BA	Education Honours	29	27	93
ENGH	BA	English Honours	65	65	100
HISTH	BA	History Honours	14	14	100
PLSH	BA	Political Science Honours	40	36	90
SOCH	BA	Sociology Honours	17	17	100
BBA	BBA	Business Administration	20	20	100
BCA	BCA	Computer Application	11	10	91
ACNH	BCom	Accountancy Honours	48	47	98
MNAH	BCom	Management Honours	18	18	100
FINH	BCom	Finance Honours	18	15	83

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://drive.google.com/file/d/1FufgrUAWli0uZ2ChzbNR6JBVMgE-hgLa/view?usp=sharing

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

		agency	sanctioned	during the year
Any Other (Specify)	2	Salesian College	318100	318100
Industry sponsored Projects	365	Bharti Airtel Limited	160000	160000
International Projects	1080	UK-DST	1050000	500000
Major Projects	365	United Board	629184	229184
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
TIST (Trends In Science And Technology) Day - 1	Mathematics	27/02/2019
TIST (Trends In Science And Technology) Day - 1	Physics	27/02/2019
TIST (Trends In Science And Technology) Day - 1	Computer Science	27/02/2019
TIST (Trends In Science And Technology) Day - 1	Statistics	27/02/2019
TIST (Trends In Science And Technology) Day - 2	Computer Science	28/02/2019
TIST (Trends In Science And Technology) Day - 2	Physics	28/02/2019
TIST (Trends In Science And Technology) Day - 2	Statistics	28/02/2019
TIST (Trends In Science And Technology) Day - 2	Mathematics	28/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Research Paper	Bipul Chhetri	Salesian Research Centre (SRC)	31/01/2019	Research Scholar
Leadership (SCS)	Bikash Agarwal	DBDOC / EC Kolkata	31/01/2019	Students
Leadership (SCSC)	Vaibhav Agarwal	DBDOC / EC Kolkata	31/01/2019	Students
Best Mentor of the Year (SCSC)	Rachel Salomit Sitling	DBDOC / EC Kolkata	31/01/2019	Teachers
Community Service	Terence Mukhia	DBHEI (Don Bosco Higher Education, India)	18/03/2019	Teachers

IN-HOUSE ERP Development	Dhirodatta Subba	IUS (Salesian University Institutions, India)	24/04/2019	Teachers
DG NCC Plaque, Commanders Gold Medal and Certificate of Merit	Lt. Risha Chettri	NCC Officers Training Academy	17/12/2018	Teachers
Best Mentor of the Year (SCS)	Sradha Pradhan	DBDOC / EC Kolkata	31/01/2019	Teachers
[View File](#)				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Salesian Research Centre	IN-HOUSE Power generation	Verein zur Hilfe für Kinder der Dritten Welt, Schweinfurt e.V.	Salesian Hydel Project	Power generation	31/05/2019
Salesian Community Radio	Radio Salesian	Salesian Mission office, Madrid, Spain	90.8 FM: Voice of the Hills	Training and Internship of RJs, Community service	01/07/2018
[View File](#)					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	7	1

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	1	1.89
International	Environmental Science	6	0.49
International	Political Science	1	0.08
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Management	5
Physics	1
Political Science	1
English / Mass Communication and Journalism / Philosophy	1
English	1
Mathematics	2
Philosophy	9

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Search for the 23/2 isometric state in 125re	Siddharth Rai	A LETTERS JOURNAL EXPLORING THE FRONTIERS OF PHYSICS	2019	0	EPL,125 (2019) 52001	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
The Scales Project: a cross-national dataset on the interpretation of thermal comfort scales	Samar Thapa	Scientific Data	2019	5	5	Nature Publishing Group
Tropicality and wildness: experiential travel writing and making up of land	Bikash Sarma	Asian Ethnicity	2018	1	94	Routledge Taylor Francis Group

and people in nineteenth century Assam						
Adaptive Thermal Comfort in residential buildings of north east India- Effect of difference in elevation	Samar Thapa	Building Simulation	2018	5	12	Tsinghua University Press
Thermal comfort in the naturally ventilated office buildings in cold and cloudy climate of Darjeeling, India - an adaptive approach	Samar Thapa	Energy and Buildings	2018	5	19	Elsevier
Adaptive Thermal Comfort in different buildings of Darjeeling Hills in eastern India- Effect of difference in elevation	Samar Thapa	Energy and Buildings	2018	5	10	Elsevier
Insights into the thermal comfort of different naturally ventilated buildings of	Samar Thapa	Energy and Buildings	2019	5	4	Elsevier

Darjeeling Hills in eastern India - Effect of gender, age and BMI						
Thermal Comfort in high altitude Himalayan residential houses in Darjeeling, India - an adaptive approach	Samar Thapa	Indoor and Built Environment	2019	5	2	SAGE Publications

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	9	1	2
Presented papers	6	8	Nill	Nill
Resource persons	1	2	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Road Safety	Salesian College Siliguri Campus/ 16 Bengal Bn NCC	1	25
Environmental Conservation	Salesian College Siliguri Campus/ 16 Bengal Bn NCC	1	30
Tree Plantation Drive	Salesian College Siliguri Campus/ 16 Bengal Bn NCC	1	22
NSS Annual Camp	Thapa Dhura, Sonada	3	15
Dumping Yard Inspection	Dumping Area Near the water tank beside the Nazerath	1	25

	Block			
AIDS Day	Kholachand Fapri Primary School, Fapri		1	22
Industrial Visit	Salesian College Siliguri Campus / Mayur Aluminium Industries Ltd. in Matigara.		1	22
	[View File](#)			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Student Counselling	Best DB Counsellor	DBYA (Don Bosco Youth Animation, Kolkata)	1371
Education of Disadvantaged Adolescents	Social Outreach Recognition	AIACHE (All India Association for Christian Higher Education)	100
RJ Training	Radio Promotion Recognition	Mass Communication Department, ADBU (Assam Don Bosco University)	10
Blood Donation	Certificate of Recognition	Blood Plus, Siliguri	100
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issue	Women's Cell/ United Board	Sensitivity and Equality	3	80
Gender Issue	Women's Cell / United Board HongKong	Workshop on Women Health and Hygiene and Aids	3	85
Gender Issue	Women's Cell / United Board HongKong	Life Skill and Personality Development	3	75
Gender Issue	Salesian College Women's' Cell	One Billion Rising	3	55
Swachh Bharat	Computer Science Application Department	Swachh Department Abhiyan	3	8

Swachh Bharat	Salesian College Siliguri Campus/ 16 Bengal Bn NCC	Swachh Bharat	1	40
Swachh Bharat	NSS	Swacchata Pakwada	1	31
Blood Donation Camp	NSS	Blood Donation Camp	1	15
		[View File](#)		

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student and Faculty Exchange	Faculty and students of Salesian College Siliguri Campus	Salesian College Siliguri Campus	1
Conference	Fr. (Prof.) George Abraham Thadathil, SDB	United Board, HongKong	6
Student and Faculty Exchange	Faculty and Students of MSW from Xavier University Kolkata	Xavier University Kolkata	1
		[View File](#)	

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	A Study On Customer Preferences Of Denim Jeans:Lee Cooper, Buffalo,DJC	Cosmos Mall, Big Bazaar, Siliguri	08/02/2019	08/03/2019	Mr. Aniruddha Guha
Internship	A Study on the Impact Of Visual Merchandising On Consumer Buying Behaviour	Big Bazar Siliguri	08/02/2019	08/03/2019	Ms. Anjeli Kipjen
Internship	A Study of impact of employee	Royal Sarovar Portico,	15/01/2019	20/02/2019	Ms. Kritika Pradhan

		Siliguri			
	retention strategies on employee motivation on the basis of age and gender	Siliguri			
Internship	A Study on impact of sales promotion on consumer	Big Bazar Siliguri	08/02/2019	06/03/2019	Mr. Kunal Agarwal
Internship	Consumer buying behaviour	Vega Circle Mall, Siliguri	06/01/2019	03/03/2019	Mr. John Louis
Study Trip	Study Trip	IIT Guwahati	29/12/2018	06/01/2019	Department of Mathematics
Educational Trip	Educational Trip	Don Bosco Institution Assam	09/08/2018	11/08/2018	Department of Management Studies
Educational Trip	Educational Trip	National Institute of Arts in Thimpu	04/12/2018	06/12/2018	Department of English
Workshop	Workshop on Voice of Young Indians	Confederat ion of Indian Industry	07/08/2018	07/08/2018	Dept. of Mass Communi cation and Journalism
Open and Distance Learning	Teaching Learning	IGNOU (Indira Gandhi National Open University)	01/07/2018	30/06/2019	Faculty and Support Staff

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
International Institute of Information Technology Hyderabad , Gacgibowli, Hyderabad	01/09/2018	Indo UK RD project, Residential Building Energy Demand Reduction in India (RESIDE)	2

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
21502649	15807255

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Class rooms	Existing
Campus Area	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
(E-BLIS) Electronic Bosco Library Information System	Fully	2.0	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39995	23997000	1805	443224	41800	24440224
Journals	38	112149	3	7500	41	119649
e-Journals	12	37655	3	7500	15	45155
Reference Books	200	6000	10	6000	210	12000
e-Books	250	219	624	438	874	657
Digital Database	5	276102	Nill	Nill	5	276102

CD & Video	274	54800	44	8800	318	63600
Library Automation	2	58250	2	20000	4	78250
Others(s pecify)	113	266075	15	42758	128	308833

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Cheruthottupuram Paul	Ensure Your Vote Official	YouTube (https:// youtu.be/gIbM075Yk7 A)	25/03/2019
Cheruthottupuram Paul	Radio Drama "MITINI" produced by Radio Sagarmatha (Total Episodes/Audios : 118)	Radio Salesian 90.8 FM	02/07/2018
Cheruthottupuram Paul	English Weekly Show "IRL" (Total Seasons : 07, Total Episodes : 42)	Radio Salesian 90.8 FM	09/07/2018
Abhijit Dey	Data Structure using C	Microsoft PowerPoint	12/07/2018
Abhijit Dey	Data Communication And Computer Networking	Microsoft PowerPoint	20/07/2018
Nikhil Pradhan	JAVA Programming	Microsoft Word	16/03/2019
Subhajit Bose	Software Engineering	Microsoft PowerPoint	27/07/2018
Tanoy Bhadra	Introduction To Computers	Microsoft Word	04/09/2018
Sumina Chetri	Ethnic Day Celebration At Salesian College Sonada	YouTube (https:// youtu.be/cRf9gjf-FbA)	21/11/2018
Manoresh Thapa	Blood Donation Camp 2018	YouTube (https:// youtu.be/jgqV-grIkGc)	21/11/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others

Existing	105	7	98	4	2	26	10	35	2
Added	13	2	11	2	2	10	2	35	2
Total	118	9	109	6	4	36	12	70	4

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

35 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
SALESIAN TELEVISION	https://www.youtube.com/channel/UCOjjjNeq0igid8-fA3IXViQ
RADIO SALESIAN	https://www.facebook.com/radiosalesian/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
903481	898616	12316336	3460895

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Salesian College Maintenance Policy for the physical resources like land, field, gardens, forest, buildings and equipment are supervised and managed by the college Bursar. He is assisted in the process by the finance, construction and purchase committees. The Individual and departmental requests for capital investments are ordinarily seen to by the Bursar and if above the set limit decided through the college coordination committee and reported to the Governing Body of the college. The major capital investments in buildings are estimated and the budget proposal is submitted to and approved by the Governing body and forwarded to the founder body. All constructions are done through the processes of building plan approval at the local government level as per processes prevalent in the concerned Panchayat/ corporation. Maintenance of Physical Facilities are seen to by the Bursar with a team of members who monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, cafeteria and hostel buildings. Transport facilities are monitored and maintained by the Bursar and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year. Maintenance of Classrooms, Furniture and Seminar Halls and Auditorium Classrooms with furniture and teaching aids are maintained by the respective block staff and attendants and supervised by the respective supervisor. Seminar halls and auditorium are under the purview of the supervisors and the college electrician the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits an application to the supervisor, through HOD and Dean and the date of the event is registered and the halls are accessed on a priority basis. Maintenance

and Library and Library Resources The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. Bound volumes are not to be sorted out from their fore-edges, as this process weakens the binding. Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity-controlled room. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help remove termites or white ants besides proper cleaning and fumigation.

https://salesiancollege.ac.in/policies/sc-maintenance-policy/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Don Bosco Development Society (DBDOC), 2. Fee concession	40	453890
Financial Support from Other Sources			
a) National	1. Post Metric Scholarship, 2. Talent Support Program, 3.SVMCH Program	84	570600
b)International	NIL	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Suicide Prevention Week (Day 7)	15/09/2018	30	Department of Psychology
Suicide Prevention Week (Day 5)	13/09/2018	30	Department of Psychology
Suicide Prevention Week (Day 4)	12/09/2018	30	Department of Psychology
Suicide Prevention Week	11/09/2018	30	Department of Psychology

Activity	Date	Number	Department/Resource Person
(Day 3)			
Suicide Prevention Week (Day 2)	10/09/2018	30	Department of Psychology
Suicide Prevention Week (Day 1)	09/09/2018	30	Department of Psychology
Remedial Coaching - Workshop on Behavioural Skills for Effecting Living (Day 3)	25/08/2018	60	1. Dr. Tushar Singh, Asst. Professor, Department of Psychology (BHU), 2. Department of Psychology, Salesian College
Remedial Coaching - Workshop on Behavioural Skills for Effecting Living (Day 2)	24/08/2018	60	1. Dr. Tushar Singh, Asst. Professor, Department of Psychology (BHU), 2. Department of Psychology, Salesian College
Remedial Coaching - Workshop on Behavioural Skills for Effecting Living (Day 1)	23/08/2018	60	1. Dr. Tushar Singh, Asst. Professor, Department of Psychology (BHU), 2. Department of Psychology, Salesian College
Suicide Prevention Week (Day 6)	14/09/2018	30	Department of Psychology
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	C. E. P. (Competitive Exam Preparation)	25	35	14	9
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

5	5	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Global Reach	97	Nill	TATA Consultancy Services Limited	1	1
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BBA	BBA	Siliguri institute of Technology	MBA
2019	1	BBA	BBA	GIBS	MBA
2018	1	BA Honours	Education	Presidency University, Bengaluru	School of Management
2018	2	BA Honours	Education	Salesian College, Siliguri	M.A Education
2018	3	BA Honours	English	Salesian College, Siliguri	M.A English
2019	3	BA Honours	English	Salesian College, Siliguri	M.A English
2019	1	BA Honours	English	North Bengal University	M.A English
2018	1	BA Honours	Mass Communication and Journalism	National Institute of Technology, Durgapur	M.A. Social Work
2018	1	BA Honours	Mass Communication and Journalism	RD SH National College SWA Science College	M.A Media
2019	1	BA Honours	Political Science	Sikkim University	M.A Political Science
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
Any Other	3
[View File](#)	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
INNOVISION	Inter-College	3000
TAVERNA TROPHY	Inter-College	200
INSCAPE	Inter-College	1000
TECHNOKRAT	Inter-College	1000
CALIBRE	Intra-College	200
CONOSCENZA	Intra-College	400
EXSURGE	Intra-College	1400
SAVOIR FAIRE	Intra-College	1000
ETHNIC DAY	Intra-College	1400
HAY FEVER	Intra-College	200
[View File](#)		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	1st North East India Karate Do Championship	National	1	Nill	SL201804 00401103	VIDIT TAMANG
2018	Mayor Cup 2018 – 5th International Karate Championship Nepal	International	1	Nill	SL201804 00401103	VIDIT TAMANG
2019	West Bengal State Level Kickboxing Championship	National	1	Nill	0287	SUNNY THAPA
[View File](#)						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student council is a body of students to promote equality in student life within and outside the college. It is a democratic support system for holistic development of the students and will work in consonance with the respective departments, clubs, groups of the college with their faculty support. The student council will report to and function with the general supervision of the Principal or his nominee. The student council consists of the Class Representatives, clubs and group leaders. The president, vice president, secretary, joint secretary, treasurer and joint treasurer are the core members of the student council and are elected from among the Class Representative, club and group leaders. The eligibility criteria are based on the overall performance of the students in the previous academic years. The President is elected from among all the leaders. The role of the Student Council President is to represent the Student Body and to organise weekly meetings and supervise the functioning of the elected student body officers. Along with the other members, he/she will maintain student body files, keep record of student activities and assist the College Management in organising various functions. A Class Representative (CR) for each class will be nominated and elected at the beginning of the year. The purpose of the Student Council is to give students an opportunity to develop leadership skills by organising and carrying out various college activities and projects. Their role is to officially represent the students and be the voice of the student body. The CR will assist the Vice Principal, Deans, Campus Co-ordinators and the HoDs in their relations with classmates. In matters regarding the collection and returning of daily attendance registers, written assignments and notes. They will also help in maintaining the tone and discipline of the college. Their fellow students will give them the respect and obedience due to them and strive to help in fulfilling their duties. In order to empower students and enhance their opportunities for interaction across departments all students will join a Club and participate actively in promoting a vibrant campus life. The student council is entrusted with maintaining order and promoting active cooperation among all members of the college community. They identify, assess, evaluate and suggest the student perspectives in the development of Arts and Culture, Sports and Games and other co-curricular activities. One of their important objectives is to inculcate among the students the Vision and Mission of the college. They also suggest methods of improving student life through proper conduct and discipline. The CRs encourage and initiate inter departmental projects and support and promote different clubs and groups. The student council has regular meetings to prepare different agendas and also to supervise the tasks of the council members. The Principal may dissolve an unsatisfactory and inefficient student council or change Individual office bearers who do not conform to the college rules or in any way prove unworthy of the office they hold. There was no such intervention, nor the need for the same, during the year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Salesian College Sonada and Siliguri Campus have vibrant Alumni Associations. It is registered with the Don Bosco Alumni, India and also registered under West Bengal Societies Registration Act (FI. 1LI-66557 of 2009-10 dated 31 December 2009). The Siliguri wing of the Association was formed on 25th August, 2015 with an aim of working for the society. Presently there are many registered members from the first batch of 2011 to 2019 and the number is growing gradually. The Association is very new but since the foundation ,the young and energetic members are very much devoted to the social

work and are full of enthusiasm. The college has an active alumni association formed out of the relationship between the alumni and the management to help the institution in its ongoing developmental efforts. The alumni cell was established with an aim to create a network with the alumni through various activities conducted by the college and interact with the alumni at various forums and always maintain an updated database of the alumni. The involvement of alumni in supporting and providing contributions voluntarily to the college is important for maintaining and expanding the college. The association helps in raising funds to various activities and projects of the college. In the session 2015-2017, rupees sixty thousand were contributed by the alumni association for conducting various programmes as orange the world, gift of smile for the underprivileged students, blood donation camp, sponsors for commerce fest. About rupees twenty-eight thousand five hundred was donated by ex-students from the Sonada campus. In the year 2014-2015 about four lakhs was contributed from the alumni and individuals of the college. In the year 2015-2016 about six lakhs was given as a donation to the college. In the year 2016-2017 about rupees six lakhs fifty thousand was contributed to the college and lastly in the year 2017-2018 about rupees six lakhs forty eight thousand was provided to the college. In the year 2018- 19 , about one lakh fifty four thousand and five hundred was contributed to the college. Regular meetings of the alumni are held at different chapters situated across the globe and the ongoing activities and future plans of the association are discussed at length. The association has also organized different events as part of the social outreach programme like free dental checkups and charity programme "Gifts of Smile" for the street children of the city. We also have organised summer camps and excursions for the beneficiaries. With wide network of Don Bosco institutions all over the country and at international level the college alumni is also linked with all other Don Bosco institutions at regional, national and international level giving the alumni an immense opportunity for their growth and development. It aims at working for the upliftment and betterment of our society. As they have received a sound education from Don Bosco the father and founder they want to share the goodness that they have received as a mark of gratitude to Don Bosco and his sons.

5.4.2 – No. of enrolled Alumni:

1756

5.4.3 – Alumni contribution during the year (in Rupees) :

180750

5.4.4 – Meetings/activities organized by Alumni Association :

Gift of Smile: There is a joy in bringing a smile on other's faces and it can make a difference in our lives. The Gift of Smile is an initiative taken by the Alumni on the occasion of Gandhi Jayanti to spread smiles among the underprivileged children. The day is packed with activities like fun interactive sessions, drawing competitions, dancing, watching movies and scrumptious lunch. Blood Donation Camp: A Blood Donation camp was organised by the Alumni Association in the college premises. The purpose of the Camp was to spread awareness of the importance of donating healthy blood so that more people could come forward to save lives. Many volunteers came forward to donate blood including the teaching staff, non teaching staff and the students. The donors were given refreshments and certificates. 4 meetings took place. 2 in SONADA and 2 in Siliguri Campus whose details are given below: Minutes of the Alumni Association Meetings The Alumni Association members gathered to discuss new resolutions and objectives for the coming year. A resolution was passed to form a new committee for the year 2019-2020. The Alumni Association organised a meeting to elect a President and appoint executive members from the outgoing

batch of 2016-2019. Roles and responsibilities were assigned to the new members. The Alumni Association held a meeting to discuss and plan the event -"Gift of Smile" which is organised every year on the occasion of Gandhi Jayanti. A meeting of the Alumni Association was conducted to discuss effective ways on encouraging Alumni engagement and participation in various activities. Planning of events like Gift of Smile, excursions, picnics, etc were discussed and finalised.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The administration and management, especially the decision and policy-making procedure, of the college have been decentralized through participatory management mechanism. Apart from the Founder Body and Governing Body members and the Principal, there are Vice-Principals who look after the daily running of the college in collaboration with the Bursar, Campus Ministers, and Campus Co-ordinators. They are in turn supported by the heads of departments. The college organizes INNOVISION, an inter-college musical, a cultural and literary festival for three days. Being an inter-college level fest, the Co-ordination team acts as the chief and ultimate organizer and not the department(s). But the system is so decentralized, that the office of the campus co-ordinators with the help of student leaders (who are elected by the students) and select faculty, this mega event is smoothly organised to entertain over 3000 students on site and on uncountable others through live streaming online through social media. The said process is given here: The College management empowers the Campus Co-ordinators to organise Innovision, planned annually with the dates noted in the calendar and budgetary allocation done in keeping with the previous year's expenditure. The campus co-ordinators call for planning meeting at two levels: 1. Only with student leaders to brain storm and make them participate in the process 2. Planning with faculty and student leaders. Then the students and faculty are divided in groups for marketing, production, office, volunteering, security, media management etc. Each of this group is headed by a faculty who only facilitate the process but it is the students who take active part in the process. After the planning stage the team executes the process on the event dates with the help of nodal office of the campus co-ordinator. Briefing meetings are held before (remote preps) and during the (3 days) event on the daily basis. The post event meeting is held for evaluation of the programme and filing of the same is done for future reference. The final reports of the Innovision event, both financial and for newspaper are sent to the college management for their reference. Through all these processes, the management acts as a patron to support the programme/event, but it is the student council steered by the campus co-ordinators who organise and manage the event from planning, to execution and evaluation of the programme. In the Innovision, the college empowers alumni too, to help in the contributions, marketing, advertisement and judging the events. Luminary alumni are called to encourage the currently enrolled students. The college encourages decentralization and participative management through the involvement of Religious Teachers, Lay Teachers, Students, Parents, Alumni, Local Educators, Intellectuals and Neighbours. The student representatives such as Departmental Representatives (DRs) and Course Representatives (CRs), and members of the Student Council are given leadership roles wherever they can fit in. Students were chosen by election by their peers. Co-operation of parents/guardians, alumni and neighbours is sought. Regular meetings of parent, alumni and neighbours are held for this purpose during which some local educators or intellectuals are invited.

6.1.2 – Does the institution have a Management Information System (MIS)?
Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As a part of curriculum development, new courses such as Bachelors in Vocational Education, Bachelors in Social Work, Physics, Economics, Physical Education (General) and Post Graduate courses for subjects such as Psychology and Education have been introduced in the institution from the year 2018-2019.
Teaching and Learning	The ICT teaching is incorporated through various sources such as moodle, Google Scholars, digital library (electronic sources), Audio-Visual systems and regular use of power point projector presentations have been emphasized and inculcated in day to day teaching learning process. To enhance the upgradation of teaching process and for the development of faculty, faculties are also trained through regular training programmes such as Faculty Development Programme (FDP), Orientation and special lectures by various invited resource persons.
Examination and Evaluation	From the year 2018, the university has introduced and implemented the Choice Based Credit System (CBCS), running parallel with the annual system. Regular assessment of the student is done through Continuous Internal Assessment (CIA), assignments, class seminars etc
Research and Development	In view of Research Development schemes, FORTE (Research in Teaching Learning), was organized by the Department of Commerce and Management held at Salesian College Sonada Campus. In addition to these, Translation workshops were organized in Salesian College Sonada Campus on the theme "Indra Bahadur Rai and his works".
Library, ICT and Physical Infrastructure / Instrumentation	The library has been linked through OPAC. The institution has Digitalized library. The infrastructure of the digitalized library has been installed with 6 PCs in the library as well as in the new building to enhance more effective ICT learning. 12 new smart

	boards have been installed in various classroom i.e. 12 classrooms. Physics laboratory too have been equipped with new equipments for the practicals.
Human Resource Management	The introduction of new courses and the increase in the number of students in various departments led to the need for recruitment of new faculty members in various departments. In this regard, the management committee released an advertisement for the recruitment, selection and interview of eligible candidates. The recruitment was not only for the faculty but also for the non-teaching staffs.
Industry Interaction / Collaboration	With a view to expose the students to the industries for project and internships, every year industrial visits are mandatory for the management students. Hence, for this purpose this year a MOU with Pantaloons has been signed along with renewal of MOU with Young India. More such initiatives and steps are anticipated in future.
Admission of Students	For the new academic session 2019-2020, the admission process was done through ERP online process. Notification for college admission under the guidance of University of North Bengal was initiated. The entire process ranging from payment and fulfilling up the forms were done online. There were around 566 students who enrolled themselves for various courses. The whole process went through different stages such as verification of documents, entrance test, interview and listing out of the selected candidates for each course.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	In-house software for enterprise resource planning and administration from 2018 onwards.
Administration	EBLIS BOSCO TALLY, ERP for online recording of classes, faculty and student activity. Uploading of news and reports of various events held in college. https://salesiancollege.ac.in/ERPSonada/user.html
Finance and Accounts	ERP and Account Made Easy (ACME)
Student Admission and Support	Student Admission and Support: Online application for admission. Online assessment and Publishing of Merit list

	for admission. Student Portal for viewing internal marks and reports. Learning Management System Moodle for online-offline resources https://salesiancollege.ac.in/Admission201819/user.html https://www.moodle.salesiancollege.ac.in/
Examination	Digital Recording of internal marks and generation of marks list for students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Fr, (Prof.) George Thadathil	Faculty Enrichment Programme	Brazil	19528
2018	Fr. C.M. Paul and Shruti Chettri	Faculty Development Programme	Chennai	15150
2019	Dr. Terence Mukhia	Don Bosco Higher Education Institution Workshop	Don Bosco, Chennai	11578
2019	Sradha Pradhan	Faculty Training Programme	Asian University for Women, Chittagong, Bangladesh	13147
2018	Jagjivan Tirkey	Technology Assisted Teaching and Learning for Whole Person Education	United Board, Hong Kong	30000
2018	Jagjivan Tirkey	The Heart of Educating India	Sacred Heart College, Tirupattur	12000
2018	Bedika Rai	Teaching about China in India	1. Christ University, Bangalore, 2. United Board, Hong Kong	12000
2018	Peter Lepcha	North-East Colleges and Consultations	United Board, Hong Kong	5000
2018	Biju Mathew	China-India Linkages	United Board, Hong Kong	10000

| 2018 | All faculty | Seminar/workshop | Golaghat | 17460 |

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Verzotto Memorial Lecture	NA	26/10/2018	30/10/2018	120	5
2018	FORTE (Faculty Orientation for Research Teaching Excellence)	NA	30/11/2018	05/12/2018	30	Nill
2018	Innovating/Implementing Best Practices in College Teaching organised by IQAC	NA	30/10/2018	30/10/2018	70	4
2018	Faculty Development Programme	NA	27/05/2019	29/05/2019	70	Nill
2018	NA	Orientation for Non Teaching Staff	07/07/2018	07/07/2018	Nill	22
2018	NA	Instructions on Administrative Policies	10/10/2018	10/10/2018	Nill	22
2019	NA	Personal Growth Review	29/01/2019	29/01/2019	2	22
2019	NA	Training in Automation	18/05/2019	18/05/2019	3	21

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Refresher Course	2	04/01/2019	24/01/2019	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	13	8	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Research related additional Leaves/Assistance towards travel for Research.	1. Loan for house building, 2. Financial assistance for childrens education, 3. Medical care assistance from Institutional resources	1. Scholarships from Don Bosco Development Society, Kolkata, 2. Scholarships from WBMDFC (Talent Support Program), 3. For Meritorious students (50 percent fee waived)

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has an adequate mechanism for internal and external audits. The Bursar is the head of the Finance Department of College. The internal audit takes place as and when necessary. The external audit takes place twice a year with the external auditor's visit from Kolkata. The internal auditor is an ex-officio member of the Purchase Committee, the Construction Committee and the Finance Committee. There are tri/monthly meetings held for these committees. If required, meetings are held more than once a month. Any purchase needed by departments have to be first decided by the departments in their internal meetings, and then an application has to be made by the respective Head of the Departments and submitted to the respective Vice Principals. The Vice Principal, after his observations hands over the application to the respective Deans. The Dean then hands over the application, after due verification and his signature, to the internal auditor. The internal auditor scrutinises the application and then with his signature hands it over to the Bursar. The Bursar may make the purchase through his office or through the respective departments. The purchase bills are maintained by the finance office and the respective departments. For activities involving expenditure for various college events, the respective committees/cells/clubs animators, or the department heads must have a meeting first and then submit a budget with the approval of the respective Vice Principals, to the respective Deans, who then, after approving the budget, hands it over to the internal auditor. The internal auditor hands it over to the Bursar after due scrutinising. The purchases may be carried out by the Bursar through his office or ask the organising committee to make such purchases. Once the event is over, the respective committees/cells/clubs/animators, or the departments have to submit all the bills in a pre designed format, available with the internal auditor, to the

internal auditor within a week. Only genuine bills are accepted for reimbursement purpose. All POS machine bills have to be mandatorily photocopied as they become invisible over time. The internal auditor after due scrutinising will submit the bill to the Bursar. The Bursar reimburses the bills, if required. A copy of the submitted bills along with the predesigned format will be maintained by the respective departments and the internal auditor. For payments made to guests, visitors, judges, etc. for various activities, are done through the college payment voucher. The receiving party is required to accept the payment after duly signing the receiving voucher. The construction expenditures are looked after by the Bursar's office with the approval of the Principal. The out of ordinary expenditure regarding purchases of electronic gadgets, teaching aids, etc. are undertaken after convening a meeting of the Finance committee. All such expenses are approved by the Principal. The audit committee is open to all new ideas and suggestions for improving its functioning for the betterment of the college from student council, faculty, staff, and seeks to economize any expenditure. Overall, the college has a very transparent audit mechanism.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
1. Salesian Mission office, Madrid, Spain, 2. Thomas Habin, 3. Bisch Stuhl V Rgvg Bischoefliche, Germany, 4. Savio Youth Centre, Siliguri, 5. Salesian Province of Kolkata, 6. IGNOU Study Centre	13593132.68	1. Educational Television studio, 2. Educational help to needy students, 3. Educational expenses, 5. Construction of new college building at Salesian College, Siliguri Campus, 6. Construction of new college building at Salesian College, Siliguri Campus, 7. Development of Salesian College, Siliguri Campus

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6.4.3 – Total corpus fund generated

6572980

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. Glen Shive, Director, American Centre, Chung Chi College, Chinese University, Hong Kong	Yes	Provincial Economer, 52A. RNC Road, Kolkata 700015
Administrative	Yes	Swapan	Yes	Fr. Jagjivan

| | | Mukherjee, Chartered Accountant, 12, Chatterjee Lane, Serampore, Hooghly | | | Tirkey, Treasurer, Salesian College W.B. 734209 |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent-Teachers meeting held annually at the start of the academic session. 2. Parents of new students are invited to attend the Freshers' Welcome and College Concert. 3. Parents submit anti-ragging affidavits, Parents are informed over the phone if any ward is absent.

6.5.3 – Development programmes for support staff (at least three)

1. An annual meeting of all Support Staff 2. Instructions and updating meetings, Support Staff are also invited to attend the suitable workshops 3. President of the Governing body meets and appraises the Support staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Strengthening the research 2. Augmenting Infrastructural development 3. Information Technology enabled teaching-learning processes

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Academic and Administrative Audit	11/05/2018	11/05/2018	12/05/2018	110
2019	Assessment and Accreditation by NAAC	03/05/2019	03/05/2019	04/05/2019	2000
2018	Special lecture on Research Methodology	17/07/2018	17/07/2018	17/07/2018	90
2018	Lecture on Career Prospects and the Corporate World	20/08/2018	20/08/2018	20/08/2018	90
2018	Healing Well - Art Therapy	05/09/2018	05/09/2018	05/09/2018	13

2018	Special lecture on Near field Dispersion of solute in a turbulent open channel flow from continuous elevated sources: An application of differential equations	22/09/2018	22/09/2018	22/09/2018	28
2018	Guest Lecture on Therapeutic Relationship	06/09/2018	06/09/2018	06/09/2018	40
2019	Model Yi Youth Parliament	16/01/2019	16/01/2019	16/01/2019	220
2018	Workshop on Women Health, Hygiene, Nutrition and Aids	14/12/2018	14/12/2018	14/12/2018	90
2018	Orientation Programme for !st year CBCS system	12/12/2018	12/12/2018	17/12/2018	160
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Anti-trafficking awareness among women and adolescent girls of Darjeeling and Jalpaiguri District	02/08/2018	02/08/2018	50	200
Gender Sensitization:	12/09/2018	12/09/2018	70	152

Women and Child Rights				
Gender equity and Gender sensitivity	06/10/2018	06/10/2018	100	220
Women Health, Hygiene and Nutrition, AIDS Awareness	22/02/2019	22/02/2019	70	155
Hill students get alert on womenand child trafficking	28/07/2018	28/07/2018	80	340
Sensitivity and Equality	12/08/2018	12/08/2018	45	105
Awareness Programme on Human Trafficking and Child Sexual Abuse	10/10/2018	10/10/2018	12	33
Workshop on life skills And personal development for women	01/02/2019	01/02/2019	120	220

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Salesian Mini Hydro Power Project, Sonada- With the help of turbine and generator, electricity is generated from water that supports the college and neighbourhood street lighting. During the year 2018-2019, total electricity consumption by Salesian College, Sonada Campus was 88781 kWatt, out of which 446 kWatt has been met by electricity generated by the hydro project (.50 of the total power requirement). 2. Salesian Solar Panel Project, Siliguri- With the help of solar panel, sunrays are transformed into electricity generation that produces upto a maximum of 2 kWatt of electricity (average 3000 units per year). The yearly non-renewable electrical usage is 39,912 units giving us a total energy consumption of 42,912 units in a year, so the solar generator accounts for 7 of the electricity demand, on average.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	advantages and disadvantages	and contribute to local community					
2018	1	Nill	06/12/2018	4	Tour to Dheklapara, Duars	Education and Social Inclusion	15
2018	1	Nill	07/07/2018	1	Drug Abuse prevention and Awareness program by Kripa Foundation	Social Awareness Program	250
2018	1	Nill	30/07/2018	5	Financial Literacy Program	Social Awareness Program	310
2018	1	Nill	17/08/2018	5	Visit to old age home at Rohini by Sociology Department	Social outreach	21
2018	1	Nill	18/08/2018	5	Visit to Orphanage at Tindharia by NSS	Social outreach	35
2018	1	Nill	25/08/2018	5	Workshop on Human rights by Political science department	Social welfare	20
2018	1	Nill	21/09/2018	5	World Peace Day	Awareness programme	250
2018	1	Nill	01/10/2018	5	Curbing the menace of ragging programme	Awareness programme	350
2018	1	Nill	23/11/2018	5	Blood donation camp by	Social work	420

| 2018 | Nill | 1 | 07/12/2018 | 5 | NSS Rural Visit to Tanek Busty | Social outreach | 16 |

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Library Policy	01/07/2018	The SCS library is Wi-Fi enabled and the computer section is equipped with internet connection which students and faculty may use exclusively for study/research purpose. The library has a collection of rare books which may be availed on special request by researchers. SCS library facilitates research activities by providing Research Scholars with a work station, access to library resources internet. Those interested in voluntary service can do so and gain valuable experience in eBLIS, library system maintenance, Database management, Scanning and documentation. They may be awarded a Certificate of Appreciation on satisfactory completion of a period of service. https://salesiancollege.ac.in/policies/library-policy/
Finance Policy	01/07/2018	The financial policy of the institution intends to achieve the following objectives: • Prudent and effective management of financial resources. • Honesty and transparency in all aspects of financial management and financial reporting. • To comply with the legal requirements of various Acts. • Documentation of income and expenditure,

			assets and liabilities, banking requirements, budgeting, internal controls, reporting etc. • To present report to the management, donors, stake holders, beneficiaries and to the government. • To achieve financial goals of the funded projects. • To practice standard according practices in the management of financial resources. https://salesiancollege.ac.in/policies/finance-policy/
Laboratory Policy	01/07/2018		Salesian College takes utmost care in the overall safety of its students inside the laboratory or classroom. The following are the objectives of this policy: a) To help ensure the smooth operation of the computer labs b) To ensure proper use of hardware and software. c) To ensure students respect the privacy of other users do not try to access any files that belong to other users d) Respecting other users who want to be in a quiet environment that is free of interruptions. (i.e.: no cell phone use in the labs) https://salesiancollege.ac.in/policies/laboratory-rules-and-safety-instructions/
SC Maintenance Policy	01/07/2018		The physical resources like land, field, gardens, forest, buildings and equipment are supervised and managed by the college bursar. He is assisted in the process by the finance committee and the purchase committee. The following aspects are covered in this policy: • Maintenance of Physical Facilities • Maintenance

		of Classrooms, Furniture and Seminar Halls and Auditorium • Maintenance and Library and Library Resources • Maintenance Laboratories Lab Equipment • Maintenance of ICT Facilities • Maintenance of Sports and Games Facility • Maintenance of Campus Cleanliness • Maintenance of other amenities • Annual Stock Checking • Replacement of Equipment/ Electronics /Computers • Emergency Maintenance https://salesiancollege.ac.in/policies/sc-maintenance-policy/
Mentoring Policy	01/07/2018	Salesian College gives great emphasis on mentoring system and considers it as one of the integral parts of the educational system. The college is committed to accompany the young people as they enter the campus. Salesian College believes that good mental health is a part of overall health and wellness. This method also brings back the focus of the students towards their studies, thus building up their career path. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Every year, students are assigned to faculty members for mentoring. https://salesiancollege.ac.in/policies/salesian-college-mentoring-manual/
Students Welfare Policy	01/07/2018	Salesian College recognizes that all students have an entitlement to a coherent high quality student support and welfare offer that identifies concerns.

			The College is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions. The College in supporting student welfare promotes high standard of discipline and behaviour of students The code of conduct treats behavioral problems in a manner that relates to the educational purposes of the College. https://salesiancollege.ac.in/policies/students-welfare-policy/
Students Handbook and Calendar	01/07/2018		Consists dress code, honesty, transparent administration, disciplined conduct, respect for men and women, daily assembly, prohibition of ragging, prohibition of drugs, alcohol, tobacco, cleanliness and conservation of natural resources, energy and environment. Students are required to follow dress codes strictly every day except Saturday. Malpractices/cheating during any examination are prohibited and strictly dealt. Transparency in administrative works is maintained through MIS online information. Behaviour that obstructs teaching, research and administration are strictly punishable. Students' behaviour towards opposite gender should be impeccable. Ragging and possession or sale of drugs and alcohol are considered a violent offence. College promotes

		cleanliness and complete responsibility towards environment. Teachers' code of conduct primarily requires that they perform all their duties faithfully and will not avoid any responsibility. The behaviour of the teachers towards students, their colleagues and management has to be modest. They should be strictly abide by any law relating to intoxicating drinks or drugs. Teachers should discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession. Education should be recognized as a public service and strive towards improving education system in the community. Teachers should be aware of social problems and address these issues for overall progress of the society.
Faculty Handbook and Calendar	01/07/2018	Teachers' code of conduct requires that they perform all their duties faithfully and will not avoid any responsibility. The behaviour of teachers towards students, their colleagues and management has to be modest. They should strictly abide by any law relating to intoxicating drinks or drugs. Teachers should discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession. Education should be recognized as a public service and strive

towards improving education system in the community. Teachers should be aware of social problems and address these issues for overall progress of the society.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Mother Language Day	21/02/2019	21/02/2019	150
Model Youth Parliament	17/02/2019	17/02/2019	300
Republic Day in Salesian College Siliguri	26/01/2019	26/01/2019	150
Telling tales of Eastern Himalayas	25/01/2019	25/01/2019	70
National Conference on Emerging Dimensions In Industry	19/11/2018	20/11/2018	200
Gandhi Jayanti 2018	02/10/2018	02/10/2018	20
Workshop on Behavioural Skills for Effective Living	23/08/2018	25/08/2018	50
Independence day	15/08/2018	15/08/2018	200
Bosco Jayanti	16/08/2018	16/08/2019	500
SUPW (Best Out of Waste)	17/08/2018	17/08/2018	550

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. "The trash challenge" program was accepted and completed by 6 NCC cadets near Checkpost football ground on 31st March 2019. 2. Department of Sociology and BA programme arranged Inter-Departmental Paper Presentation on Environment Sociology on 30th September 2019. 3. Salesian College, Sonada Campus had observed 10-day programme on SwacchtaPakhwada from 1st August to 10th August 2019 4. Swach SCS programme was undertaken by Salesian College SonadaCamopus on 15th September 2018 by NSS cell aimed at cleaning 5. The National Social Service (NSS) team of Salesian College Siliguri Campus initiated the Campus Cleaning Programme that continued for 15 days.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(I) Radio Salesian 90.8 FM is a non-profit venture, which provides a mechanism enabling individuals, groups, and communities to tell their own stories, to share experiences, and in a media-rich world, to become creators and contributors of media. The web radio may be accessed on a computer or

Smartphone. Salesian College Sonada has become the first to launch a full-fledged web radio with 20 different programs in the Nepali language. It is the first Community / Campus Radio in West Bengal and entire northeast India to be run by a college. Besides being an innovative part of the media department, Radio Salesian extends its good work towards the community as well. The following is the list of social awareness and benefit programmes undertaken by the Radio Salesian during the period from July 2018 to June 2019. RADIO SALESIAN 90.8 F.M. ACTIVITIES for 2018-2019 include: • Jingle bells season 3 (December 2018) • Awareness programme on human trafficking, child abuse and menstrual health and hygiene in schools and local villages • Awareness programme in collaboration with Women Cell Salesian College, Sonada on human trafficking and domestic violence. • Earth day observation in collaboration with Scavengers NGO. • Tree plantation at Tiger Hill Jorebunglow. • Clean 8th-mile Khola campaign in collaboration with TIEEDI. • Womens day celebration and participation in the bike rally from Darjeeling to Jai Gaon. • Book fair radio coverage. • Valentine day special concert in collaboration with the inspiration youth club, Sonada. • Radio coverage Sangrila fest, Siliguri. • Radio coverage for ICYM Darjeeling-Sikkim Zona Gathering at DB Mirik. • Special programme on DB Tech, 14th mile, Kalimpong. • Production and broadcast of vote awareness song 2019. • Desh Bhakti poem competition. • Radio Natak script competition. • Letter writing competition. • Internship programme for the locals and ADBU students. • Fundraising programme for cancer patient in association with Abode For Deprived and Derelict. • Fundraising programme for brain tumour patient in collaboration with Sonada Aarogya Samity. (II) MEMORANDUM OF UNDERSTANDINGS (MOUs) – The National and International collaborations have materialised in the following: 1. Residential Building Energy Demand Reduction in India - a collaborative venture with International Institute of Information Technology, Hyderabad (IIITH). Objectives of the Practice: The International Institute of Information Technology Hyderabad (IIITH) had discussed at length about the use of electricity in Indian homes and the ways of managing and reducing its use. Hence, a project was launched and Salesian College became a partner in it. The project is titled "Residential Building Energy Demand Reduction in India" (RESIDE). The research programme is in collaboration with Salesian College Sonada (West Bengal), Malaviya National Institute of Technology (Jaipur), Oxford Brookes University and the University of the West of England (United Kingdom). The research is jointly funded by Engineering and Physical Sciences Research Council (UK), Economic and Social Research Council (UK), Newton Fund (UK) and the Department of Science Technology (India) Salesian College Sonada has been appointed as the study/survey partners of the field study in Darjeeling Hills. The field work will be carried out under the supervision of Fr. (Prof) George Thadathil. On 1st September 2018, the team leaders of all the institutions had a meeting organized by IIITH, Hyderabad and formally the project was given shape for its beginning with a formal contract signed. The duration of the project is five years (31st December 2022). The Context: This (RESIDE) research project aims to understand energy use in India to improve house construction to reduce energy use. The results will be curated into a 'data bank'. This also aims to understand in a better way as to how electricity is used in Indian homes to identify ways of managing and reducing its use. This involvement will be kept confidential. The research data and findings will be anonymised. The flexibility part of the project is that any of the households, if in any case, feels that the researcher is intruding on his/ her privacy or is unhappy for any reason they are free to withdraw from the project at any time without giving a reason. The research findings will be published in academic journals and conference papers, so they can be disseminated to a wider audience and scrutinized by other academics. The Practice: IIITH project on "Residential Building Energy Demand Reduction in India" (RESIDE) wishes to create a movement in the field of energy-reducing in India in order to: Empower Salesian College as an academic community with social actors concerned about

managing the energy focusing on a variety of homes in different locations. Provide increased visibility for all the existing socially respectful practices in the region. Identify templates for the best practices which might constitute a source of inspiration in the society Encourage member universities to improve their social policies and practices Propose a credible alternative to traditional ways by introducing service-learning on a national, regional and international scale. Evidence of Success: The various worldwide ranking systems for the colleges and the university have been created within a competitive context. These rankings have been based mainly on the performance of colleges/universities in terms of educations as well as the social policies and on the level of social responsibility. This project is a process of reflection with the goal of implementing a reference framework based on the level of social responsibility of colleges. Salesian college has strengthened its social links with the neighbouring communities living in the margins. The college has set up a separate office for the implementation of the project, and for the survey work, the members have been selected from among the faculty of the college. The duration of the project is five years and is on the progress with enthusiasm aiming for a good result. Problems Encountered and Resources Required: It is to be noted that it is not convenient to reach out to the people of the region, as there are no transportation facilities in some of the targeted areas and also the cost of the transportation is high. Besides, most of the people in the Darjeeling hills preferred to spend their vacation in the plains especially in the winter, so it will be difficult to collect the exact data from the selected house. Apart from this, it will also be difficult to convince the people to installs the device on their electricity metre box and collect the details of their electricity bills as required in the project, as most of the people show reluctant in this issue. The timing for common engagements and the sharing of knowledge gathered from each of the specific locations with others is to be worked out on mutual agreement. The project leaders needing assistance on the ground to carry forward the projects the prime human resource required for its continuity. The enthusiasm generated by the common study possibility of similar problems being faced by the survey team in different places and bringing the same learning to the classroom as service-learning is the brighter side of the project. 2. Skill development training to increase employment opportunities for the unemployed youths – a collaborative venture with NAANDI Foundation, Mahindra Pride Classroom. Objectives of the Practice: The NAANDI Foundation, a Public Charitable Trust incorporated under the Indian Trusts Act, Telangana, India and Salesian College Sonada and Siliguri Campus, West Bengal wish to explore collaborations for increasing employment potential in the State of West Bengal by enabling the supply of skilled manpower in the desired sector, strengthening the training infrastructure related to the requisite skill set as well as by adopting new-age technologies as per the demand of industries. This Memorandum of Understanding is entered into November 2018 between Salesian College, Sonada Siliguri Campus West Bengal and Nandi Foundation (The Mahindra Pride Classroom is a flagship Corporate Social Responsibility Livelihood program of the Mahindra group and is fully implemented by Naandi Foundation). The Context: The purpose of this model is with specific reference to Employability skill-building programmes. The scope of training has been limited to Language learning, Communicative skills and Life Skills through Aptitude, Interview and Group Discussion. The same shall be decided after discussion with Salesian College, Sonada Siliguri Campus West Bengal. It is also to mobilize the eligible candidate for the required skill training program at the training centre of a selected district for 50 Unemployed youth to start with training. Based on results they undertake to train about 500 candidates in a year in various skills such as Life Skills, Soft skills, and Interview skills that will improve the employability chances of the trained candidates. The Practice: NAANDI Project on "Skill development training to increase employment

opportunities for the unemployed youths" wishes to create a movement for the less privileged in order to empower Salesian College as an academic community with social actors concerned about the disadvantaged young people keeping the charism of its Founder. Provide increased visibility for all the existing socially respectful practices which nurture the institutional ethos, preserving its identity as a registered charitable society functioning in this disadvantaged location and region for the last eight

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://salesiancollege.ac.in/90-8-radio-salesian/, https://www.salesiancollege.ac.in/mou/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

ANNUAL REPORT OF YOUTH CENTRE 2018-19 India is one of the youngest nations in the world with about 65 of the population coming under the age group of 35. While this 'demographic dividend' offers great opportunities against the aging developed nations, this also poses challenges to stabilizing economy which can offer and sustain appropriate education, skills and all-round development of the youth in India. We Salesian Youth Ministers working with young people who are facing challenges which are life threatening and often lead them away from the right path. Challenges faced are inadequate employment opportunities, addiction to internet and social media, drug, alcohol, child- trafficking, migration of youth to various parts of country in search of better life prospects, violence, social inequality and disparity in education due to low socio-cultural and economic status. Our mission is therefore to empower the young people, promote life and enhance their abilities, potentialities in keeping with the policies of the Government and institution in particular. The main areas of development consist of Education, employment, promotion of social values, health and healthy life-style, participation in politics and governance youth engagement and inclusion and social justice. Our aim therefore, is to help the young people become nation builders and hold high values of equality, fraternity and justice. Young people are the agents of change. We youth ministers are the promotors, propeller, enabler of this change. We help young people to adopt certain course of actions which would sooner or later shape the future of the nation. Hence we (Youth ministers) become "sings and bearers of God's love to the young." Youth ministers take their inspiration from DonBosco who said, "It is enough to know that you are young and abandoned for me to love you very much." Motto "BE GOO and DO GOOD" Vision Don Bosco is our guide and inspiration. We follow him: By providing holistic education By helping young people live their life happily and meaningfully. By embracing young people of the world we reach out to them. Goals and Objectives • To educate the young with a well-prepared holistic plan. • To empower and equip the young people through various training and skill based programmes. • To offer spiritual and God experience to make their life meaningful. • To offer value based education and training so that they become upright and responsible citizens by choosing right path. • To inculcate in them to be humane and responsible towards their society. • To educate the young people to understand the meaning of love and to a responsible parenthood. • To offer opportunities and programmes for job placement. Our Priority To journey with young people who are at the periphery of the society. Mission Statement We offer the young people, education, training, social development and vocational choices. We serve poorest of the poor, protect and teach them the values of life. Following the educative method of Don Bosco (The Preventive System) – we seek to develop the whole person in all its dimensions (physical, psychological,

Provide the weblink of the institution
https://www.salesiancollege.ac.in

8.Future Plans of Actions for Next Academic Year

The IQAC brought together the stakeholders after the third cycle accreditation for the analysis of the Peer Team Report in comparison to the SSR submitted. This was done at different sessions. The IQAC drew up an action plan to be implemented for the academic year 2019-2020 in keeping with the recommendations by the Peer Team. The college has planned to strengthen the research by individual faculty and as an institution. Substantial number of faculty are pursuing doctoral studies. College took part in an international research project on energy conservation, RESIDE. Library facilities are going to be improved in Siliguri Campus and towards this end a new library in Don Bosco Block has been initiated. College has procured smart boards, laptops and LCD panels in the existing inventory for the ICT enabled classes. The faculty are provided with in-house training in the use of ICT by the Faculty of the Computer Science Department and encouraged to use ICT for the classes. For the grant-in-aid status of the college, IQAC has been following up with the government. In the Don Bosco Block of Siliguri, campus common rooms for the students are provided and the fourth canteen for the Nazareth Block (Science Block)has been initiated. College supports up to 50 of travel or 100 of registration fees for the events, where the students participate in the university, state or national level events. In keeping with recommendations, the IQAC has further decentralised the management process by creating deaneries of Commerce Management Studies, Arts/Humanities, Sciences and Post Graduate studies. Senior faculty have been empowered and appointed as the deans of the deaneries to support the Vice Principal as the immediate vertical in the organogram. By way of support for the teaching faculty in time of exigencies, college has provided aids and loans. All the vacant posts of the faculty in the departments have been filled up after the interview by the selection committee as per the Education Department ordinances. The support staff have been partially helped in the construction of their houses as a welfare measure by the College. College is consistently working for the attainment of autonomous status and follow up with the university is kept alive. The IQAC also decided to bring in more student research in the academic year. Conferences, workshops, seminars are conducted for them in this regard. Over all, the thrust area of the session 2019-2020 was unanimously decided by the IQAC and its stakeholders to be the inter-campus, deaneries and departmental pollination and exchanges by way of multi/inter-disciplinary approaches to teaching-learning, research and other academic engagements to strengthen research and multi-disciplinary approaches among the faculty and students of the college. A number of conferences and webinars have already been organised jointly by both the campuses. The Departments of Law and B.Ed. are also in the strategic planning. The IQAC has also envisioned to plan for the coming five years with the help of international strategic planning facilitators so that the road map of the institution will be in place.