# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | SALESIAN COLLEGE |
| • Name of the Head of the institution | Fr. (Prof.) George Thadathil SDB |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03532545622 |
| • Mobile no | 9434045539 |
| • Registered e-mail | salesiancollegesonada@gmail.com |
| • Alternate e-mail | principal@salesiancollege.net |
| • Address | Address 1 - Salesian College, Sonada, Village - Gorabari, Sonada P.O. \| Address 2 - Salesian College, Siliguri Campus, Don Bosco Connector Road, Post Box No:- 73, Siliguri, West Bengal - 734001, INDIA |
| • City/Town | SONADA & SILIGURI (Campus) |
| • State/UT | West Bengal |
| • Pin Code | 734209 |
| **2.Institutional status** | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |

| | | |
|---|---|---|
| • Location | **Semi-Urban** | |
| • Financial Status | **UGC 2f and 12(B)** | |
| • Name of the Affiliating University | **University of North Bengal** | |
| • Name of the IQAC Coordinator | **Dr. Terence Mukhia** | |
| • Phone No. | **03532545627** | |
| • Alternate phone No. | **03532541862** | |
| • Mobile | **9002371615** | |
| • IQAC e-mail address | **iqac@salesiancollege.net** | |
| • Alternate Email address | **terencemukhia@salesiancollege.net** | |

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|---|---|
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://salesiancollege.ac.in/wp-content/uploads/2022/03/AQAR-Report-2019-2020.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://salesiancollege.ac.in/wp-content/uploads/2020/12/Online-Final-Version-Handbook-2020-21-2.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| Cycle 1 | C++ | 68.05 | 2004 | 16/09/2004 | 15/09/2009 |
| Cycle 2 | A | 3.16 | 2012 | 10/03/2012 | 09/03/2017 |
| Cycle 3 | A | 3.04 | 2019 | 20/05/2019 | 19/05/2024 |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **22/12/2004** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Institutional | College with Potential for Excellence | University Grants Commission | 2021, 1 year | Rs. 13,94,033 |

| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes | |
|---|---|---|
| • Upload latest notification of formation of IQAC | [View File](#) | |

| **9.No. of IQAC meetings held during the year** | 6 | |
|---|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |

| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No | |
|---|---|---|
| • If yes, mention the amount | | |

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

1. IQAC imparted inspiring momentum towards conducting webinars, seminars on contemporary academic and social issues throughout this academic year.

2. In order to keep the college campus and its surroundings clean and green, IQAC encouraged the initiatives towards the plantation of saplings and keeping the area plastic-free.

3. As a mark of social accountability, the faculty members and students in collaboration with Alumni arranged Covid-19 awareness camps and provided food packets to the needy people during the pandemic period.

4. The academic departments with the active support of IQAC organised workshops on ``Intellectual Property Rights", ``Domestic Violence" and Human Trafficking during this academic year.

5. IQAC played a key role in the faculty audit process with external experts and taking students' feedback into consideration on the performance of the faculty members.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| Academic Reforms in Data Management | Created templates for systematic data collection and linked with the College ERP, Initiation of UG Research in the 6th Semester, Strengthening Curriculum - (Internship Program introduced for the students, Question paper and syllabus were added to the library), Teaching, Learning and Evaluation - Marks included for Attendance in CIA for regular Classes, timely arrival & departure and Library visits. |
| To organise Webinars / Conferences / Workshops / Faculty Training / Orientation / RSW and Seminars | 2nd October 2020 to 14th October 2020: Offline Faculty Training Program on: NAAC Criteria / Preparation of Reports / Standardisation of Documents / Collection of Data and information required as per the Criteria / Verification / Geo Tagged Photographs / Authentications / Filling up the AQAR Forms / Validation of the Documents and others / Venue: Salesian College, Sonada Campus, AV Hall, 301 & IQAC Office. 5th April 2021: Offline Faculty Training Programme on: IQAC Documentation & Reporting System and Procedures / Venue: Salesian College, Sonada Campus, AV Hall, 301 & IQAC Office. 30th April 2021: Online Student & Faculty Webinar on: 'Basics of Investment & Finance' / Resource Person: Mrs. Subha Pai from: Knowledge Bell Institute, Siliguri / Link: https://us02web.zoom.us/meeting/register/tZMkce6vrTMoGtIuADv77EGml5tR3hv5ZcM6. 28th May 2021: Organised Student & Faculty Webinar on: 'Basics of |

Stock Exchange and Financial Markets' / Resource Person: Mr. Ashwas Dey '/ From: Knowledge Bell Institute, Siliguri / Link: https://us02web.zoom.us/j/83130225504?pwd=SjFweTgydU1oMEpsS1ZJOFN6NEU1dz09. 4th June 2021: Organized Student & Faculty Webinar on: 'Explore the Opportunities in the Government Sector' / Resource Person: Mr. Soumya Banerjee & Mr. Abhinab Kr. Mahanta / From: RICE, Siliguri / Link: https://zoom.us/j/97806463833?pwd=U2V1NjI2cjd5dElGbl1Td01za1NQdz09. 9th June 2021: Organized Student & Faculty Webinar on: 'Career Opportunities in the Government Sector for Arts Stream' / Resource Person: Mr. Soumya Banerjee & Mr. Abhinab Kr. Mahanta / From: RICE, Siliguri / Link: https://zoom.us/j/97806463833?pwd=U2V1NjI2cjd5dElGbl1Td01za1NQdz09. 2nd July 2021: Offline Faculty Orientation Programme on: CBCS System to all the faculty members in Sonada Campus. / Resource-Person: Dr. Terence Mukhia (IQAC Coordinator, Mr. Dhirendra Newar (IQAC Secretary, SCS) / Venue: Salesian College, Sonada (AV Hall). 30th July 2021: Offline Faculty Training Programme on: IQAC Documentation & Reporting System and Procedures in Sonada Campus. / Resource-Person: Dr. Terence Mukhia (IQAC Coordinator, Mr. Dhirendra Newar (IQAC Secretary, SCS) / Venue: Salesian College, Sonada (AV Hall). 28th October 2021: Offline Faculty Training Programme on: IQAC Documentation

|  | & Reporting System and Procedures to IQAC Core Members in Sonada Campus. / Resource-Person: Dr. Terence Mukhia (IQAC Coordinator, Mr. Dhirendra Newar (IQAC Secretary, SCS) / Venue: Salesian College, Sonada (AV Hall). 27th November 2021: Offline Faculty Training Programme on: IQAC Documentation & Reporting System and Procedures to IQAC Core Members in Sonada Campus. / Resource-Person: Dr. Terence Mukhia (IQAC Coordinator, Mr. Dhirendra Newar (IQAC Secretary, SCS) / Venue: Salesian College, Sonada (AV Hall). 4th December 2021: Offline IQAC Workshop to all the Faculty Members on New AQAR Format. / Resource Person: Dr. Terence Mukhia (IQAC Coordinator & Mr. Dhirendra Newar (IQAC Secretary, SCS). / Salesian College, Sonada (AV Hall). |
|---|---|
| To Encourage participation in Webinars / Conferences / Workshops and Seminars at International level | 15th October 2020: International Special Lecture on Communication Research: looking at Unstructured Narrative, Big Data participated by Ms. Shiksita Dewan (Assistant Professor). |
| To Encourage participation in Webinars / Conferences / Workshops and Seminars at National level | 25th June 2021 to 26th June 2021: Two day National FDP on "Aspects of Research Paper Writing" paticipated by Mr. Samip Sinchuri. (Assistant Professor) |
| To participate in Webinars / Conferences / Workshops and Seminars at Institutional level | 15th June to 17th June 2020: Online Faculty Training & Development Programme on: Getting equipped with Digital Education / Resource Person: Mr. Nikhil Pradhan (Head of Computer Application) / Link:(https://sal |

| | |
|---|---|
| | esiancollege.org/moodle/mod/bigbluebuttonbn/view.php?id=6603). Total 25 Faculty Members participated in the Online FDP. 22nd September 2020: |
| To Generate Awareness about Contemporary Issues | 7th November 2020:Webinar on: "Refugee Crisis in Asia with Special Reference to Rohingya Refugees". Resouce Person: Mr. Francis Palakeel Scaria / Link: https://meet.google.com/ffv-ycnz-wjq |
| To Enhance Faculty Capability on Teaching-Learning Online | Offline Faculty training programme on Exploring Teaching Online / Offline / Orientation Programme (ETOP)"- PHASE-1. Resource-Person: Fr. (Prof) George Thadathil (Principal) / Venue: Salesian College, Siliguri Campus. Total 105 Faculty Members Participated in the FDP. |
| To Encourage e-Content Creation through Training and Workshops | 16th January 2021: Exploring Teaching Online / Offline / Orientation Programme (ETOP). Total 23 faculty members participated in the ETOP from Salesian College, Sonada. \| 11th February 2021: Online Faculty Training Programme on: NAAC Quality Assurance System. / Resource-Person: Prof. S. C. Sharma (Director, NAAC) & Dr. S. Srikanta Swamy (Academic Expert Research and Analysis Wing, NAAC) / Link: https://meet.google.com/ffv-ycnz-wjq. |
| To Disseminate Service Learning and Outcome Based Teaching Learning | 12th March to 13th March 2021: Online (Gsuite) Training, Service Learning Faculty Training Programme. Total 23 Faculty Members participated in the Service Learning FDP. 25th |

| | |
|---|---|
| | March to 26th March 2021: Outcome Based Teaching Learning Workshop (OBTL). Total 23 Faculty Members participated in the OBTL from Salesian College, Sonada. / Resource-Person: Fr. (Prof) George Thadathil (Principal); Mr. Patrick Johnson (Deans of Management Studies, SCSCS, Mr. Peter Lepcha (Deans of Arts & Humanities, SCSC / Venue: Salesian College, Siliguri Campus. |
| To Train Faculty and Office Staff in the Usage of Institutional Learning Management System | 15th April 2021: Office & Support Staff Orientation Programme held in Salesian College, Sonada, AV Hall. 29th April 2021: AQAR Revision for all the NAAC Criterion Members in the AV Hall. 4th May 2021: Student Satisfaction Survey Template prepared by Mr. Uday Mall & Mr. Dhiren Newar under the initiative of IQAC. SCS. 27th May 2021: Review of AQAR 2019-2020 from 2:30 pm to 4:00 pm in the College IQAC Office. 5th June 2021: Self Appraisal Form (Faculty) was prepared by Mr. Dhiren Newar under the initiative of IQAC, SCS. 9th June 2021: Academic Audit (PPT Presentation by HoD of various department). 16th & 17th June 2021: Creation of Courses in the Moodle LMS |

| | |
|---|---|
| **13.Whether the AQAR was placed before statutory body?** | Yes |

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| College Coordinating Council / Governing Body | 29/11/2021 |

## 14.Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---|---|
| 2020 | 30/06/2022 |

## 15.Multidisciplinary / interdisciplinary

Salesian College Sonada & Siliguri has three multidisciplinary Deaneries with seventeen departments. Education in the truly modern (as well as its classical sense) cannot but be interdisciplinary as well as multidisciplinary, to be truly holistic. We at salesian believe in holistic education and are committed to the promotion of interculturality as an essential ingredient of preserving the heritage and legacy of the Indian civilizational journey. In today's global context, it thus becomes essential for the upcoming generation to learn the values of whole person education, as it gets enshrined in the mode of teaching learning.

The Deanery of Commerce, Management and Vocational Studies has three major departments offering multidisciplinary courses to the students. The student associations on campus, guided by the faculty, like the Entrepreneurship Development Cell (EDC) and ENACTUS - the largest (EN)Entrepreneurial (ACT) action made by (us) students around the world, - bring the interdisciplinarity and multidisciplinarity of learning in and through the hand on Start up projects they engage in.

The Deanery of Arts/Humanities has four schools and twelve departments offering multidisciplinary courses to the students. In the School of Psycho-Social Praxis the students of psychology, sociology and social work get to mingle and learn from three departments in the course of their studies. In the School of Literature, Media & Polity, English literature students, Mass Communications & Journalism and Political Science students are provided a platform for interdisciplinary learning experiences through cross disciplinary exchanges in the course of their honours study. Students of the School of Education & Social Studies have opportunities in cross pollinating across the departments of education, history and geography. Music as performing arts, physical education and National Cadet Corps as generic elective subjects are offered to interested students who, again, get the chance to

experiment with art, body and martial discipline based learning experiences provided by these departments.

In the Deanery of Sciences, the college offers honours programme in Mathematics, Computer Science/Applications, Physics and Economics. The students taking economics and computer science can take any generic elective course from arts/humanities prescribed by the university. Hence, this provides an environment for the students of these departments to undergo transdisciplinary experiences of learning and widen their scope of knowledge. Hence the very nature of the courses we provide under various departments calls for this multiversity of experiences to the students who take up the respective courses.

In all three deaneries and in both campuses, the social engagement is deeply considered and inbuilt into the curricula. Besides, the projects go beyond syllabus in order to instil the value of integral education. The service learning project - taking the classroom teaching to the community - and learning from that experience has enriched both the students and faculty. Similarly, too, the attempt to integrate the learning attained by the students by the time they reach the final year through a short dissertation, that helps integrate the various subjects they have learned through the graduation programe, also enables the interdisciplinary summation of the learning process they have undertaken.

## 16. Academic bank of credits (ABC):

## 17. Skill development:

Salesian System of Education originated with Don Bosco in the 19th century Italy focusing on the skill upgradation of young people to make them feel empowered. Hence in order to transform the youth into employable and productive workforce there is a dire need for skill development of the youth so that they add not only to their personal growth, but to the country's economic growth as well. Skill development primarily focuses on practical delivery of work and helps the learner enhance his technical expertise so that he is ready for day one of his job and companies don't have to invest into training him for his job profile. Skills are acquired through learning. Hence, skill training is imparted to the students to train and nurture their talent in the desired field. Skill development provides increased career growth opportunities in the life of a

learner.

Salesian College has provided skill training for the graduates as well as the neighbourhood youth over the years. Typing and Shorthand, Spoken English and Corrective Grammar of yester years turned into Computer Literacy and Hardware Training to App creation and AI in more recent decades and years. The College is registered with the Skill Hub Initiative of the Government as a Service Provider offering Beauty Therapist and Food and Beverage short term courses. It is being offered presently in Salesian College Sonada premises. The college offers BVoc courses in Retail Management and Tourism Services with the provision that the skill trainee can take break inbetween for work and return to complete. Besides there is in built into the course internship opportunities giving hands on training.

The Siliguri Campus from it inception was open to offering Short Term Skill Training in Hospitality in collaboration with Don Bosco Tech, which was initially funded by the Ministry of Rural Development, Government of India and later with the support of the various companies as part of their CSR. The Tea Garden student population from disadvantaged locations and the students who could not clear for their academic studies and had an aptitude and desire to enter into the work force were the first preferences This programme has over the years placed over 800 students into employment.

In a wider perspective, the college has a department of Sports and another in Music. These too are enabling the students who are on campus and are talented or have come to discover their artistic skills or kinesthetic intelligence an opportunity to develop their skills in Music and Sports and Games. The College Gym and the Playfields offer wide variety of physical training and opportunities for toning the body and preserving better mental and physical health. Individual students with potential have stood out over the years and have won accolades at the university and even state level recognition. The Salesian TV and Radio have also contributed towards showcasing the talents of students and drawing them into new avenues of skill development. The cyber security courses, eComphymathix, COP courses and Value Education also provide skill development.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Salesian College runs UG and PG degree courses atuned to Indian

Knowledge System in imparting education the best way possible to the students of North Bengal and surrounding areas. The course structures have been designed keeping in view the vision of the Indian Knowledge System. The vision is to promote interdisciplinary research on all aspects of "Indian Knowledge Systems", preserve and disseminate "Indian Knowledge Systems" for further research and societal applications.

In the course curricula, the students are introduced to the individuals and organisations who have contributed by way of Research, Teaching, Publication and Preservation of ancient and contemporary rich Indian knowledge systems ranging from art, music, dance, drama, to mathematics, science, technology, life sciences, environment and natural sciences, health care, yoga, law, jurisprudence, economics, social sciences, psychology, philosophy, management, linguistics, and to some extent the oral/local traditions of knowledge.

With the new education policy-NEP 2020 focusing on Indian Knowledge Systems and Intelligence Traditions of India, the courses introduce the students to dense and varied culture, knowledge and traditions of India across millennia. The courses also assist the students to become well versed in their very own traditions, cultures and systems inherited from the past that are essential for their overall progress and development in life. The courses also help the students to think independently and critically within Indian frameworks and models for solving the problems of the present day for advancing a truly modern society.

AECC for honours program and LCC for program courses provided by the college helps students select their mother language as a subject. The courses operate in line with the college's motive of being not just an educational institute but a place where multi disciplined learning is encouraged. The Indian knowledge system helps students inculcate life goals and values that encourages them to lead a happy, self-motivated and contented life. The Indian knowledge system in Salesian College teaches students to be self-dependent in taking life decisions by educating them with Indian as well as modern values and thought processes.

In the department of Education there are special subjects in the first and the sixth semesters that teach the concepts of the Indian knowledge system from philosophical perspectives. The development of the education system of India from the ancient periods to post independence is taught throughout the six semesters of the department of Education. Education is imparted with the belief that

knowledge can never be stationary, rigid or strict from the perspective of both content and structure. The college follows education policy that augments continuous development of teaching tactics and constant gaining of new insights. In the entire process of imparting knowledge and education, the culture of being 'critically accepting' and 'self-respectful' of the received wisdom is inculcated.

During the pandemic, the same modules of educating young Indians of our nations have been followed, especially in the above-mentioned subjects and courses online. Several activities and writing skills tests have been conducted by faculty members where the values taught through the Indian knowledge system have been evaluated.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome Based Education was introduced to the faculty, in general, in the FORTE (Faculty Orientation in Research and Teaching Excellence) program in September 2019. It was held at Sonada Campus and a team of resource personnel from IISER (Indian Institute of Science and Engineering Research) Pune conducted the program. We also had (Rtd.) Professor Spencer Benson from University of Maryland and working at the University of Macau as another trainer. Since then Faculty Development Programs have been taking place from time to time to address this methodology and to train new faculty.

Salesian College has been using the Moodle Learning Management System (LMS) from 2012. However, in the early days, it was used only for conducting aptitude tests for new students willing to take admission. Around the same time training was conducted for faculty on VCT (Virtual Classroom Teaching) which was based on the same platform. In the second half of 2019, this LMS was again set up for serious use and training was conducted for faculty by the IT/Tech Team of the Institution.

When the pandemic hit the world, we were quite ready to transition to an online mode of teaching. Changeover was quick and smooth. However, there were many challenges to overcome. Learning curve was steep for many - faculty and students. Network issues and server outages became quite common. Sustaining education in such environments made the outcome based education all the more relevant. Faculty from various departments stood up to the challenge and lent their knowledge and expertise to help fellow members come up to speed. In particular, departments of Computer Science and Applications (core IT/Tech Team), Education, Mass Communications and Journalism and Psychology gave their time and talent. With the

constant support and encouragement of the Management, this journey has been an enriching experience for all.

National Education Policy 2020 and subsequent emphasis on Blended Learning by the UGC became the driving force for our Institution to collaborate with other Institutions for knowledge sharing and pioneering the roadmap for translating the concepts into practice in this part of the country. Faculty have experimented with different teaching methodologies. Revised Bloom's Taxonomy has been adopted as the fundamental pedagogy - some debates regarding its adoption in Science and Technology courses notwithstanding.

We have had a number of workshops led by faculty from the Department of Education to define Competencies, Objectives and Outcomes by all Departments. We have had the Tech Team pitch in to help fellow faculty to configure them in the Learning Management System and how to use them to assess achievements by students, primarily in the Cognitive domain. Proper configuration, proper use, regular monitoring can help not only the students but also the faculty to fine tune the teaching methodologies to make it effective and the students to achieve the intended outcomes.

We have made a good beginning. However, full adoption is far from over and this is an ongoing process. With experience faculty are getting mature in understanding the concepts and implementing them in practice.

**20.Distance education/online education:**

Distance education has become a modern trend and every student is willing to learn and upskill through continuous study and practice. Distance learning programs have helped many students who are unable to attend campus-based or full-time courses to realise their educational aspirations. Apart from students, working professionals also benefit from distance learning. It has given a platform to the learners to enrich their skills and nurture themselves with time and technology. Considering India's talent and the population, Distance Education has a very hopeful future, and the students' expectations are relatively high. The expansion of the Information Technology based learning tools have added to the incentivisation of distance education accross the world, and especially in India.

IGNOU - Indira Gandhi National Open University - is one of the largest government distance learning universities in India that is known for its quality education. The degrees granted by IGNOU are valid and recognized not only in India but also abroad. Pursuing a

degree course from IGNOU brings students at par with other regular graduates. Graduates from IGNOU are eligible to apply for jobs in both government and private sectors. Also, they are eligible to appear for various UPSC, SSC and banking exams without being discriminated.

At Salesian College Sonada the special study centre was initiated in 2005 and in Salesian College Siliguri Campus IGNOU study centre was started in 2011 as another special study centre. With gradual increase in the enrolled students these centres got recognized as regular study centres in 2018 and 2020. Both the Centres at Salesian College Sonada and Salesian College Siliguri are also recognized Examination Centres for IGNOU Term End Examinations.

Currently the centres provide the following Programmes of the IGNOU:

BA – Bachelor of Arts
BCOM – Bachelor of Commerce
BCA – Bachelor of Computer Application
BTS – Bachelor of Tourism Studies
CTE – Certificate in Teaching English
CTI – Certificate in Information Technology
MCOM – Master of Commerce
MTTM – Master of Travel and Tourism Management
MCA – Master of Computer Application

The College Faculty and Office cum Support Staff have been very generous over the years to provide the additional services over and above their normal duties in order to keep alive the centres and reach out to the learners coming from near and far. The Management has always encouraged these as its extension activities, in keeping with the Vision and Mission of reaching education to the unreached and those in difficult circumstances.

Besides IGNOU the online education has been promoted by the institution even before the covid related new awareness of its benefits. This has bappened through the awareness related to the MOOC (Massive Open Online Courses) and SWAYAM courses as options for students and faculty as an opportunity for additional learning. The College Library has popularised the eContent available through INFLIBNET both to the students and faculty. The College Website has dedicated pages for the Library and therein, the accesibility to the eResources of the Library in the Open Access Mode is made available.

# Extended Profile

| 1.Programme | |
|---|---|
| 1.1<br><br>Number of courses offered by the institution across all programs during the year | **833** |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.Student | |
|---|---|
| 2.1<br><br>Number of students during the year | **2092** |

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | [View File](#) |

| 2.2<br><br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **379** |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3<br><br>Number of outgoing/ final year students during the year | **567** |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 3.Academic | |
|---|---|
| 3.1<br><br>Number of full time teachers during the year | **93** |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 3.2 | **19** |
|---|---|

| Number of sanctioned posts during the year | |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

### 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **90** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **900.6155385** |
| 4.3 Total number of computers on campus for academic purposes | **135** |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

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

**Curriculum delivery in a well-planned and documented manner is essential for an academic institution. Following are the practices carried out in SC.**

**IQAC chalks out the curriculum goals and strategies at the start of each semester, considering the past semester's feedback. These roadmaps are then passed to each department to execute according to their unique conditions. Each department faculty member prepares the lesson plans before the semester and documents their monthly progress in the Unitization Reports.**

**The students are made aware of the syllabi contents, course objectives and learning outcomes at the start of the semester. They are also informed about the modes of the curriculum delivery process. A variety of teaching methodologies are implemented depending on the necessity of particular courses.**

**For the holistic development of the students, the college organizes field trips, industry visits, workshops, student seminars, group discussions and other various activities. These opportunities are**

also offered to the students of the courses that do not mandate such activities. The objectives of the curriculum are assessed by Continuous Internal Evaluation (CIE). A mid-term and an end-term examination constitute the CIE, among other modalities mentioned by the affiliating university. Remedial classes are provided to the slow learning students.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

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

The academic year ideally starts with the odd semesters from July and the even semesters follow from the month of Jan-Feb. However, in the covid-affected last session, the calendar was overturned more than once by the affiliating University. Nevertheless, the college maintained the balance between being flexible to the unforeseen needs of the time and its integrity to provide justice to the holistic education of its students.

As perthe affiliating University's guidelines, the college continuously evaluates the students through term papers, reports, seminar presentations, class tests, and fieldwork. The college conducted all these exercises within the time frame stipulated by the University. Depending upon the needs of individual subjects, each department executed at least two of the activities. The CIE mechanism of the college also assessed the students' behavioural patterns on the metrics of regularity, punctuality, participation, leadership and communication skills, creativity and organising skills, social concern, peer engagement, application, and campus culture. Even after restricting the execution and evaluation of the activities online, the college successfully completed the entire CIE process along with the online mid-semester and end-semester internal examinations to satisfaction. Report cards containing the students' entire performance including the internal end-semester examinations were communicated to them individually.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | **Nil** |

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

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | [View File](#) |

**1.2 - Academic Flexibility**

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

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

**27**

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

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)**

`13`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

`1172`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

## 1.3 - Curriculum Enrichment

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

**The institution has been working for the holistic development of the students. The college has established POSHC (Prevention of Sexual Harassment Committee), Women Cell, Anti Ragging cell, NSS, NCC, Grievance redressal committee, and Human Rights cells to address the abovementioned points. These cells organise programmes related to gender equality, sustainability, human values and ethics at various scales. The environmental issues are dealt with in detail in the classroom through a regular subject entitled 'Environmental Studies'. The college delivers a self-designed curriculum of Value Education (VE) to every student as a mandatory subject. The effectiveness of the VE curriculum is guaranteed by the full-fledged bi-annual examinations and by providing grades for the same. Besides, the Honours course in Sociology includes a paper that addresses social issues such as gender-based violence, dowry, divorce, poverty, and illiteracy. Honours course in Political Science teaches its students about gender justice, equality, gender and politics, women empowerment and its impact on politics, among**

**other topics. The Department of English deals with issues related to gender studies. The Department of Bachelors of Social work has organised a series of workshops with the female tea workers of neighbouring tea garden areas of Darjeeling to help and empower them.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

**06**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Institutional Data in Prescribed Format | View File |

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

**106**

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

## 1.4 - Feedback System

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

**A. All of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://salesiancollege.ac.in/wp-content/uploads/2022/09/Stakeholders-Feedback.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://salesiancollege.ac.in/wp-content/uploads/2022/09/Stakeholders-Feedback.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**856**

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

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

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

379

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

## 2.2 - Catering to Student Diversity

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

Every student has strengths and weaknesses which impact their learning process, pace of understanding and performance. Taking this into consideration our mentoring system, preventive in nature, functions at two different levels, i.e. the group and the individual, catering to the student's holistic development. The mentoring structure aims to build a sound, reliable and transparent student-mentor relationship by enhancing the contact hours, screening student's academic performances, updating college regularity, personality enhancement and nurturing their social sensibility. Through our continuous evaluation we identify the slow learners and the advanced learners and help the former by conducting remedial classes andcounseling sessions. The latter through quizzes on MOODLE as well as offline assignments. Students are encouraged to participate in seminars, conferences, workshops and sensitization programmes to gain knowledge. For better understanding we incorporate chart making, besides films and audiovisuals, into lessons as innovations in instruction strategies and learning modalities for both groups. Group study is recommended among the students as it helps in areas which need more attention and clarifies their doubts in a healthy, studious environment. Therefore, the college has implemented more concrete, transparent and systematic approach to teaching-learning by identifying the mentors for each activity having its own assessment action plan.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.org/moodle/login/index.php |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| **2092** | **93** |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

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

**Salesian College has embraced the student-centric approaches of learning to give a thrust on quality education and leadership formation. Here the students are treated as individuals with their own ideas and the faculty members serve as key facilitators of knowledge. Emphasis is given on: a) Students' participation in the learning process; b) Their experience and observations on the practical and theoretical components of the syllabi; and c) Their ability to solve real life problems. For shifting the focus of activities from faculty member to the learners, we organise the following:**

- **Seminars / Webinars**
- **Field-trips / Industrial Visit / Social Work / Internships**
- **Laboratory Assignments / Technical Paper writing**
- **Model United Nations / Programmes for Radio Salesian & Salesian TV.**
- **These programmes help in enhancing positive attitudes of the students towards the subjects being taught and their level of self-confidence & skills.**

**In an attempt to encourage the students to become independent and to acquire the spirit of team-work, following activities are undertaken:**

- **Student-clubs / NCC / NSS**
- **Annual celebrations like Sports, Independence Day, Bosco Jayanti, Christmas Fellowship, Freshers' Welcome and Life Orientation Programme.**
- **Workshops / Conferences on social/ academic topics.**
- **Human Rights and Women's Cell keep constant vigil on student-activities.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | [https://salesiancollege.ac.in/Event_records/1483/res/event%20document/Detailed%20Report/Detailed%20Report.pdf](https://salesiancollege.ac.in/Event_records/1483/res/event%20document/Detailed%20Report/Detailed%20Report.pdf) |

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

**Improvement in science and technology has been a boon in the arena of teaching-learning process. The traditional methodology of teaching-learning has been revolutionised dawning the new era of learning. Information and Communications Technology (ICT) enabled teaching methodologies and advanced technology has been implemented in the classroom and in administration. MOODLE is one such Open Source Learning Management System wherein students can do assignments, attend quizzes and access other Multimedia teaching aids like Videotelephony services. It allows communication with the students and encourages communication between them in forums and discussions. LCD projectors and Smart Boards are in vogue. Enterprise Resource Planning (ERP) enables efficient and centralised management of data by faculty. Google meets (Google classrooms, G suite accounts) podcasts and video production through college's official you tube channel, online video conferencing, webex and zoom are being used for conducting online webinars and classrooms. The academic and other plans are available in the beginning of the semester in the form of handbook and calendar. The institution's ICT enabled structures have constructively contributed towards securing and assuring its students a resourceful academic community. The digitalisation of its electronic data management and resources has facilitated the growth of soft skills contributing to modern education.**

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

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

### 2.3.3.1 - Number of mentors

**93**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

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

**93**

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

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

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

**20**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

**2.4.3.1 - Total experience of full-time teachers**

**440**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

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

**The academic session 2020-2021 continued under the Choice Based Credit System (CBCS) at the undergraduate level as in the previous session. Continuous Internal Assessment (CIA) under the Choice Based Credit System, consists of 15 marks out of which 10 marks are for internal assessment and 5 marks for attendance. The types of activities under which students are engaged as a part of CIA are: class tests, assignment submission, paper presentation plus power point, group discussions, class tests, field trips, projects, open book exam, quizzes, and other various forms of assessment techniques decided by the faculty. College conducts mid-semester examinations every year, for even semester in the month of March and May and for odd semester in the month of September and November. Due to Covid 19 Pandemic classes from mid March 2020 were conducted online and hence internal assessment was also conducted online through official platform via Learning Management System (LMS) MOODLE where grades of students are recorded for each paper. The policy regarding conduct of examinations is available in college website https://salesiancollege.ac.in/policies/scexamination-manual.**

**Students and their parents are regularly intimated about the students' performance, mark sheets are issued and any issues or grievances, if brought to notice are addressed promptly.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/Examination-Manual-1.pdf |

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

**The college has transparent, time bound and efficient mechanism to deal with internal examination related grievances. Examiners submit the marks within a week after the examination. The marks obtained by the students in internal assessment test/assignments are uploaded periodically on the college/university web portal along with their attendance. The same is notified by the HoDs in the official WhatsApp groups of the departments. Internal examination test papers are given to the students for self-assessment. The college has a well organized mechanism for redressal of examination related grievances: The students can submit their grievances either orally or in writing to the faculty in-charge or HoDs who in turn will bring it to the notice of the College Examination Committee to redress the grievance as per the requirement and jurisdiction of the grievance. The unresolved grievance, if any, is referred to the Principal or Vice Principal by the HOD's depending upon the requirement. The Examination Committee headed by the Co-ordinator makes sure that the grievances are solved quickly and no grievance is kept pending for more than a week. An evaluation meeting is conducted by the College Examination Committee where they review and plan for better conduct of examinations in the future.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/Examination-Manual-1.pdf |

## 2.6 - Student Performance and Learning Outcomes

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

The institution endeavors to provide the best possible educational facilities to empower the students. The institution organized faculty development Program (FDP) to enhance the teaching learning skills of the teachers and students. The programmes and courses that are offered in the institute focuses on its programme outcomes (POs) and course outcomes (COs) respectively for the convenience of the students to make them more rational on determining their area of interest before they apply in any discipline. The POs and COs are prepared in consultation with the departmental experts at the beginning of the each session and are sanctioned decisively by the head of the institution. The POs and COs are centered on Blooms' Taxonomy parameters since the students will be able to remember, understand, apply, analyze, evaluate and create new notions of knowledge. The purpose is to accomplish the holistic development of each student towards the culmination of the programme. The mechanism of the communicating PO and COs to the students is prepared during the departmental orientation programme of respective disciplines scheduled for each new session in our institute. The students will be given detailed outline of the POs and COs which is also displayed in the institutions website portal.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://salesiancollege.ac.in/programs/ |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

Owing to the Covid-19 pandemic, the college has been functioning in online mode (according to the University Regulations) starting from mid-March 2020. However, from November 16, 2021 to December 21, 2021 the college was permitted for offline classes. Academic session 2020-21 followed different methods to measure the level of attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) through a continuous and comprehensive evaluation system (CIA) as per University norms. This is done internally at regular intervals through class tests, group discussions, written assignments, presentations, field trips, projects, open book exams, quizzes and internal end-semester tests in blended mode. The reports of these are recorded in the LMS for reference of the students as well as the authorities. Indirect measure of the attainment of objectives and outcomes is done through

surveys and collection of regular feedback from students, parents, teachers and other stakeholders. The College organized several Faculty Development Programmes to facilitate faculty with emphasis on blended mode of teaching and learning focusing on Programme Outcomes and Course Outcomes. The main objective of FDP like Outcome Based Teaching Learning and Evaluation (OBTLE) was to evaluate Programme and Course Outcomes deepening the critical reflection on the same.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | https://salesiancollege.ac.in/examination/ |

## 2.6.3 - Pass percentage of Students during the year

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

567

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | https://salesiancollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-2021.pdf |

## 2.7 - Student Satisfaction Survey

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

https://salesiancollege.ac.in/wp-content/uploads/2022/08/Report-on-SSS-2020-2021.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

## 3.1.1 - Grants received from Government and non-governmental agencies for research projects /

**endowments in the institution during the year (INR in Lakhs)**

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

**14.53 lakhs**

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

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

**3.1.2.1 - Number of teachers recognized as research guides**

**01**

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

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

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

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | https://unitedboard.org/ |

## 3.2 - Innovation Ecosystem

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

The Institution provides a conducive environment for promotion of innovation, creation and transfer of knowledge. All required facilities are provided and guidance is extended to the students and faculty. They are empowered to take up the different activities utilizing their inherent skills and encouraged active involvement. The annual student leaders training and orientation prior to the nominations and elections to the student council, helps preserve the institutional ethos.

Some activities initiated include: 1. The Internal quality assurance cell IQAC workshop to train the faculty members to create a systematic workflow of the 7 criterion documentation.

2. Self defense and self esteem workshop by the Women Cell for the women of neighboring tea gardens.

3. Outreach programmes by the NSS - Swachha Bharat Abhiyan, World Environment Day, International Yoga Day, and World Earth Day.

4. Workshop on Model United Nations by Political Science Department.

5. FDP on OBTLE and workshops are regularly conducted in the institution.

6. The Salesian Research Centre encourages research in all disciplines and provides a platform for knowledge exchange.

7. The Translation Centre provides opportunity for translation across languages of the region. In this manner the works of local litterateurs get slowly accentuated beyond their home territory.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [publications@salesiancollege.net](#) |

## 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

**Property Rights (IPR) and entrepreneurship during the year**

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

**10**

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

### 3.3 - Research Publications and Awards

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

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

**00**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | [https://salesiancollege.ac.in/salesian-research-center/](https://salesiancollege.ac.in/salesian-research-center/) |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | [View File](#) |
| Any additional information | [View File](#) |

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

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

**08**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

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

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

**20**

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

## 3.4 - Extension Activities

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

**Salesian College has successfully organized extensive activities throughout the year which has helped sensitize the students to social issues. These activities were geared to provide opportunities for interaction with the local communities and come to know their various socio-cultural and demographic aspects. The following are some of the events organized during the past year: On 6th November 2020, college organized an orientation programme for the students of the academic session 2020 to 2021 in collaboration with YUVA, one of the vibrant associations for Indian Youth. The objective of this initiative was to create a platform for building responsible youth leadership with futuristic thought process and engage them in nation building. The events like 'One Voice' an interview programme, Psychological counseling for Covid- 19 positive patients and their family members, Tree Plantation on Environment Day, Cleanliness Drive, Save Water campaign, Poshan Pakhwada, Clothes Donation Drive were taken up by the NSS. The Department of Social Work in collaboration with Save Earth for Life (SEFL), organized an event on eco-brick building and the department of Mass communication organized an educational field trip to Doordarshan Kendra, Siliguri. These activities aimed at conscientising through social engagment, powerful impact on students for their holistic development.**

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

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

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

**10**

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

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

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

**59**

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

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

**3.4.4.1 - Total number of Students participating in extension activities conducted in**

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**2692**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

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

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

**14**

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

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

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

**9**

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**The Institution has well-equipped classrooms, seminar halls and computer labs with the latest technology. The institution has access to Wi-Fi for smart classes. The entire campus has access to Wi-Fi. The seminar halls have projectors and laptops that can be used by the students and teachers. The Computer Lab and the newly built Salesian Research Centre have adequate computers for all who wish to access the same. The institution has a unique feature known as Salesian Community Radio and a Studio for Salesian TV ensuring student participation. The institution thus provides an ideal infrastructure for future learning.**

**It aims to create a pedestal for integrated creativity, team spirit, originality and competency in the students and make them pioneers. A need-assessment for replacement, up-gradation, or addition of existing infrastructure is carried out at the start of the academic year based on suggestions from the stakeholders of the institution and epecially the Student Leaders, Heads of Departments, Deans and Vice Principal. The available Infrastructure is utilised to:**

- **Conduct workshops, awareness initiatives, training programmes for optimal use and implementation of new technology.**
- **Conduct certificate courses, co-curricular activities, parent-teacher meetings, campus recruitment and other activities.**
- **Conduct IGNOU/ Competitive examinations at its College Campus Centre.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for additional information | Nil |

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

**Salesian College highly believes in the importance of physical well-being along with academic excellence. The institution has adequate facilities for cultural activities, sports and games. For this purpose, outdoor multipurpose sports grounds are available (142X125mts) for football, handball and cricket. The corner of the ground is equipped with cricket net and two volleyball courts (19X9 mts), five badminton courts (13.4X6.1 mts) and four basketball courts (28X15 mts). The college has indoor sports facilities, a table tennis room (13X7 mts) and a well-equipped gymnasium (14X9 mts). There is an open multi-purpose hall (Killian Hall, 50X24 mts) for cultural activities, two Audio-Visual Halls (12X8.56mts) and Marengo Hall which is (14.6X8.53 mts). Everyday students are encouraged to play games at least for an hour after classes or when there are free periods. The students are encouraged to participate in inter-departmental, inter-college and other tournaments of District, State and National levels. The student body also organizes a number of activities like the annual sports track and field events, Technokrat, Savoir Faire & Inscape. Every year Cultural Day, Sports Week, Marathons, Yoga and meditation sessions besides workshops for self-defence are also conducted. Thus, an allround/ holistic development is the primary motive of the institution.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for additional information | Nil |

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

**34**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**900.6155385**

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

**4.2 - Library as a Learning Resource**

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

**The libraries (in two campuses) are on total 9,327 sq ft of area.**

- **Sonada campus(SCS): 5,253 sq ft**
- **Siliguri campus (SCSC): 4,074 sq ft.**

**The common lab & reading rooms (in two campuses) are on total 2,448 sq ft of area.**

- **Sonada campus: 1,488 sq ft**
- **Siliguri campus: 384 sq ft and 576 sq ft.**

**Salesian College library established in 1938 was renamed "Verzotto Memorial Library" after Fr. Joseph Verzotto who served the college as professor and librarian for over three decades.**

The library has a large collection of books, journals, periodicals, rare books, books in foreign and classical languages audio-visual materials and e-resources. It has a stack room, consultation room, digital documentation centre, a binding section and Wi-Fi enabled Computer lab. The books are catalogued following Dewey Decimal system. The library is automated using eBLIS, Library Management System. Salesian College started its second campus in Siliguri in 2009with 3000 books.

- Books: SCSC - 10890, SCS - 36535
- Titles: SCSC - 8550
- Journals: SCSC - 27, SCS - 11
- e-Journals: SCSC - 15, SCS - 5
- Digital Books: SCSC - 1300
- Magazines: SCSC - 5, SCS - 10
- Newspapers: SCSC - 5, SCS - 3
- DVDs, CDs: SCSC-275

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://salesiancollege.ac.in/library/ |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**    A. Any 4 or more of the above

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

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

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

3.1908189

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

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

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**240**

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

## 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**The College regularly updates its IT facilities. With the start of the pandemic, it became inevitable to use online platforms for education. For this purpose, the college has installed computers, LCDs, projectors and internet connection to classrooms, halls, reading halls and the library. Faculty are encouraged to avail IT facilities to impart knowledge to the students. The institution aims at provifing a better internet connection to students. Wi-Fi is now available in classrooms, library, seminar halls, Research Centre and staff rooms. The students with no laptops or proper internet connection at home make productive use of such facilities. The Wi-Fi is constantly updated as soon as there occurs a lag in the system. The technical/ Salesian Tech team is always at the helm of IT related facilities and ensures continuous updates and support. 40 new computers were added in the Departments of Physics, Mass Communication & Journalism and Geography respectively for implementing practical classes smoothly. Additionally, two Graphics Tablets were issued for the faculty members for aiding in online classes on 8/4/2021. Six Windows 10 OS license were procured to upgrade computer OS from amazon on 8/2/2021. One VR headset added to aid as a virtual learning tool on 18/02/2021.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | [https://salesiancollege.ac.in/ict/](https://salesiancollege.ac.in/ict/) |

## 4.3.2 - Number of Computers

**202**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| List of Computers | **No File Uploaded** |

## 4.3.3 - Bandwidth of internet connection in the Institution

**A. ? 50MBPS**

| File Description | Documents |
|---|---|
| Upload any additional Information | [View File](#) |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**84.9883**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | [View File](#) |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

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

**Salesian College has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. With online and offline education still being in use, it becomes necessary to maintain a proper system of implementing various facilities provided for the students. Besides support staff, the students themselves are in charge of cleaning the classrooms everyday. After classes, the classrooms are properly shut. If the classrooms are to be used for something else other than classes, the head of the department is informed, following which the Dean and the Vice- Principal are intimated. A similar manner of permission is to be granted when it comes to the library and the computer lab. No one is allowed in the library without identification card or without the presence of a faculty member. A biometric identification is a necessity to enable a proper record. No one is allowed in the computer labs, the Research Centre or anywhere without a written permission from the authorities. Sports Complex In-charge is guardian of the Lockers where sports equipments are kept. A proper record is maintained for utilizing any provision provided by the college. The college website contains necessary details regarding the facilities available in the college.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://salesiancollege.ac.in/policies/sc-maintenance-policy/](https://salesiancollege.ac.in/policies/sc-maintenance-policy/) |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

51

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

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

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

**224**

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

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | https://salesiancollege.ac.in |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

173

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

173

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

A. All of the above

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

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

05

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

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

**5.2.2.1 - Number of outgoing student progression to higher education**

57

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

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

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

1

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

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

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

06

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template) | View File |

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

The student council is an integral aspect of Salesian College, with the goal of instilling in students a sense of leadership, independence and responsibility. The institution believes in providing students with a democratic structure in which they are encouraged to actively engage in the system's operation. The Student Council is made up of Class Representatives, clubs and group leaders from which the president, secretary, joint secretary, treasurer and joint treasurer are chosen who serve as the council's important members. Each class has Class Representatives nominated and/or elected at the start of the year. The Student Council's mission is to provide students with opportunities to develop leadership abilities by planning and executing various college activities and projects. The CRs aid the Vice Principal, Deans, Campus Co-ordinators and HoDs keeping in touch with their class pupils. The Student Council has also conducted a series of online orientation programmes for the students guiding, assisting and encouraging them to realize their potential in various fields as also helping them with online mode of teaching and learning. They are also assigned with the role of campus cleanliness, regular checking of college handbook and ID cards, collecting and recording daily attendance logs, written assignments and notes.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/student-support/student-council/ |
| Upload any additional information | View File |

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

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

**26**

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

## 5.4 - Alumni Engagement

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

Salesian College Alumni Association was registered under the West Bengal Societies Registration Act (FI. 1LI-66557 of 2009-10 dated 31 December 2009) and is also registered with the Don Bosco Alumni India. In the year 2020, the graduating batch of Salesian College Sonada collected Rupees 23,400/- only. Currently the Alumni Association (SCS) of the college is headed by Mr. Roshan D Lama (Acting President and the convener 2002-2005 batch). The Association has always striven to work in collaboration with the College management to reach out to current and former students. The residential students alumni group sponsors the annualVerzotto Memorial Lecture in honourofformer faculty cum librarian. Siliguri Campus has a vibrant Alumni Association. In the year July, 2020, it had an opening balance of Rs 1,01,373. During the year, the

contribution made by the outgoing batch to the alumni - 600/- per student,amounted to Rs.4,04,150. Three main programs were organized during the year: Christmas Gathering, Gift of Smile and Distribution of Ration Kit. The registration charges for Christmas Gathering was Rs 250/- per head. Gift of Smile was organized in the month of October, 2020. Ration Kit Distribution program was organized for the needy during the pandemic time.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/student-support/salesian-college-alumni-association/ |
| Upload any additional information | View File |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**            **B. 4 Lakhs - 5Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision of Salesian College is "to be a transformational force through advancement of scholarship in diverse disciplines, providing services and championing justice, accountability and collaboration, thereby, to excel in the preparation of noble citizens and leaders -becoming 'flamma ardens et lucens' – flame that enlightens and enlivens.

Therefore, the mission of Salesian College consists in:

1. Preparation of Noble Citizens.
2. Advancement of Academic Scholarship.
3. Providing Professional & Social Services.
4. Providing right-based education.
5. To equip the students with skills for employability.

The need for governance revolves around the above core values : intellectual competence, moral uprightness, social sensitivity and

emotional balance. The governance of Salesian College as a partially aided and self-financed affiliated institution, relies on fee collection and donations from philanthropic agents/ socieities/trusts as sources of revenue. Administrative transparency both in allocation of roles and in the budget preparation keep in mind developmental/ expansionary requirements as well as the expertise of the senior members of the faculty and management of the College; Regular meetings at all levels including the purchase, construction and finance committees review the expeneses as against budgetary allocations; the suggestions for infrnastructural and student welfare enhancement, made by various stakeholders helps Governing Body to ensure good governance.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2020/12/Online-Final-Version-Handbook-2020-21-2.pdf |
| Upload any additional information | View File |

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

The founding body, governing members, Principal/ Rectorand Secretary, Vice-Principals, Bursar, Deans, Campus Coordinators and the heads of the departments constitutethe administration and has a management style that have been decentralized through participatory decision making mechanism.

Governance is the key activity that acts as a bridge between the management and stakeholders. The institution has a strong Governing Body made up of eminent members to define and interpret policies and decisions related to both academic and other aspects of administration. To ensure efficiency and effectiveness on approval of the Governing Body, a number of academic and administrative bodies have been formed with duties and responsibilities.

Regular lectures are conducted by the professors and due guidance is given for better performance in the examination. The participation of students in Sports, NSS, NCC, extracurricular activities is encouraged in order to attain overall development of students. Faculty Development Programmes are conducted regularly in order to enhance their teaching learning process. Any decision pertaining to the department /students' welfare is initiated collaboratively by

the faculty, which is then conveyed to the Deans, Vice-Principals and finally to the Principal for approval. Thus a decentralized process is in place involving constantly the active participation of all stake holders.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2020/12/Online-Final-Version-Handbook-2020-21-2.pdf |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College has a systematic strategic/ perspective plan which is revised every five years. Salesian College having completed third cycle of academic audit, considers it a responsibility to bring the Institutions of higher Education in North Bengal and Sikkim region to a common platform for information dissemination and experience sharing. As per the recommendations of NAAC Peer Team from the previous visit, the college planned to expand the infrastructure in Siliguri campus to accommodate more students. In order to provide better library facilities for increased number of students the college library, with more space (6600 sq.ft), books and physical infrastructure, is shifted from Taverna Block to Don Bosco Block.

In order to offer greater educational service in the region new courses have been streamlined - BTH, MSW and GE Music - and applied for affiliation to the State Education Council/ department and the University. Similarly follow up action on the request for institutional Academic Autonomy with the UGC and University is in the process.

Realising the importance and involvement of IT companies in the field of education, the college (IQAC & SRC) organized a webinar on UGC's concept note: "Blended Mode of Teaching and Learning" on 6th and 7th August, 2021.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

**"Salesian College is a Government recognized, minority educational institution of the Catholic Church, run by Salesians of Don Bosco, Kolkata Province where students prosecute their studies in Arts/Humanities, Commerce, Science and Professional Courses (UG & PG) under the University of North Bengal.**

**The college has clearly spelt out policies of administrative setup, appointment rules, procedures etc. The Personnel Policy of the college is binding to all employees where the rights, duties and responsibilities are clearly mentioned. All the employees are provided with a structured induction programme at the time of joining the college. President of the Founder Body is the Chairperson of the Governing Body of the College. He is supported by Secretary, who is the Principal of the institution and looks after the daily academic matters. Salesian College also has a Rector. A Principal can be a Rector too in the event that he is appointed in that capacity by the founder body. The Principal is assisted by the Vice-Principals and the Deans. Salesian College is accredited by NAAC with Grade 'A' (3rd Cycle) and twice UGC certified college with Potential for Excellence. The Governing Body of the college consists of the Principal, the Rector, Bursar and other members.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://salesiancollege.ac.in/wp-content/uploads/2022/08/Organogram-of-the-Institution.pdf |
| Upload any additional information | View File |

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

**A. All of the above**

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

## 6.3 - Faculty Empowerment Strategies

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

**The institution has various welfare measures for both its teaching and non -teaching staff. The teaching staff involved in research (those pursuing MPhil, PhD) are provided with research related additional leaves, financial support for research related activities including travel assistance, membership fee for attending FDPs, National and International seminars, conferences and refresher courses. Research Workshops are conducted for them under the guidance of Professors of high esteem to help them review their ongoing work. The teaching staff of the college is provided with a financial assistance in the form of advance/loans without any interest for their emergent needs including medical treatment, education, family requirements etc. Likewise, the non-teaching staff is also provided with financial assistance, loans/advance without interest. Keeping in view the future safety of the employees, the institute contributes a specific amount towards PF of an employee. The institution also undertakes various social charity measures for its non-teaching staff like financial help for house building, repairing house and toilet, financial help for children's education. Besides the above, the following rouitine benefits are also given to the teaching and non-teaching staff: sick leaves, casual leaves, free Wi-Fi facility, purified and hot water facility for drinking, Vehicle parking, Covid relief charity.**

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

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

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

**12**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

**20**

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

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

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

**87**

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

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

**The institution has a very systematic Performance Appraisal System (PAS) for both its teaching and non-teaching staff. The institution has both monthly and annual Performance Appraisal System. The Faculty members submit their self-appraisal report at the end of every month along with their Unitization Report. The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System. Promotions are based on the appraisal performance format for UGC Career Advancement Scheme (CAS) that is based on the Annual Performance Indicator (API) score. The institution also conducts the annual performance appraisal of its faculty members through two mechanisms. Firstly, the students are provided with a google form link to submit their feedback on their teacher's performance. The student feedbacks are evaluated by the head of the institution annually. The feedbacks are communicated to the faculty members individually by the Principal. Secondly, an annual self-appraisal is submitted by the faculty members at the end of the year. The performance of the non-teaching staff is reviewed by the Bursar of the college in regular meetings. Besides, the general matters arising out of the PAS are addressed during faculty/ staff meetings held towards the end of every Semester.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/6.3.5.pdf |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

**Salesian College has a healthy and transparent audit mechanism under the aegis of the Bursar, finance head of the college. The internal auditor conducts audits of expenditure related to various co-curricular, workshops, seminars, field trips and students' activities, as and when they take place. The internal auditor is an Ex-Officio member of the finance committee, purchase committee and construction committee. Tri monthly meetings are held for these committees. A budget is submitted before an event takes place to the Vice-Principal who passes it to the Deans after observations. The Deans after verification gives it to the internal auditor who scrutinizes the application and hands it over to the Bursar. Library purchases are directly approved by the Principal, Vice Principal or the Bursar. The finance office maintains purchase bills which are submitted to the internal auditor in a predesigned format after the events. The same after verification is submitted to the Bursar's office. The external audit is conducted twice a year, with the auditor coming from Kolkata. The audit committee is open to all new ideas and suggestions for improving its functioning for the betterment of the college from the Student Council, faculty, and support staff, seeking to economize any expenditure.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/Event_records/1324/res/event%20document/Detailed%20Report/Detailed%20Report.pdf |
| Upload any additional information | View File |

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

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

**10174000**

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

**The college raises finances through the following six ways: 1. Being UGC recognised twice CPE institution it avails of the resources provided by the Grants Commission and through different schemes of the UGC and related bodies of the central government like Sahitya Akademi, ICSSR, DST and others. The faculty members are encouraged to generate resources by way of research projects. 2. The fees collected from the students are the major resources for the ordinary expenses of the college. Being the self-financed college, the fund is utilized for the payment of salary of teachers, and other educative purposes 3. The Founder Body is presented with the requirements through an annual budget and extra ordinary expenses like expansion and constructions etc. The fund is utilized with utmost diligence 4. Alumni and friends is another source of fund generation utilized for the educative and developmental purposes 5. The departments conduct event and activities to raise funds wherever the possibility exists. 6. Some funds flow in from the agencies like NSS, NCC, IGNOU. Such funds are utilized for the specific purposes for which the funds have been disbursed. The finance committee looks after the mobilization of funds and the optimal utilization of the resources.**

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

## 6.5 - Internal Quality Assurance System

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

**(1) IQAC has introduced the practice of ensuring timely, efficient and progressive performance of academic, co-curricular and administrative tasks. Reports of any academic, curricular or co-curricular activities need to be uploaded in the home-made system within two days after the events. Even the teaching-learning activities of the faculty are recorded in the system on a daily basis. The Principal/Vice-Principal can monitor the entire activities in the college online through IQAC calendar -IQAC monthly reports and Unitization Reports of the faculty are significant features of this system. (2) IQAC has introduced the practice of ensuring optimization and integration of modern methods of teaching-learning and research. This has been achieved through various means: the Blended Mode of teaching-learning introduced since Covid days; Use of MOODLE (LMS) as the official Platform for online teaching-learning; Faculty Development /Training Programme, Research Scholars' Workshops and UG Research held in order to provide orientations on modern methods of teaching-learning; Updating of technological equipments and infrastructure required for the same. The entire faculty, students and support staff are working in collaboration ensuring the optimization and integration of modern methods of teaching and learning. IQAC monitors and reviews the same during the monthly meetings with the entire faculty.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | <u>View File</u> |

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

**Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC during the period are: (1) The College has implemented Blended Mode of teaching-learning as a new strategy embedded within the National Education Policy. Faculty Development and Training Programme have been planned out under three phases with collaboration of Salesian Tech Team. Under the guidance of the IQAC, the adaption of New Normal that is the transition from the Traditional Way of Teaching and Learning has been effectively adapted through Online System of Education with various e-**

resources/learning such as MOODLE, Google Meet, WEBEX, etc. (2) IQAC has taken up the initiative to introduce Outcome Based Teaching Learning Evaluation (OBTLE). The faculty members were given orientation on 25th and 26th March 2021 on the same. The new system has been based on the Rubrics of Outcome Based Education. Every faculty has prepared the course objectives and outcomes of every subject which have been displayed in MOODLE platform for students. A Self-Appraisal format has been introduced in the ERP where a faculty gets an opportunity to review and assess such outcome based teaching-learning. Deans and Vice Principals of the respective departments monitor the progress of Outcome based Teaching-Learning.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

A. All of the above

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | [https://salesiancollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-2021.pdf](https://salesiancollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-2021.pdf) |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | [View File](#) |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File](#) |

## INSTITUTIONAL VALUES AND BEST PRACTICES

**7.1 - Institutional Values and Social Responsibilities**

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

The Institution has conducted significant events, orientations, counseling sessions, webinars and seminars for the promotion of Gender Equity and Gender Sensitization. Five Sundays between the months of February and March of 2021 were dedicated by the Social Work department towards the empowerment of women from the tea communities in Darjeeling. These workshops were aimed to develop confidence among the women in regard to their professional and personal lives. The institution also prides in its women cell, the members of which have been sincerely chasing these values. Over the course of the past year, the women cell has organized an essay writing competition anda webinar entitled 'Sharing Experience, influencing women and leading change' on the occasion of Women's Day. It has also conducted a workshop on Self Defense and Self Esteem for the students and women of the neighboring tea garden areas. The cell has actively tried to uplift the equation by introducing facilities to assist women in the college during their menstruation; their goal has been to include not only the students but also community members toward the cause of empowerment. Through webinars, workshops, awareness on health and hygiene Salesian College has worked actively and passionately towards gender equity.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://salesiancollege.ac.in/wp-content/uploads/2022/10/7.1.1-Annual-Gender-Sensitization-Action-Plan-2020-2021.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/7.1.1-Specific-Facilities-provided-for-Women-and-Additional-Information.pdf |

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

B. Any 3 of the above

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

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

**Salesian college tried its best to persuade the policy makers and the municipal authorities in implementing better and efficient solid waste practices. The College has the facilities for the management of both degradable and non-degradable wastes. Solid waste that is degradable is buried in a pit which lies within the college compound in order to facilitate quick and fast haulage which is after decomposition used as manure for the plantation in the campus. That waste recycling system is adopted in the institution. Every floor and every room in the campus has adequate dustbins. The papers that are not required further are reused to the extent possible and the rest given to local vendors for recycling. Till date the campus has not generated major e-waste. The electronics and computer science lab involve students in using the old electronic gadgets in project work or exhibitions. The inoperative electronic equipments are given to the suppliers for reuse of parts or disposals. The ENACTUS unit of the college has initiated a project called "Rupyog" where broken mud cups are used for making handmade candles during Diwali time. The education department of the college organizes 'Best out of Waste' a popular eco-friendly event every year.**

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

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

**A. Any 4 or all of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File]() |
| Any other relevant information | **No File Uploaded** |

### 7.1.5 - Green campus initiatives include

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

**A. Any 4 or All of the above**

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

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File]() |
| Various policy documents / decisions circulated for implementation | [View File]() |
| Any other relevant documents | [View File]() |

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

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

**A. Any 4 or all of the above**

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

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

**B. Any 3 of the above**

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

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

**The institution's tenet encircles in equality of all cultures and traditions. The evidence of these facts are student and faculty members of different caste, religion, regions are studying and co-existing without any discrimination. The fervour of the college towards event and departmental programmes strive to remove any**

barrier by conducting various events such as Gandhi Jayanti, Death Anniversary of Mr. Dipjyoti, Webinar on Religious Practices in Himalayan Spaces, Ethnic Day, Guidance for Psychosocial Counseling for COVID-19 Positive Patients and their Family Members, 'Empowering Women of Tea Gardens, FDP on psychological counseling conducted by Mahatma Gandhi National Council of Rural Education (MGNCRE) on "Building Emotional Intelligence and Resilience Case Method of Experiential Teaching and Learning," etc. During these events positive interaction is established amongst people coming from different racial and cultural backgrounds. Further, women grievance redressal cell deals with complaints irrespective of their racial or cultural backgrounds. Separate norms of ethics have been prepared for students, faculty and other employees respectively. Various steps have been taken to facilitate different programmes and events spreading awareness on health and hygiene to the local community irrespective of their caste, creed, colour, sex or socio-economic background, providing treatments and referrals wherever necessary to the needy.

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

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

The institution sensitizes students and employees by conducting varied programmes like "Azadi ka Amrut Mahotsav", Special Lecture on Ambedkar's 130th birth anniversary, webinar series on "Religious practices in the Himalayan spaces", "Team Building" to enhance social and interpersonal skills, "Eqolloquium" for building economic values, "Eco-Brick Building" awareness towards environment, "Sociological Imagination" importance of fundamental rights of citizens, "Guest lecture" to highlight values of Mahatma Gandhi, Webinar on "Introduction to Capital Market", "Bosco Jayanti Community Celebration", webinar in collaboration with HIS creating awareness about human's responsibilities towards animal protection, "Entrepreneurship and Family Business", "Career counseling" for building better citizens, "BSE's Investor Awareness Program" to educate different economical dimensions of the country, "ENSPIRE" to focus on importance of innovation in modern world, "NSS Awareness Workshop" to inculcate moral values as citizens towards society by

**providing psychological support to COVID-19 patients and their family, "Salesian Model United Nation 2021" to help students build Socio-Political abilities as Indian citizens, "Topology - A Meet and Greet" aim to train academic community to take up challenges in learning new concepts, "Cleanliness Drive" to educate responsibilities towards environment, "MUKH BAND KAAM SURU"- sharing stories of corona warriors with society and "YI Orientation" - building responsible youth leadership.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://salesiancollege.ac.in/Event_records/1326/res/event%20document/Detailed%20Report/Detailed%20Report.pdf |
| Any other relevant information | **Nil** |

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

**B. Any 3 of the above**

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

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

**Salesian College Sonada & Siliguri Campus values the great**

importance of the National and International commemorative events and festivals. During the year 2020-2021, the following major events were conducted in the Institution: patriotic days such as "REPUBLIC DAY & INDEPENDENCE DAY" commemorating that we as an Institution have not forgotten our ' Freedom Fighters' who fought for the independence of our nation. Bharat ka Amrut Mahotsav-75th Independence Day. The life and contributions of Dr. B.R.Ambedkar were discussed on his 130th Birth Anniversary on 14th April 2021. World No Tobacco Day was held on 31st May 2021. An online yoga session was held on 'International Yoga Day'. On 3rd July, International Plastic-bag-free Day raised awareness about the plastic pollution. World Environment Day and Van Mahotsav week, were celebrated by planting trees. A rally was held on the occasion of Save Water Awareness programme. 207th Bhanu Jayanti was celebrated on 13th July. Tournaments such as Senior National Basketball, Inter College Athletic Meet & Football Tournament were organized. National Press Day was hosted on 16th November during which a candle was lit in memory of late Dipjyoti Das, the assistant professor from the Department of Mass Communication. Christmas was celebrated in the college.

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

## 7.2 - Best Practices

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

Title of the Practice:

- Radio Salesian 90.8 FM,
- Learning Management System (LMS) - Salesian Online

Objectives:

- Radio Salesian aims to spread Salesian values to the entire nation.

- **LMS aims to digitize learning and teaching in the campuses.**

**The Context:**

- **Radio Salesian provides platform to reach wide range of people in every situation.**
- **LMS is an easily accessible and navigable repository of academic, organizational and social transactions in the campuses.**

**The Practice:**

- **Radio Salesian is always open to explore new avenues, It regularly collaborates with students and the local community.**
- **The LMS was configured by the college to facilitate academic and associated administrative activities. The college was the first in North Bengal region to seamlessly transit a fully-online digital learning experience.**

**Evidence of Success:**

- **Awarded certificates to reporters who completed within schedule the reporting assignments, and providing incentives for the students to engage as reporters.**
- **The LMS is accessed successfully by students and faculty of the college both during the pandemic as well as post pandemic times.**

**Problems Encountered and Resources Required:**

- **During the initial stage poor audio-output and audio-format from mobile phones were noticed.**
- **Rigorous training was required to get acquainted to LMS and connectivity issues caused disruptions in accessibility.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://salesiancollege.ac.in/90-8-radio-salesian/, https://salesiancollege.ac.in/ERP Sonada/user.html |
| Any other relevant information | https://salesiancollege.ac.in/wp-content/uploads/2022/08/7.2.1.pdf |

## 7.3 - Institutional Distinctiveness

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

Salesian Youth Centres, established on 25th August, 1963 under the patronage of Salesian College Sonada, stands out as an institutional distinctiveness of the institution. Originally started with three, it has now branched into around 20 youth centres which have achieved a lot over the last 58 years of its existence. Motto: Do good and be good. Vision: We offer every young people a nurturing, respectful and safe environment based on the agenda of equity and the best interest of young people. Mission: We offer young people education, training, social development and vocational choices following the educative method espoused by Don Bosco.

Cassia fistula or ENACTUS Salesian stands out as an institutional distinctiveness in Siliguri Campus. It inspires students to improve the world through entrepreneurial action aiming to be an integral part of the initiative taken up by Enactus India to undertake entrepreneurial activities which contribute to the cause of alleviating societal problems such as environmental degradation, poverty, illiteracy, racial discrimination and so on. It has initiated "Project Prarambh" which aims to protect Mother Earth from the tormenting plastic. It aims to spread the usage of 'kulhad' (clay) cups all across Siliguri and eliminate the usage of plastic and paper cups.

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

Curriculum delivery in a well-planned and documented manner is essential for an academic institution. Following are the practices carried out in SC.

IQAC chalks out the curriculum goals and strategies at the start of each semester, considering the past semester's feedback. These roadmaps are then passed to each department to execute according to their unique conditions. Each department faculty member prepares the lesson plans before the semester and documents their monthly progress in the Unitization Reports.

The students are made aware of the syllabi contents, course objectives and learning outcomes at the start of the semester. They are also informed about the modes of the curriculum delivery process. A variety of teaching methodologies are implemented depending on the necessity of particular courses.

For the holistic development of the students, the college organizes field trips, industry visits, workshops, student seminars, group discussions and other various activities. These opportunities are also offered to the students of the courses that do not mandate such activities. The objectives of the curriculum are assessed by Continuous Internal Evaluation (CIE). A mid-term and an end-term examination constitute the CIE, among other modalities mentioned by the affiliating university. Remedial classes are provided to the slow learning students.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

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

The academic year ideally starts with the odd semesters from July

and the even semesters follow from the month of Jan-Feb. However, in the covid-affected last session, the calendar was overturned more than once by the affiliating University. Nevertheless, the college maintained the balance between being flexible to the unforeseen needs of the time and its integrity to provide justice to the holistic education of its students.

As perthe affiliating University's guidelines, the college continuously evaluates the students through term papers, reports, seminar presentations, class tests, and fieldwork. The college conducted all these exercises within the time frame stipulated by the University. Depending upon the needs of individual subjects, each department executed at least two of the activities. The CIE mechanism of the college also assessed the students' behavioural patterns on the metrics of regularity, punctuality, participation, leadership and communication skills, creativity and organising skills, social concern, peer engagement, application, and campus culture. Even after restricting the execution and evaluation of the activities online, the college successfully completed the entire CIE process along with the online mid-semester and end-semester internal examinations to satisfaction. Report cards containing the students' entire performance including the internal end-semester examinations were communicated to them individually.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

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

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

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

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

**27**

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

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

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

**13**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**1172**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | [View File](#) |

## 1.3 - Curriculum Enrichment

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

**The institution has been working for the holistic development of the students. The college has established POSHC (Prevention of Sexual Harassment Committee), Women Cell, Anti Ragging cell, NSS, NCC, Grievance redressal committee, and Human Rights cells to address the abovementioned points. These cells organise programmes related to gender equality, sustainability, human values and ethics at various scales. The environmental issues are dealt with in detail in the classroom through a regular subject entitled 'Environmental Studies'. The college delivers a self-designed curriculum of Value Education (VE) to every student as a mandatory subject. The effectiveness of the VE curriculum is guaranteed by the full-fledged bi-annual examinations and by providing grades for the same. Besides, the Honours course in Sociology includes a paper that addresses social issues such as gender-based violence, dowry, divorce, poverty, and illiteracy. Honours course in Political Science teaches its students about gender justice, equality, gender and politics, women empowerment and its impact on politics, among other topics. The Department of English deals with issues related to gender studies. The Department of Bachelors of Social work has organised a series of workshops with the female tea workers of neighbouring tea garden areas of Darjeeling to help and empower them.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | [View File](#) |

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

**06**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Institutional Data in Prescribed Format | View File |

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

**106**

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

## 1.4 - Feedback System

| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://salesiancollege.ac.in/wp-content/uploads/2022/09/Stakeholders-Feedback.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

| **1.4.2 - Feedback process of the Institution may be classified as follows** | **A. Feedback collected, analyzed and action taken and feedback available on website** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://salesiancollege.ac.in/wp-content/uploads/2022/09/Stakeholders-Feedback.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**856**

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

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

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

**379**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

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

**Every student has strengths and weaknesses which impact their learning process, pace of understanding and performance. Taking this into consideration our mentoring system, preventive in nature, functions at two different levels, i.e. the group and the individual, catering to the student's holistic development. The mentoring structure aims to build a sound, reliable and transparent student-mentor relationship by enhancing the contact hours, screening student's academic performances, updating college regularity, personality enhancement and nurturing their social sensibility. Through our continuous evaluation we identify the slow learners and the advanced learners and help the former by conducting remedial classes andcounseling sessions. The latter through quizzes on MOODLE as well as offline assignments. Students are encouraged to participate in seminars, conferences, workshops and sensitization programmes to gain knowledge. For better understanding we incorporate chart making, besides films and audiovisuals, into lessons as innovations in instruction strategies and learning modalities for both groups. Group study is recommended among the students as it helps in areas which need more attention and clarifies their doubts in a healthy, studious environment. Therefore, the college has implemented more concrete, transparent and systematic approach to teaching-learning by identifying the mentors for each activity having its own assessment action plan.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.org/moodle/login/index.php |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| 2092 | 93 |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 2.3 - Teaching- Learning Process

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

Salesian College has embraced the student-centric approaches of learning to give a thrust on quality education and leadership formation. Here the students are treated as individuals with their own ideas and the faculty members serve as key facilitators of knowledge. Emphasis is given on: a) Students' participation in the learning process; b) Their experience and observations on the practical and theoretical components of the syllabi; and c) Their ability to solve real life problems. For shifting the focus of activities from faculty member to the learners, we organise the following:

- Seminars / Webinars
- Field-trips / Industrial Visit / Social Work / Internships
- Laboratory Assignments / Technical Paper writing
- Model United Nations / Programmes for Radio Salesian & Salesian TV.
- These programmes help in enhancing positive attitudes of the students towards the subjects being taught and their level of self-confidence & skills.

In an attempt to encourage the students to become independent and to acquire the spirit of team-work, following activities are undertaken:

- Student-clubs / NCC / NSS
- Annual celebrations like Sports, Independence Day, Bosco Jayanti, Christmas Fellowship, Freshers' Welcome and Life Orientation Programme.
- Workshops / Conferences on social/ academic topics.
- Human Rights and Women's Cell keep constant vigil on student-activities.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | https://salesiancollege.ac.in/Event_records/1483/res/event%20document/Detailed%20Report/Detailed%20Report.pdf |

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

Improvement in science and technology has been a boon in the arena of teaching-learning process. The traditional methodology of teaching-learning has been revolutionised dawning the new era of learning. Information and Communications Technology (ICT) enabled teaching methodologies and advanced technology has been implemented in the classroom and in administration. MOODLE is one such Open Source Learning Management System wherein students can do assignments, attend quizzes and access other Multimedia teaching aids like Videotelephony services. It allows communication with the students and encourages communication between them in forums and discussions. LCD projectors and Smart Boards are in vogue. Enterprise Resource Planning (ERP) enables efficient and centralised management of data by faculty. Google meets (Google classrooms, G suite accounts) podcasts and video production through college's official you tube channel, online video conferencing, webex and zoom are being used for conducting online webinars and classrooms. The academic and other plans are available in the beginning of the semester in the form of handbook and calendar. The institution's ICT enabled structures have constructively contributed towards securing and assuring its students a resourceful academic community. The digitalisation of its electronic data management and resources has facilitated the growth of soft skills contributing to modern education.

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

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

**completed academic year )**

## 2.3.3.1 - Number of mentors

**93**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

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

**93**

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

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

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

**20**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

**2.4.3.1 - Total experience of full-time teachers**

**440**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

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

**The academic session 2020-2021 continued under the Choice Based Credit System (CBCS) at the undergraduate level as in the previous session. Continuous Internal Assessment (CIA) under the Choice Based Credit System, consists of 15 marks out of which 10 marks are for internal assessment and 5 marks for attendance. The types of activities under which students are engaged as a part of CIA are: class tests, assignment submission, paper presentation plus power point, group discussions, class tests, field trips, projects, open book exam, quizzes, and other various forms of assessment techniques decided by the faculty. College conducts mid-semester examinations every year, for even semester in the month of March and May and for odd semester in the month of September and November. Due to Covid 19 Pandemic classes from mid March 2020 were conducted online and hence internal assessment was also conducted online through official platform via Learning Management System (LMS) MOODLE where grades of students are recorded for each paper. The policy regarding conduct of examinations is available in college website https://salesiancollege.ac.in/policies/scexamination-manual. Students and their parents are regularly intimated about the students' performance, mark sheets are issued and any issues or grievances, if brought to notice are addressed promptly.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/Examination-Manual-1.pdf |

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

**The college has transparent, time bound and efficient mechanism to deal with internal examination related grievances. Examiners submit the marks within a week after the examination. The marks obtained by the students in internal assessment test/assignments are uploaded periodically on the college/university web portal along with their attendance. The same is notified by the HoDs in the official WhatsApp groups of the departments. Internal examination test papers are given to the students for self-assessment. The college has a well organized mechanism for redressal of examination related grievances: The students can submit their grievances either orally or in writing to the faculty in-charge or HoDs who in turn will bring it to the notice of the College Examination Committee to redress the grievance as per the requirement and jurisdiction of the grievance. The unresolved grievance, if any, is referred to the Principal or Vice Principal by the HOD's depending upon the requirement. The Examination Committee headed by the Co-ordinator makes sure that the grievances are solved quickly and no grievance is kept pending for more than a week. An evaluation meeting is conducted by the College Examination Committee where they review and plan for better conduct of examinations in the future.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/Examination-Manual-1.pdf |

## 2.6 - Student Performance and Learning Outcomes

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

**The institution endeavors to provide the best possible educational facilities to empower the students. The institution organized faculty development Program (FDP) to enhance the**

teaching learning skills of the teachers and students. The programmes and courses that are offered in the institute focuses on its programme outcomes (POs) and course outcomes (COs) respectively for the convenience of the students to make them more rational on determining their area of interest before they apply in any discipline. The POs and COs are prepared in consultation with the departmental experts at the beginning of the each session and are sanctioned decisively by the head of the institution. The POs and COs are centered on Blooms' Taxonomy parameters since the students will be able to remember, understand, apply, analyze, evaluate and create new notions of knowledge. The purpose is to accomplish the holistic development of each student towards the culmination of the programme. The mechanism of the communicating PO and COs to the students is prepared during the departmental orientation programme of respective disciplines scheduled for each new session in our institute. The students will be given detailed outline of the POs and COs which is also displayed in the institutions website portal.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://salesiancollege.ac.in/programs/ |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

Owing to the Covid-19 pandemic, the college has been functioning in online mode (according to the University Regulations) starting from mid-March 2020. However, from November 16, 2021 to December 21, 2021 the college was permitted for offline classes. Academic session 2020-21 followed different methods to measure the level of attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) through a continuous and comprehensive evaluation system (CIA) as per University norms. This is done internally at regular intervals through class tests, group discussions, written assignments, presentations, field trips, projects, open book exams, quizzes and internal end-semester tests in blended mode. The reports of these are recorded in the LMS for reference of the students as well as the authorities. Indirect measure of the attainment of objectives and outcomes is done through surveys and collection of regular

**feedback from students, parents, teachers and other stakeholders. The College organized several Faculty Development Programmes to facilitate faculty with emphasis on blended mode of teaching and learning focusing on Programme Outcomes and Course Outcomes. The main objective of FDP like Outcome Based Teaching Learning and Evaluation (OBTLE) was to evaluate Programme and Course Outcomes deepening the critical reflection on the same.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://salesiancollege.ac.in/examination/ |

**2.6.3 - Pass percentage of Students during the year**

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

**567**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | https://salesiancollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-2021.pdf |

**2.7 - Student Satisfaction Survey**

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

https://salesiancollege.ac.in/wp-content/uploads/2022/08/Report-on-SSS-2020-2021.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

`14.53 lakhs`

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

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

**3.1.2.1 - Number of teachers recognized as research guides**

`01`

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

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

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

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | https://unitedboard.org/ |

**3.2 - Innovation Ecosystem**

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

The Institution provides a conducive environment for promotion of innovation, creation and transfer of knowledge. All required facilities are provided and guidance is extended to the students and faculty. They are empowered to take up the different activities utilizing their inherent skills and encouraged active involvement. The annual student leaders training and orientation prior to the nominations and elections to the student council, helps preserve the institutional ethos.

Some activities initiated include: 1. The Internal quality assurance cell IQAC workshop to train the faculty members to create a systematic workflow of the 7 criterion documentation.

2. Self defense and self esteem workshop by the Women Cell for the women of neighboring tea gardens.

3. Outreach programmes by the NSS - Swachha Bharat Abhiyan, World Environment Day, International Yoga Day, and World Earth Day.

4. Workshop on Model United Nations by Political Science Department.

5. FDP on OBTLE and workshops are regularly conducted in the institution.

6. The Salesian Research Centre encourages research in all disciplines and provides a platform for knowledge exchange.

7. The Translation Centre provides opportunity for translation across languages of the region. In this manner the works of local litterateurs get slowly accentuated beyond their home territory.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for additional information | [publications@salesiancollege.net]() |

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

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

10

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

**3.3 - Research Publications and Awards**

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

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

00

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

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

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

08

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

**20**

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

## 3.4 - Extension Activities

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

**Salesian College has successfully organized extensive activities throughout the year which has helped sensitize the students to social issues. These activities were geared to provide opportunities for interaction with the local communities and come to know their various socio-cultural and demographic aspects. The following are some of the events organized during the past year: On 6th November 2020, college organized an orientation programme for the students of the academic session 2020 to 2021 in collaboration with YUVA, one of the vibrant associations for Indian Youth. The objective of this initiative was to create a platform for building responsible youth leadership with futuristic thought process and engage them in nation building. The events like 'One Voice' an interview programme, Psychological counseling for Covid- 19 positive patients and their family members, Tree Plantation on Environment Day, Cleanliness Drive, Save Water campaign, Poshan Pakhwada, Clothes Donation Drive were taken up by the NSS. The Department of Social Work in collaboration with Save Earth for Life (SEFL), organized an event on eco-brick building and the department of Mass communication organized an educational field trip to Doordarshan Kendra, Siliguri. These activities aimed at conscientising through social engagment, powerful impact on students for their holistic development.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

**10**

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

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

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

**59**

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

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

**3.4.4.1 - Total number of Students participating in extension activities conducted in**

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**2692**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

## 3.5 - Collaboration

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

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

**14**

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

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

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

**9**

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

The Institution has well-equipped classrooms, seminar halls and computer labs with the latest technology. The institution has access to Wi-Fi for smart classes. The entire campus has access to Wi-Fi. The seminar halls have projectors and laptops that can be used by the students and teachers. The Computer Lab and the newly built Salesian Research Centre have adequate computers for all who wish to access the same. The institution has a unique feature known as Salesian Community Radio and a Studio for Salesian TV ensuring student participation. The institution thus provides an ideal infrastructure for future learning.

It aims to create a pedestal for integrated creativity, team spirit, originality and competency in the students and make them pioneers. A need-assessment for replacement, up-gradation, or addition of existing infrastructure is carried out at the start of the academic year based on suggestions from the stakeholders of the institution and epecially the Student Leaders, Heads of Departments, Deans and Vice Principal. The available Infrastructure is utilised to:

- Conduct workshops, awareness initiatives, training programmes for optimal use and implementation of new technology.
- Conduct certificate courses, co-curricular activities, parent-teacher meetings, campus recruitment and other activities.
- Conduct IGNOU/ Competitive examinations at its College Campus Centre.

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

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

**Salesian College highly believes in the importance of physical well-being along with academic excellence. The institution has adequate facilities for cultural activities, sports and games. For this purpose, outdoor multipurpose sports grounds are available (142X125mts) for football, handball and cricket. The corner of the ground is equipped with cricket net and two volleyball courts (19X9 mts), five badminton courts (13.4X6.1 mts) and four basketball courts (28X15 mts). The college has indoor sports facilities, a table tennis room (13X7 mts) and a well-equipped gymnasium (14X9 mts). There is an open multi-purpose hall (Killian Hall, 50X24 mts) for cultural activities, two Audio-Visual Halls (12X8.56mts) and Marengo Hall which is (14.6X8.53 mts). Everyday students are encouraged to play games at least for an hour after classes or when there are free periods. The students are encouraged to participate in inter-departmental, inter-college and other tournaments of District, State and National levels. The student body also organizes a number of activities like the annual sports track and field events, Technokrat, Savoir Faire & Inscape. Every year Cultural Day, Sports Week, Marathons, Yoga and meditation sessions besides workshops for self-defence are also conducted. Thus, an allround/ holistic development is the primary motive of the institution.**

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

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

**34**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**900.6155385**

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

## 4.2 - Library as a Learning Resource

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

**The libraries (in two campuses) are on total 9,327 sq ft of area.**

- **Sonada campus(SCS): 5,253 sq ft**
- **Siliguri campus (SCSC): 4,074 sq ft.**

**The common lab & reading rooms (in two campuses) are on total 2,448 sq ft of area.**

- **Sonada campus: 1,488 sq ft**
- **Siliguri campus: 384 sq ft and 576 sq ft.**

**Salesian College library established in 1938 was renamed "Verzotto Memorial Library" after Fr. Joseph Verzotto who served the college as professor and librarian for over three decades.**

The library has a large collection of books, journals, periodicals, rare books, books in foreign and classical languages audio-visual materials and e-resources. It has a stack room, consultation room, digital documentation centre, a binding section and Wi-Fi enabled Computer lab. The books are catalogued following Dewey Decimal system. The library is automated using eBLIS, Library Management System. Salesian College started its second campus in Siliguri in 2009with 3000 books.

- Books: SCSC - 10890, SCS - 36535
- Titles: SCSC - 8550
- Journals: SCSC - 27, SCS - 11
- e-Journals: SCSC - 15, SCS - 5
- Digital Books: SCSC - 1300
- Magazines: SCSC - 5, SCS - 10
- Newspapers: SCSC - 5, SCS - 3
- DVDs, CDs: SCSC-275

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://salesiancollege.ac.in/library/ |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | A. Any 4 or more of the above

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

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

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

3.1908189

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

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

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**240**

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

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**The College regularly updates its IT facilities. With the start of the pandemic, it became inevitable to use online platforms for education. For this purpose, the college has installed computers, LCDs, projectors and internet connection to classrooms, halls, reading halls and the library. Faculty are encouraged to avail IT facilities to impart knowledge to the students. The institution aims at provifing a better internet connection to students. Wi-Fi is now available in classrooms, library, seminar halls, Research Centre and staff rooms. The students with no laptops or proper internet connection at home make productive use of such facilities. The Wi-Fi is constantly updated as soon as there occurs a lag in the system. The technical/ Salesian Tech team is always at the helm of IT related facilities and ensures continuous updates and support. 40 new computers were added in the Departments of Physics, Mass Communication & Journalism and Geography respectively for implementing practical classes smoothly. Additionally, two Graphics Tablets were issued for the faculty members for aiding in online classes on 8/4/2021. Six Windows 10 OS license were procured to upgrade computer OS from amazon on 8/2/2021. One VR headset added to aid as a virtual**

**learning tool on 18/02/2021.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://salesiancollege.ac.in/ict/ |

## 4.3.2 - Number of Computers

**202**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | **No File Uploaded** |

## 4.3.3 - Bandwidth of internet connection in the Institution

**A. ? 50MBPS**

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

## 4.4 - Maintenance of Campus Infrastructure

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

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

**84.9883**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | [View File](#) |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

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

**Salesian College has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. With online and offline education still being in use, it becomes necessary to maintain a proper system of implementing various facilities provided for the students. Besides support staff, the students themselves are in charge of cleaning the classrooms everyday. After classes, the classrooms are properly shut. If the classrooms are to be used for something else other than classes, the head of the department is informed, following which the Dean and the Vice- Principal are intimated. A similar manner of permission is to be granted when it comes to the library and the computer lab. No one is allowed in the library without identification card or without the presence of a faculty member. A biometric identification is a necessity to enable a proper record. No one is allowed in the computer labs, the Research Centre or anywhere without a written permission from the authorities. Sports Complex In-charge is guardian of the Lockers where sports equipments are kept. A proper record is maintained for utilizing any provision provided by the college. The college website contains necessary details regarding the facilities available in the college.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://salesiancollege.ac.in/policies/sc-maintenance-policy/ |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

**51**

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

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

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

**224**

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

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

| File Description | Documents |
|---|---|
| Link to Institutional website | https://salesiancollege.ac.in |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**173**

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

**173**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

05

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

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

### 5.2.2.1 - Number of outgoing student progression to higher education

57

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

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

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

1

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

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

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

06

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

The student council is an integral aspect of Salesian College, with the goal of instilling in students a sense of leadership, independence and responsibility. The institution believes in

providing students with a democratic structure in which they are encouraged to actively engage in the system's operation. The Student Council is made up of Class Representatives, clubs and group leaders from which the president, secretary, joint secretary, treasurer and joint treasurer are chosen who serve as the council's important members. Each class has Class Representatives nominated and/or elected at the start of the year. The Student Council's mission is to provide students with opportunities to develop leadership abilities by planning and executing various college activities and projects. The CRs aid the Vice Principal, Deans, Campus Co-ordinators and HoDs keeping in touch with their class pupils. The Student Council has also conducted a series of online orientation programmes for the students guiding, assisting and encouraging them to realize their potential in various fields as also helping them with online mode of teaching and learning. They are also assigned with the role of campus cleanliness, regular checking of college handbook and ID cards, collecting and recording daily attendance logs, written assignments and notes.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/student-support/student-council/ |
| Upload any additional information | View File |

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

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

26

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

## 5.4 - Alumni Engagement

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

**Salesian College Alumni Association was registered under the West Bengal Societies Registration Act (FI. 1LI-66557 of 2009-10 dated 31 December 2009) and is also registered with the Don Bosco Alumni India. In the year 2020, the graduating batch of Salesian College Sonada collected Rupees 23,400/- only. Currently the Alumni Association (SCS) of the college is headed by Mr. Roshan D Lama (Acting President and the convener 2002-2005 batch). The Association has always striven to work in collaboration with the College management to reach out to current and former students. The residential students alumni group sponsors the annualVerzotto Memorial Lecture in honourofformer faculty cum librarian. Siliguri Campus has a vibrant Alumni Association. In the year July, 2020, it had an opening balance of Rs 1,01,373. During the year, the contribution made by the outgoing batch to the alumni - 600/- per student,amounted to Rs.4,04,150. Three main programs were organized during the year: Christmas Gathering, Gift of Smile and Distribution of Ration Kit. The registration charges for Christmas Gathering was Rs 250/- per head. Gift of Smile was organized in the month of October, 2020. Ration Kit Distribution program was organized for the needy during the pandemic time.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/student-support/salesian-college-alumni-association/ |
| Upload any additional information | View File |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | B. 4 Lakhs - 5Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The vision of Salesian College is "to be a transformational force through advancement of scholarship in diverse disciplines, providing services and championing justice, accountability and collaboration, thereby, to excel in the preparation of noble citizens and leaders -becoming 'flamma ardens et lucens' – flame that enlightens and enlivens.

Therefore, the mission of Salesian College consists in:

1. Preparation of Noble Citizens.
2. Advancement of Academic Scholarship.
3. Providing Professional & Social Services.
4. Providing right-based education.
5. To equip the students with skills for employability.

The need for governance revolves around the above core values : intellectual competence, moral uprightness, social sensitivity and emotional balance. The governance of Salesian College as a partially aided and self-financed affiliated institution, relies on fee collection and donations from philanthropic agents/ socieities/trusts as sources of revenue. Administrative transparency both in allocation of roles and in the budget preparation keep in mind developmental/ expansionary requirements as well as the expertise of the senior members of the faculty and management of the College; Regular meetings at all levels including the purchase, construction and finance committees review the expeneses as against budgetary allocations; the suggestions for infrastructural and student welfare enhancement, made by various stakeholders helps Governing Body to ensure good governance.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2020/12/Online-Final-Version-Handbook-2020-21-2.pdf |
| Upload any additional information | View File |

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

The founding body, governing members, Principal/ Rectorand Secretary, Vice-Principals, Bursar, Deans, Campus Coordinators and the heads of the departments constituethe administration and has a management style that have been decentralized through participatory decision making mechanism.

Governance is the key activity that acts as a bridge between the management and stakeholders. The institution has a strong Governing Body made up of eminent members to define and interpret policies and decisions related to both academic and other aspects of administration. To ensure efficiency and effectiveness on approval of the Governing Body, a number of academic and administrative bodies have been formed with duties and responsibilities.

Regular lectures are conducted by the professors and due guidance is given for better performance in the examination. The participation of students in Sports, NSS, NCC, extracurricular activities is encouraged in order to attain overall development of students. Faculty Development Programmes are conducted regularly in order to enhance their teaching learning process. Any decision pertaining to the department /students' welfare is initiated collaboratively by the faculty, which is then conveyed to the Deans, Vice-Principals and finally to the Principal for approval. Thus a decentralized process is in place involving constantly the active participation of all stake holders.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2020/12/Online-Final-Version-Handbook-2020-21-2.pdf |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**College has a systematic strategic/ perspective plan which is revised every five years. Salesian College having completed third cycle of academic audit, considers it a responsibility to bring the Institutions of higher Education in North Bengal and Sikkim region to a common platform for information dissemination and experience sharing. As per the recommendations of NAAC Peer Team from the previous visit, the college planned to expand the infrastructure in Siliguri campus to accommodate more students. In order to provide better library facilities for increased number of students the college library, with more space (6600 sq.ft), books and physical infrastructure, is shifted from Taverna Block to Don Bosco Block.**

**In order to offer greater educational service in the region new courses have been streamlined - BTH, MSW and GE Music - and applied for affiliation to the State Education Council/ department and the University. Similarly follow up action on the request for institutional Academic Autonomy with the UGC and University is in the process.**

**Realising the importance and involvement of IT companies in the field of education, the college (IQAC & SRC) organized a webinar on UGC's concept note: "Blended Mode of Teaching and Learning" on 6th and 7th August, 2021.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

"Salesian College is a Government recognized, minority educational institution of the Catholic Church, run by Salesians of Don Bosco, Kolkata Province where students prosecute their studies in Arts/Humanities, Commerce, Science and Professional Courses (UG & PG) under the University of North Bengal.

The college has clearly spelt out policies of administrative setup, appointment rules, procedures etc. The Personnel Policy of the college is binding to all employees where the rights, duties and responsibilities are clearly mentioned. All the employees are provided with a structured induction programme at the time of joining the college. President of the Founder Body is the Chairperson of the Governing Body of the College. He is supported by Secretary, who is the Principal of the institution and looks after the daily academic matters. Salesian College also has a Rector. A Principal can be a Rector too in the event that he is appointed in that capacity by the founder body. The Principal is assisted by the Vice-Principals and the Deans. Salesian College is accredited by NAAC with Grade 'A' (3rd Cycle) and twice UGC certified college with Potential for Excellence. The Governing Body of the college consists of the Principal, the Rector, Bursar and other members.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://salesiancollege.ac.in/wp-content/uploads/2022/08/Organogram-of-the-Institution.pdf |
| Upload any additional information | View File |

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above |
|---|---|

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

## 6.3 - Faculty Empowerment Strategies

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

The institution has various welfare measures for both its teaching and non -teaching staff. The teaching staff involved in research (those pursuing MPhil, PhD) are provided with research related additional leaves, financial support for research related activities including travel assistance, membership fee for attending FDPs, National and International seminars, conferences and refresher courses. Research Workshops are conducted for them under the guidance of Professors of high esteem to help them review their ongoing work. The teaching staff of the college is provided with a financial assistance in the form of advance/loans without any interest for their emergent needs including medical treatment, education, family requirements etc. Likewise, the non-teaching staff is also provided with financial assistance, loans/advance without interest. Keeping in view the future safety of the employees, the institute contributes a specific amount towards PF of an employee. The institution also undertakes various social charity measures for its non-teaching staff like financial help for house building, repairing house and toilet, financial help for children's education. Besides the above, the following rouitine benefits are also given to the teaching and non-teaching staff: sick leaves, casual leaves, free Wi-Fi facility, purified and hot water facility for drinking, Vehicle parking, Covid relief charity.

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

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

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

**12**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

**20**

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

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

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

**87**

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

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

**The institution has a very systematic Performance Appraisal System (PAS) for both its teaching and non-teaching staff. The institution has both monthly and annual Performance Appraisal System. The Faculty members submit their self-appraisal report at**

the end of every month along with their Unitization Report. The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System. Promotions are based on the appraisal performance format for UGC Career Advancement Scheme (CAS) that is based on the Annual Performance Indicator (API) score. The institution also conducts the annual performance appraisal of its faculty members through two mechanisms. Firstly, the students are provided with a google form link to submit their feedback on their teacher's performance. The student feedbacks are evaluated by the head of the institution annually. The feedbacks are communicated to the faculty members individually by the Principal. Secondly, an annual self-appraisal is submitted by the faculty members at the end of the year. The performance of the non-teaching staff is reviewed by the Bursar of the college in regular meetings. Besides, the general matters arising out of the PAS are addressed during faculty/ staff meetings held towards the end of every Semester.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/6.3.5.pdf |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

Salesian College has a healthy and transparent audit mechanism under the aegis of the Bursar, finance head of the college. The internal auditor conducts audits of expenditure related to various co-curricular, workshops, seminars, field trips and students' activities, as and when they take place. The internal auditor is an Ex-Officio member of the finance committee, purchase committee and construction committee. Tri monthly meetings are held for these committees. A budget is submitted before an event takes place to the Vice-Principal who passes it to the Deans after observations. The Deans after verification gives it to the internal auditor who scrutinizes the application and hands it over to the Bursar. Library purchases are directly approved by the Principal, Vice Principal or the Bursar. The finance office maintains purchase bills which are submitted to

**the internal auditor in a predesigned format after the events. The same after verification is submitted to the Bursar's office. The external audit is conducted twice a year, with the auditor coming from Kolkata. The audit committee is open to all new ideas and suggestions for improving its functioning for the betterment of the college from the Student Council, faculty, and support staff, seeking to economize any expenditure.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://salesiancollege.ac.in/Event_records/1324/res/event%20document/Detailed%20Report/Detailed%20Report.pdf |
| Upload any additional information | View File |

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

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

**10174000**

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

**The college raises finances through the following six ways: 1. Being UGC recognised twice CPE institution it avails of the resources provided by the Grants Commission and through different schemes of the UGC and related bodies of the central government like Sahitya Akademi, ICSSR, DST and others. The faculty members are encouraged to generate resources by way of research projects. 2. The fees collected from the students are the major resources for the ordinary expenses of the college. Being the self-financed college, the fund is utilized for the payment of salary of teachers, and other educative purposes 3. The Founder Body is**

presented with the requirements through an annual budget and extra ordinary expenses like expansion and constructions etc. The fund is utilized with utmost diligence 4. Alumni and friends is another source of fund generation utilized for the educative and developmental purposes 5. The departments conduct event and activities to raise funds wherever the possibility exists. 6. Some funds flow in from the agencies like NSS, NCC, IGNOU. Such funds are utilized for the specific purposes for which the funds have been disbursed. The finance committee looks after the mobilization of funds and the optimal utilization of the resources.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

## 6.5 - Internal Quality Assurance System

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

(1) IQAC has introduced the practice of ensuring timely, efficient and progressive performance of academic, co-curricular and administrative tasks. Reports of any academic, curricular or co-curricular activities need to be uploaded in the home-made system within two days after the events. Even the teaching-learning activities of the faculty are recorded in the system on a daily basis. The Principal/Vice-Principal can monitor the entire activities in the college online through IQAC calendar -IQAC monthly reports and Unitization Reports of the faculty are significant features of this system. (2) IQAC has introduced the practice of ensuring optimization and integration of modern methods of teaching-learning and research. This has been achieved through various means: the Blended Mode of teaching-learning introduced since Covid days; Use of MOODLE (LMS) as the official Platform for online teaching-learning; Faculty Development /Training Programme, Research Scholars' Workshops and UG Research held in order to provide orientations on modern methods of teaching-learning; Updating of technological equipments and infrastructure required for the same. The entire faculty, students and support staff are working in collaboration ensuring the optimization and integration of modern methods of teaching and learning. IQAC monitors and reviews the same during the monthly meetings with the entire faculty.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC during the period are: (1) The College has implemented Blended Mode of teaching-learning as a new strategy embedded within the National Education Policy. Faculty Development and Training Programme have been planned out under three phases with collaboration of Salesian Tech Team. Under the guidance of the IQAC, the adaption of New Normal that is the transition from the Traditional Way of Teaching and Learning has been effectively adapted through Online System of Education with various e-resources/learning such as MOODLE, Google Meet, WEBEX, etc. (2) IQAC has taken up the initiative to introduce Outcome Based Teaching Learning Evaluation (OBTLE). The faculty members were given orientation on 25th and 26th March 2021 on the same. The new system has been based on the Rubrics of Outcome Based Education. Every faculty has prepared the course objectives and outcomes of every subject which have been displayed in MOODLE platform for students. A Self-Appraisal format has been introduced in the ERP where a faculty gets an opportunity to review and assess such outcome based teaching-learning. Deans and Vice Principals of the respective departments monitor the progress of Outcome based Teaching-Learning.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality** | A. All of the above |

**initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://salesiancollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-2021.pdf |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**The Institution has conducted significant events, orientations, counseling sessions, webinars and seminars for the promotion of Gender Equity and Gender Sensitization. Five Sundays between the months of February and March of 2021 were dedicated by the Social Work department towards the empowerment of women from the tea communities in Darjeeling. These workshops were aimed to develop confidence among the women in regard to their professional and personal lives. The institution also prides in its women cell, the members of which have been sincerely chasing these values. Over the course of the past year, the women cell has organized an essay writing competition anda webinar entitled 'Sharing Experience, influencing women and leading change' on the occasion of Women's Day. It has also conducted a workshop on Self Defense and Self Esteem for the students and women of the neighboring tea garden areas. The cell has actively tried to uplift the equation by introducing facilities to assist women in the college during their menstruation; their goal has been to include not only the students but also community members toward the cause of empowerment. Through webinars, workshops, awareness on health and hygiene Salesian College has worked actively and passionately towards gender equity.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://salesiancollege.ac.in/wp-content/uploads/2022/10/7.1.1-Annual-Gender-Sensitization-Action-Plan-2020-2021.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://salesiancollege.ac.in/wp-content/uploads/2022/10/7.1.1-Specific-Facilities-provided-for-Women-and-Additional-Information.pdf |

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

**B. Any 3 of the above**

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

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

**Salesian college tried its best to persuade the policy makers and the municipal authorities in implementing better and efficient solid waste practices. The College has the facilities for the management of both degradable and non-degradable wastes. Solid waste that is degradable is buried in a pit which lies within the college compound in order to facilitate quick and fast haulage which is after decomposition used as manure for the plantation in the campus. That waste recycling system is adopted in the institution. Every floor and every room in the campus has adequate dustbins. The papers that are not required further are reused to the extent possible and the rest given to local vendors for recycling. Till date the campus has not generated major e-waste. The electronics and computer science lab involve students in using the old electronic gadgets in project work or exhibitions. The inoperative electronic equipments are given to the suppliers for reuse of parts or disposals. The ENACTUS unit**

of the college has initiated a project called "Rupyog" where broken mud cups are used for making handmade candles during Diwali time. The education department of the college organizes 'Best out of Waste' a popular eco-friendly event every year.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | A. Any 4 or all of the above

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

**7.1.5 - Green campus initiatives include**

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

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

A. Any 4 or All of the above

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

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

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

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

| | |
|---|---|
| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen                reading** | **B. Any 3 of the above** |

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

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

The institution's tenet encircles in equality of all cultures and traditions. The evidence of these facts are student and faculty members of different caste, religion, regions are studying and co-existing without any discrimination. The fervour of the college towards event and departmental programmes strive to remove any barrier by conducting various events such as Gandhi Jayanti, Death Anniversary of Mr. Dipjyoti, Webinar on Religious Practices in Himalayan Spaces, Ethnic Day, Guidance for Psychosocial Counseling for COVID-19 Positive Patients and their Family Members, 'Empowering Women of Tea Gardens, FDP on psychological counseling conducted by Mahatma Gandhi National Council of Rural Education (MGNCRE) on "Building Emotional Intelligence and Resilience Case Method of Experiential Teaching and Learning," etc. During these events positive interaction is established amongst people coming from different racial and cultural backgrounds. Further, women grievance redressal cell deals with complaints irrespective of their racial or cultural backgrounds. Separate norms of ethics have been prepared for students, faculty and other employees respectively. Various steps have been taken to facilitate different programmes and events spreading awareness on health and hygiene to the local community irrespective of their caste, creed, colour, sex or socio-economic background, providing treatments and referrals wherever necessary to the needy.

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

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

**The institution sensitizes students and employees by conducting varied programmes like "Azadi ka Amrut Mahotsav", Special Lecture on Ambedkar's 130th birth anniversary, webinar series on "Religious practices in the Himalayan spaces", "Team Building" to enhance social and interpersonal skills, "Eqolloquium" for building economic values, "Eco-Brick Building" awareness towards environment, "Sociological Imagination" importance of fundamental rights of citizens, "Guest lecture" to highlight values of Mahatma Gandhi, Webinar on "Introduction to Capital Market", "Bosco Jayanti Community Celebration", webinar in collaboration with HIS creating awareness about human's responsibilities towards animal protection, "Entrepreneurship and Family Business", "Career counseling" for building better citizens, "BSE's Investor Awareness Program" to educate different economical dimensions of the country, "ENSPIRE" to focus on importance of innovation in modern world, "NSS Awareness Workshop" to inculcate moral values as citizens towards society by providing psychological support to COVID-19 patients and their family, "Salesian Model United Nation 2021" to help students build Socio-Political abilities as Indian citizens, "Topology - A Meet and Greet" aim to train academic community to take up challenges in learning new concepts, "Cleanliness Drive" to educate responsibilities towards environment, "MUKH BAND KAAM SURU"- sharing stories of corona warriors with society and "YI Orientation" - building responsible youth leadership.**

| File Description | Documents |
| --- | --- |
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [https://salesiancollege.ac.in/Event_records/1326/res/event%20document/Detailed%20Report/Detailed%20Report.pdf](https://salesiancollege.ac.in/Event_records/1326/res/event%20document/Detailed%20Report/Detailed%20Report.pdf) |
| Any other relevant information | **Nil** |

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

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

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

Salesian College Sonada & Siliguri Campus values the great importance of the National and International commemorative events and festivals. During the year 2020-2021, the following major events were conducted in the Institution: patriotic days such as "REPUBLIC DAY & INDEPENDENCE DAY" commemorating that we as an Institution have not forgotten our ' Freedom Fighters' who fought for the independence of our nation. Bharat ka Amrut Mahotsav-75th Independence Day. The life and contributions of Dr. B.R.Ambedkar were discussed on his 130th Birth Anniversary on 14th April 2021. World No Tobacco Day was held on 31st May 2021. An online yoga session was held on 'International Yoga Day'. On 3rd July, International Plastic-bag-free Day raised awareness about the plastic pollution. World Environment Day and Van Mahotsav week, were celebrated by planting trees. A rally was held on the occasion of Save Water Awareness programme. 207th Bhanu Jayanti was celebrated on 13th July. Tournaments such as Senior National Basketball, Inter College Athletic Meet & Football Tournament were organized. National Press Day was hosted on 16th November

**during which a candle was lit in memory of late Dipjyoti Das, the assistant professor from the Department of Mass Communication. Christmas was celebrated in the college.**

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

## 7.2 - Best Practices

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

**Title of the Practice:**

- **Radio Salesian 90.8 FM,**
- **Learning Management System (LMS) - Salesian Online**

**Objectives:**

- **Radio Salesian aims to spread Salesian values to the entire nation.**
- **LMS aims to digitize learning and teaching in the campuses.**

**The Context:**

- **Radio Salesian provides platform to reach wide range of people in every situation.**
- **LMS is an easily accessible and navigable repository of academic, organizational and social transactions in the campuses.**

**The Practice:**

- **Radio Salesian is always open to explore new avenues, It regularly collaborates with students and the local community.**
- **The LMS was configured by the college to facilitate**

academic and associated administrative activities. The college was the first in North Bengal region to seamlessly transit a fully-online digital learning experience.

**Evidence of Success:**

- Awarded certificates to reporters who completed within schedule the reporting assignments, and providing incentives for the students to engage as reporters.
- The LMS is accessed successfully by students and faculty of the college both during the pandemic as well as post pandemic times.

**Problems Encountered and Resources Required:**

- During the initial stage poor audio-output and audio-format from mobile phones were noticed.
- Rigorous training was required to get acquainted to LMS and connectivity issues caused disruptions in accessibility.

| File Description | Documents |
| --- | --- |
| Best practices in the Institutional website | https://salesiancollege.ac.in/90-8-radio-salesian/, https://salesiancollege.ac.in/ERPSonada/user.html |
| Any other relevant information | https://salesiancollege.ac.in/wp-content/uploads/2022/08/7.2.1.pdf |

## 7.3 - Institutional Distinctiveness

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

Salesian Youth Centres, established on 25th August, 1963 under the patronage of Salesian College Sonada, stands out as an institutional distinctiveness of the institution. Originally started with three, it has now branched into around 20 youth centres which have achieved a lot over the last 58 years of its existence. Motto: Do good and be good. Vision: We offer every young people a nurturing, respectful and safe environment based on the agenda of equity and the best interest of young people. Mission: We offer young people education, training, social development and vocational choices following the educative method espoused by Don Bosco.

Cassia fistula or ENACTUS Salesian stands out as an institutional distinctiveness in Siliguri Campus. It inspires students to improve the world through entrepreneurial action aiming to be an integral part of the initiative taken up by Enactus India to undertake entrepreneurial activities which contribute to the cause of alleviating societal problems such as environmental degradation, poverty, illiteracy, racial discrimination and so on. It has initiated "Project Prarambh" which aims to protect Mother Earth from the tormenting plastic. It aims to spread the usage of 'kulhad' (clay) cups all across Siliguri and eliminate the usage of plastic and paper cups.

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

7.3.2 - Plan of action for the next academic year

The objective of Salesian College is to disseminate and advance knowledge by providing opportunities for teaching-learnng and introductory research facilities with a view to the pursue excellence and meet expectations of higher education in North Bengal. The vision to develop the college incorporates four pillars: teaching, research, innovation and transparent administration. In collaboration with all stakeholders the College plans to adopt a unified approach towards pursuit of excellence by accomplishing the following:

- Implementation of National Education Policy-2020 at the earliest to reap its benefits towards creation of competent human resource of international standard.
- Introduction of new skill enhancement short term courses with innovative syllabus to increase employability and create entrepreneurs from among students.
- Building a Repository of study materials in different courses of Salesian College through Open Access (Salesian Online Learning Management System).
- Providing Smart and ICT enabled Class Rooms for every department.
- Creation of a Unified Academic Administrative Database.
- Construction of the new wing with Classrooms in Don Bosco Block of the College.
- Introduction of Capacity Building modules for the non-teaching staff.

- **Augment student research with a view to implement 'Earn while You Learn' scheme.**
- **Activating an Alumni Association Cell in order to generate funds.**
- **Implementing Undergraduate Research Project.**