YEARLY STATUS REPORT - 2021-2022

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**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://salesiancollege.ac.in/wp-content/uploads/2022/11/AQAR-2020-2021.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/2023/04/HBC_2021-22.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	CPE	UGC	2021	1394033
Department	CSE-DIR	UGC	2022	243240

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	3	
- 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. In the month of March and May 2022, comprehensive audits were conducted on both the academic and administrative fronts for the session 2021-2022. These audits encompassed both internal and external assessments.

2. The IQAC played a crucial role in gathering feedback from diverse stakeholders, analyzing the collected information, and taking necessary actions accordingly.

3. During the academic session, Salesian College entered into 20 Memoranda of Understanding (MoUs) with a range of institutions and organizations.

4. For the holistic development and upliftment of the students, Internal Quality Assurance Cell (IQAC) played a significant role in promoting and organizing Webinars, Seminars, Special talks and Guest lectures during the session.

5. For the professional development of the faculty members, IQAC conducted Faculty Development Program on Blended Learning (in three phases) and also on Revised Bloom's Taxonomy and Outcome Based Learning (in three phases) in collaboration with Holy Cross College, Trichy.

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
To Sign MoUs	Salesian College signed around 20 MoUs during the Academic Year with various institutions and organisations
Internal and External Academic and Administrative Audits to be conducted.	Internal and External Academic and Administrative Audits of the departments and college were conducted (in the month of March and May 2022) and analyzed.
Webinars to be organised.	Many webinars were organised during the year by various departments and societies.
Green and energy audits to be conducted	Energy and Green audits were conducted for the session 2021-22.
To organise extension activities	Several extension activities were organised by various societies, clubs and departments.
Feedback from stakeholders	The feedback from the stakeholders was collected and analysed for the session 2021-22
To apply for NIRF	The college submitted data for NIRF in the session 2021-22.
To organise Faculty Development Programmes	Faculty Development programmes on Blended Learning and Revised

	Bloom's Taxonomy (by Holy Cross College, Trichy) were organised for the teaching staff in the session 2021-22
To organise PTM	PTM was organised in the months of 15th and 20th July 2021 and 13th June 2022.
Women Cell to organise activities	Women Cell of the college organised various webinars, orientation and training programmes during the year to create awareness among women
New issue of the College Journal	Two issues of the College Journal (Salesian Journal of Humanities and Social Sciences) were released in the month of December 2021 and May 2022.
Activating an Alumni Association Cell in order to generate funds.	The Alumni Association of Salesian College organised various activities like Blood Donation Camp and Alumni Prom Night throughout the year. There is also a yearly contribution made by the members of the association to generate revenue.
Implementing Undergraduate Research Project	Undergraduate Research Project funded by the UGC CSE-DIR was implemented by the Department of Physics

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	20/06/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	12/01/2023

15.Multidisciplinary / interdisciplinary

Salesian College embraces an inter-cum-multi-disciplinary approach in its academic and co-curricular activities to foster richly diverse learning environment. The college recognizes the importance of integrating knowledge, methods, and perspectives from various disciplines to address complex issues and promote holistic learning. Salesian College organizes national and international seminars that are deliberately designed to be multi-disciplinary in nature. These seminars bring experts and researchers to meet and engage ideas. These cross-disciplinary dialogues nurture collaboration, and help view problems from diverse angles, thereby facilitating innovative solutions. The college lays emphasis on research through its bi-annual Research Scholars' workshops. These workshops specifically promote research of a multi-cum interdisciplinary nature. Research scholars across disciplines present their work, enabling interdisciplinary exchange that broaden the their understanding of research and encourage in exploring new avenues of inquiry. Furthermore, Salesian College actively encourages multidisciplinary and interdisciplinary research among its undergraduate students. The college's Undergraduate Research Programme provides a platform for students to engage in research projects that transcend the boundaries of their respective majors. Students approach faculty members from various departments to seek guidance and perspectives, fostering interdisciplinary collaboration leading to well-rounded research projects. In addition to research, Salesian College promotes a multidisciplinary approach to undergraduate education through its elective subjects. Students are required to select at least two electives from disciplines other than their honours subjects. By exploring different subjects, students develop critical thinking skills and the ability to integrate knowledge from multiple disciplines, which is essential in addressing complex real-world challenges. Faculty members actively engage in promoting interdisciplinary interactions among students. They volunteer to teach additional courses such as Remedial English, Preparation for Competitive Exams, Career Oriented Programmes, and Value Education to students from various departments. This interdepartmental collaboration not only enhances the learning experience but also facilitates the exchange of ideas and perspectives among students from different disciplines. It nurtures a sense of openness and fosters an interdisciplinary ecosystem

within the college.

To augment interdisciplinary collaboration, inter-deanery meetings and Departmental Follow-up Meetings are held on quarterly basis. These meetings serve as platforms for departments to network and create an inter-disciplinary ecosystem. By facilitating dialogue and cooperation among departments, the college encourages cross-disciplinary initiatives and fosters a culture of interdisciplinary exchange. Students from the Deaneries of Commerce and Science participate in events organized by the Deanery of Arts and vice versa. This cross-departmental participation allows students to interact with peers from different disciplines, promoting a multidisciplinary approach to problem-solving and fosters well-rounded educational experience taking to account global perspectives through intercultural exchanges. The college organizes student exchange programs with other higher education institutions, providing students with the opportunity to interact with individuals from diverse ethnic and cultural backgrounds. Similarly, faculty exchange programs with partner institutions create opportunities for faculty members to engage with different cultures, fostering a dialogue that transcends disciplinary and cultural boundaries.In conclusion, multidisciplinary and interdisciplinary approach in its academic and co-curricular activities prepares students to become well-rounded individuals capable of tackling complex challenges by drawing upon the knowledge and insights from multiple disciplines.

16.Academic bank of credits (ABC):

17.Skill development:

Salesian College emphasizes skill development, offering various opportunities to enhance subject-specific abilities among its students. These are designed to prepare students for real-world challenges and provide competitive edge. Subject-specific Skill Enhancement Courses (SEC) are a prominent feature of Salesian College's curriculum. Each department offers specialized skills relevant to their respective disciplines. The college has, additionally, skill-based courses such as Beautician's Course and Food & Beverages providing hands-on training to equip students with the practical skills required for employment. For effective teaching and learning, Salesian College prioritizes the development of teaching skills among its faculty and support staff. Faculty Development Programmes (FDP) are regularly conducted to enhance pedagogical techniques and familiarize educators with new teaching methodologies. The professional development of the faculty, ensures

that students receive high-quality education equipping them with skills to excel in their academic pursuits. The college promotes Special Training Programmes on Enterprise Resource Planning (ERP) and IT facilities that are highly sought after in today's technological landscape. IT proficiency, equips them for the demands of the modern workforce enhancing their employability prospects. Emphasizing the value of experiential learning College provides opportunities for internships and practical experiences. For instance, students undertaking library internships gain hands-on experience in library management, documentation, and organization exposing them to the multifaceted aspects of running a library. Sports skill development is prioritized by offering coaching in Volleyball, Football, Basketball, Cricket, Badminton, and Table Tennis to develop their physical abilities, teamwork, and competitive spirit. Sports promote physical fitness and instill life skills likes discipline, perseverance, and leadership. Salesian College also nurtures rhetorical skills through Elite Talk (Coherencia), elocutions, extempore speech competitions, debates, and morning assembly animations by students showcasing public speaking abilities. The Salesian Model United Nations (SMUN) helps students gain experience in organizing and managing inter-college events. This hands-on experience sharpens their research, critical thinking, problem-solving, and negotiation skills by analyzing complex real-world issues, think diplomatically, and engage in constructive dialogue. The events like Skill Up and Bamboo Craft, provide opportunities to develop their innovative and creative business proposals fostering entrepreneurial skills and encouraging students to think outside the box.   Research Methodology workshops, undergraduate research opportunities, peer-reviewed college journal and college magazines *SCSpeaks* and *Sparkle* enable students to develop their research abilities, engage in scholarly writing, and contribute to the academic community. The college nurtures artistic skills through theater, singing, dancing, and cultural events providing students opportunities to explore and develop their talents in the performing arts. Social and interpersonal skills are fostered through various club activities and events organized by the National Service Scheme (NSS) and the National Cadet Corps (NCC). Career Oriented Programmes (COP) in areas such as Music, Communicative English, Sports Management, Travel and Tourism Management, and Computer applications are highly skill-based providing students with industry-relevant expertise. In conclusion, the college's focus on subject-specific SECs, skill-based courses, faculty development, IT training, internships, sports coaching, rhetorical skill development, Model United Nations, entrepreneurship events, reading initiatives,

research opportunities, artistic endeavors, social engagement, and career-oriented programs reflects its commitment to producing well-rounded graduates.

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

The department of philosophy at Salesian College plays a pivotal role in imparting courses that delve into various aspects of the Indian knowledge system. Students are exposed to the profound teachings of the Vedas, Upanishads, and Bhagavad Gita, as well as the six Astik Darshanas, namely Nyaya, Vaiseshika, Samkhya, Yoga, Mimamsa, and Vedanta. Furthermore, they have the opportunity to explore the three Anastik Darshanas: Buddhism, Jainism, and Carvakas. The courses are taught, ensuring a comprehensive understanding of these philosophical systems and their relevance in Indian culture and spirituality. The college also offers a course in Indian culture, which helps students grasp the essence of purusharthas, including artha (wealth), dharma (duty/righteousness), kama (desire/pleasure), and moksha (liberation). This course provides students with critical insights into the varnasrama dharma, the traditional Hindu social order, and its reworkings in Indian society. Additionally, the college offers courses on tribal and subaltern philosophies, enabling students to explore diverse philosophical traditions within the Indian context. The study of major South Asian religions - Hinduism, Buddhism, Jainism, and Sikhism - as an integral part of the curriculum, gives a comprehensive understanding of their contributions among other knowledge structures. Emphasis on the practice of yogasanas help enhance their physical health and cultivate mindfulness. Additionally, the college celebrates National Yoga Day and displays the practice of yogasanas on Independence Day, thereby promoting the importance of yoga in maintaining a healthy lifestyle. To celebrate and promote Indian culture, the college organizes Ethnic Day, an event that highlights and embraces the rich traditions, customs, and epistemology of India. This event emphasizes religious tolerance and cultural harmony, fostering an inclusive and open environment within the college community. The study of ancient-to-contemporary Indian history further deepens students' understanding and appreciation of transitions in Indian culture. The students explore the historical and cultural heritage, gaining insights from its diverse past and its impact on the present. The English literature program at Salesian College offers students the opportunity to study renowned Indian classical literary works in translation. They engage with masterpieces such as the plays of Kalidasa, including Shakuntalam, Mrcchakatika by Sudra, and

selections from the Mahabharata. By immersing themselves in these literary treasures, students develop a deep appreciation for the rich literary tradition of India. Moreover, Salesian College recognizes the importance of Indian languages and offers students the opportunity to become proficient in languages such as Hindi, Bengali, and Nepali. In fact, a fortnightly Nepali language course is organized specifically for out-station students, enabling them to engage in outreach programs conducted by the college. In summary, Salesian College's commitment to integrating the Indian knowledge system is evident through its comprehensive offerings in philosophy, Indian culture, major religions, yogasanas, ancient Indian history, and Indian literature. These courses enable students to delve the depths of Indian philosophy, spirituality, cultural practices, and linguistic heritage. By incorporating the teachings of the Vedas, Upanishads, Bhagavad Gita, classical literature, and the study of Indian languages, the college provides students with a holistic understanding of India's rich intellectual, cultural, and spiritual traditions.

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

Departments ensure that Course Objectives and Course Outcomes are available for every course at the beginning of semester. Course Specific Objectives/Outcomes are also specified for every Unit of the syllabus. They are aligned with the program Objectives and Outcomes, which are further aligned with the Institution's Vision and Mission. Moreover, graduate attributes with 21st Century skills/ aptitudes are paid attention to. At the institution level, Revised Bloom's Taxonomy (RBT) is followed for teaching-learning pedagogy. Both formative and summative assessments incorporate this taxonomy. Continuous Internal Assessments (CIA) are done, with the last one being term-end semester exam (Internal for summative assessment) before the University Exam. End-semester (internal) summative assessment question papers are reviewed by the Department of Education for compliance to taxonomy. At present there is more attention given to Cognitive domain; but Affective and Psychomotor domains are not neglected. Mentoring and counselling sessions are given for students with issues. All round development or Whole person development of the student is ingrained in the Don Bosco System of education.

To facilitate Outcome Based Education, Salesian College has been using Open Source Learning Management System (Moodle) for the last four years. This platform provides various assessment tools which are called activities, for example, Quiz, Assignment, Discussion etc, each of which can be configured to map to certain targeted

Outcome. Teacher can assess outcome achievement from the score a student gets on the activity. The outcomes are further mapped to competencies. Each faculty is responsible for mapping the outcome/s to competency/ies; and the Head of the Department is responsible for defining the competencies specific to the program, and the System Administrator is responsible for defining the top-level competencies of the graduating students. The LMS is being used for internal assessments, primarily for assessing Cognitive domain progress made by students. Final University Exam is not within the purview of this mode of assessment at the moment. As for progress made in Affective and Psychomotor domains, separate points are given to students based on their involvement and contribution in co-curricular activities. Recognition for outstanding contributions are given during the Graduation Ceremony of the Institution.

To increase the effectiveness of Outcome based teaching/learning, various teaching/learning methods are used inside or outside class rooms; for example, Lectures, ICT, Labs, Flipped Classroom, Group discussion, projects, industry visit, field trips, excursions, internships, collaborations with other academic institutions/ Industry partners.

All records pertaining to the academic activities of the students like attendance, scores obtained in CIAs are recorded in the ERP (Enterprise Resource Planning) Software. This system also records student's involvement in other activities of academic or non-academic nature like participation in seminar/conference, field trip/excursions, workshops, outreach, service learning, cultural activities or NCC, NSS, various associations or club activities via a separate module called Event Reporting.

Department activities are reviewed on fortnightly and monthly basis by the Deans and IQAC Co-ordinator. There is a monthly meeting by the management at the end of the month, to review activities during the month and to plan for activities in the upcoming month.

20.Distance education/online education:

Salesian College recognizes the importance of distance education and online learning in providing educational opportunities to a wider audience. The college operates two IGNOU Study Centres, one in Sonada and another in Siliguri. These centres facilitate distance education programs offered by Indira Gandhi National Open University (IGNOU), a renowned institution known for its quality education and recognized degrees. The IGNOU Study Centres at Salesian College serve as examination centres for IGNOU Term End Examinations. They

offer various programs, including 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), and MCA (Master of Computer Application). These programs provide students with the opportunity to pursue degrees and certificates that are widely accepted both within and outside of India. Salesian College has been actively promoting online education even before the COVID-19 pandemic. The college utilizes online platforms such as Moodle and an in-house ERP system for online teaching and learning. These platforms facilitate the delivery of course materials, online discussions, and assessments, providing students with a flexible and accessible learning experience. The college encourages and facilitates students to enroll in Massive Open Online Courses and SWAYAM courses, which offer additional learning opportunities beyond the regular curriculum. The college library plays a vital role in supporting online education by providing access to e-content available through INFLIBNET. Students and faculty can access e-resources through the library's dedicated pages on the college website, enhancing their research and learning capabilities. The establishment of IGNOU Study Centres at Salesian College Sonada and Salesian College Siliguri has been instrumental in meeting the educational needs of students in the region. These centres have gradually expanded their services, and the faculty and staff have been dedicated in providing support and guidance to distance education students. The college management recognizes these initiatives as extensions of its mission to reach education to the unreached and those facing difficult circumstances. Distance education, facilitated through IGNOU and online learning initiatives, has emerged as a valuable pathway for students who are unable to pursue traditional on-campus or full-time courses. The growth of information technology-based learning resources has increased the motivation for distance learning, particularly in India. Salesian College is committed to meeting the expectations of learners in this regard, ensuring that students receive quality education and are equipped with the knowledge and skills necessary for their personal and professional growth. In conclusion, Salesian College's IGNOU Study Centres and online education initiatives have enabled the college to provide accessible and quality education to a diverse range of students. By embracing distance education and online learning, the college has expanded educational opportunities, reached out to students in remote areas, and created a platform for lifelong learning and skill development. Through these initiatives, Salesian College continues to uphold its vision of providing education to the unreached and making a positive impact in the lives

of students facing various challenges.

Extended Profile

1.Programme

1.1	**833**
Number of courses offered by the institution across all programs during the year	

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

2.Student

2.1	**2309**
Number of students during the year	

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

2.2	**384**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	**658**
Number of outgoing/ final year students during the year	

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

3.Academic

3.1	**134**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**41**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**141**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**689.387985**
4.3 Total number of computers on campus for academic purposes	**177**

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 Salesian College. 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 during the orientation sessions at the start of the semester. They are also informed about 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, industrial 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. A mid-term andend-term examination constitute the CIE, among other modalities mentioned by the affiliating university. Remedial classes are provided to 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 August and the even semesters follow from the month of February. 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. According to the affiliating University's guidelines, the college should continuously evaluate the students through term papers, reports, seminar presentations, class tests, and fieldwork. The college conducted all these exercises within the timeframe 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 pulled off the entire CIE process along with the online mid-semester and end-semester internal examinations. 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)

15

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

1705

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	[View File](#)
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

17

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

507

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/2023/07/1.4.1-1.4.2-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/2023/07/1.4.1-1.4.2-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

781

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

384

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

The academic activities of the college are intended towards holistic growth of individual student. The students are identified as slow or advanced learners on the basis of their performances in class tests, class interactions and assignments. Remedial Programmes are offered for the improvement of the slow learners while the advanced learners are encouraged to make use of the healthy environment of the library and laboratory. In general, students are free to discuss with the teachers for clearing their doubts, if any, so as to boost their confidence. The curricular and co-curricular activities are perfectly amalgamated for building skills and achieving success in professional career of the students. During the completion of prescribed syllabus, the students are continuously evaluated to assess the consistency of their level of understanding in a subject. Appropriate measures are taken to improve their performances in the College as well as University Examinations. Information regarding the summer research programmes, Advanced level short courses, offered by the institutes of higher learning, are brought to the notice of thestudents by the respective subject teachers. This helps the students to getentry into reputed institutes, after completion of their courses in this college. Constant vigil is always maintained in this regard.

File Description	Documents
Paste link for additional information	https://salesiancollege.org/moodle/login/index.php
Upload any additional information	View File

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

Number of Students	Number of Teachers
2309	134

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

With a view to generate students' interest in their studies and enhance participation in teaching-learning process, the college emphasises on student-centric learning methods. Learning through doing or through experience allows the students to take initiatives and make decisions on academic matters. Keeping these ideas into consideration the college organises seminars / webinars, Field-trips / Projects /Social Work, Industral visit, Internships, laboratory assignments, technical paper writing for seminars and journals, Radio Salesian and Salesian Television and Salesian Moddel United Nations. For participative learning and problem solving the students are empowered to be independent / inter-dependent to get involvedin the planning of various activities. This helps the student to acquire knowledge and to enhance their problem solving capabilities. The activities in the following items greatly boost the level of confidence of the students. These include the following:

- Student Clubs / NCC, NSS and Pianazzi Literacy Society.
- Annual Sports, Independence Day, Bosco Jayanti, Christmas celebrations. Exsurge and Calibre.
- Blood Donation Camps
- Workshops / Conferences
- Projects / Case studies
- Mentoring of students by faculty members.
- Human Rights Cell, Women's Cell

- **Freshers' Welcome / Graduation Day / Students' Orientation**

Participation in the above programmes has a positive impact in the learning process of the students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://salesiancollege.ac.in/Event_records/ 1833/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

The college immensely encourages the use of ICT and other advanced technologies for an effective and innovative teaching-learning process. Our primary platform such as Moodle has an open-source Learning Management System enabling the learners for online academic participation and advanced communication system. Enterprise Resource Planning (ERP) allows the Institution's proper and systematic centralisation of administrative and academic ventures such as data recording exercise pertaining to attendance, Continuous Internal Assessment and syllabus. For a proper and convenient dissemination of ICT based knowledge, the classrooms are eqipped with LCD projectors and smart boards whereby the teaching-learning process becomes innovative and technology based. In addition to these, teachers and the students have access to their G-Suite accounts aided for a smooth online learning. The college has enabled the students with facilities such as YouTube channels, Salesian Radio, Salesian TV, Media Association, Campus This Week, Mass Communication Studio and laboratory facilities. Access to Google meet and Zoom is still in vogue for conducting webinars and special lectures. The growing demand fro electronic infrastructure has been duely endorsed by the college for advanced learning coupled with its traditional methodologies towards soft skill enhancements. Sufficient number of e-books and e-journals are made available in the library.

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

134

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

134

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

479

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.

Salesian Collegeconducts Internal Assessments of the students throughout the semester at regular intervals (weekly / monthly / every six months) which are both formative and summative in nature. With a view to maintain transparency and frequency in respect of internal assessments and number of techniques are in use. Class tests, group discussions, written assignments / powerpoint presentations, poster presentations, field trips, projects, open book examinations, quizzes and internal end semester tests are the various techniques used for the continuous internal assessments. All the corrected answer scripts and assignments are presented to the students along with appropriate remarks. The college management and the faculty members address the queries / doubts / clarifications regarding internal assessments, raised by the students and their parents. Besides academics, the personality development of the students is also assessed through the course of interaction between the faculty and students in and outside the class. The college maintains all the records of the continuous internal evaluation of all the students in an ERP, available in the college website. The

examination manual is also available on the college website for everyone to see. Adequate attention is given for internal assessment so as to foster creative spaces in learning.

File Description	Documents
Any additional information	View File
Link for additional information	https://salesiancollege.ac.in/wp-content/uploads/2023/02/Examination-Manual-1.pdf

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

In each semester, 25 percent of the totalmarks is allotedfor internal examination of which continuous evaluation is a part of formative assessment. During the pandemic situation all the internal examinations were held online via Salesian College LMS MOODLE. The students downloaded the question papers from LMS MOODLE and submitted the answer scripts online. The marks obtained by the students in internal assessments are uploaded periodically on the University web portal alongwith their attendance. The college has a well-organised mechanism for redressal of exmination related grievances. The students can approachthe faculty members, college examination coordinatorand the Vice-Principal regarding redressal ofexmination related grievances. The answer scripts of internal tests are shown to the students for self-assessment. If any student feels that the marks given to him / her in any paper are not just, he or she is free to interact with the faculty member and get it solved. The unsolved grievance, if any, is referred to the Vice-Principal through the Head of the Department. The defaulters failing to secure 75 percent of attendance given extra assignments so that they may submit the same within a stipulated period. The extra assignment based examinations are conductedby the examination committee of the college.

File Description	Documents
Any additional information	View File
Link for additional information	https://salesiancollege.ac.in/wp-content/uploads/2023/02/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.

The college regularly evaluates performance of the students through various methods for measuring their attainment of each of the Programme Outcomes, Programme Specific Outcomes and Course Outcomes. The Programme Outcomes and Programme Specific Outcomes are assessed through direct evaluation processes like University examination, Internal examinations, home assignments, Unit tests and surprise tests. Remedial Coaching is also provided to slow learners for bringing them upto a desired level of progress. Internal assignments given to the students are mostly aligned with the Programme Outcomes of the respective subjects. Students are assessed and evaluated throughout the year at institutional level through unit tests, surprise tests and Internal examinations. The performance of the students are analysed for assessing the attainment level of the Programme Outcomes and Programme Specific Outcomes. Students

Feedback is an important index for guaging their level of attainment in respect of understanding the subject and syllabus. With a view to enhance the skill and practical expriences of the students in their chosen disciplines, they are encouraged to take up internship, field-work, projects etc. Apart from these direct mechanisms, the college remained instrumental in obtaining feedback from the students, faculty members, parents and other stakeholders.

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

658

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/2023/05/Annual-Report-2021-2022.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/2023/02/Student-Satisfaction-Survey.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)

5.43

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://innovateindia.mygov.in/yuva/, https://www.csr.res.in/

3.2 - Innovation Ecosystem

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

An eco-system has been created in the institution to promote innovation, transfer of knowledge and entrepreneurship. The institution has the practice of conducting workshops and conferences for creation and sharing of knowledge. Under the Research and Publication Centre, Research Scholar Workshops are held for the faculty members. It has a publication unit and an active peer review and an indexed journal section. Under Graduate Research was initiated as a new experiment, where the final year students are required to submit a research paper. BCA Department of the institution conducted a webinar titled Research and Methodology for the students to initiate UG Research. NSS conducted Annual Summer and Medical Camp and Cleaning and Plantation Drive. Women Cell conducted programs like awareness of women health and hygiene and self-defence workshop to help and transfer the knowledge to the women of the local tea garden areas. Department of BSW conducted Women leadership Training Workshop for Tea Garden Workers of Singell, Seeyok and Selimbong. Webinars were conducted on topics like West Bengal Credit Card Scheme and Career on Darjeeling Tea Industry to make the students aware of different opportunities. All the departments through workshops and seminars try to sharpen creativity and innovativeness of students.

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

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

16

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/salesianresearch- 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

11

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

16

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

Numerous extension activities have been conducted by the college to sensitize students to social issues and holistic development. Radio Salesian 90.8 FM, the first Nepali community radio in India, functions as a hub for organizing programmes related to social issues like sanitation, health, hygiene, environment, food, women empowerment, consumer rights, human rights, problems related to youth, education, and so on. Webinars on community, diversity, culture and egalitarianism are also conducted to provide a non-biased outlook in the society. The college also organizes workshops and outreach programs for the tea garden women on leadership training, self-defense training, etc. Women cell organizes outreach programs for women on menstrual health and hygiene. Other forms of social outreach programs are often organized by NSS, NCC and Women Cell. NSS organizes awareness programs on autism, pollution control, cleanliness drive, medical camp, etc. The college also organizes camps and industrial visits for the students. The college organizes and celebrates Saheed Diwas, World Environment Day, Press Freedom Day, Republic Day, Independence Day, World Cancer Day, Yoga Day, and Indian Army Day. The meticulous organization of such extension activities have provided students opportunities to be sensitized to social issues for their holistic development and work as a team.

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

7

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

58

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

2543

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

22

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
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

27

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.

Salesian College is well-equipped with classrooms, seminar halls, and computer Labs with latest technology. Wi-Fi access is available throughout the campus, facilitating smart classes and providing seamless connectivity for students and staff. The seminar halls are equipped with projectors and laptops, making them conducive to interactive learning experiences. Computer Labs and Salesian Research Centre are adequately stocked with computers, catering to needs of all users.

A unique aspect of the Institution is, Salesian Community Radio and Salesian TV Studio, which encourage student involvement and participation. This comprehensive infrastructure fosters an ideal environment for progressive learning and aims to cultivate creativity, teamwork, originality, and proficiency in students, molding them into pioneers of their fields.

To ensure continuous improvement and meet the evolving needs of stakeholders, a need-assessment is conducted at the beginning of each academic year and based on suggestions; decisions regarding replacement, up-gradation of existing infrastructure are made.

The available infrastructure is effectively utilized for conducting various activities such as workshops, awareness initiatives, training programs on new technology, certificate courses, co-curricular activities, parent-teacher meetings, campus recruitment, and IGNOU/Competitive examinations at its College Campus Centre. This strategic utilization of resources enhances overall learning experience and contributes to growth of the Institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://salesiancollege.ac.in/Event_records/2157/res/event%20document/Detailed%20Report/Proof%20of%204.1.1%20(2021%20-%202022).pdf_1690601116.pdf

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

Salesian College places a strong emphasis on both academic excellence and physical well-being. To promote physical fitness and sportsmanship, the college offers outdoor multipurpose sports grounds measuring 142X125 meters, catering to football, handball, and cricket enthusiasts. Additionally, the corner of the ground features a cricket net, two volleyball courts (19X9 meters), five badminton courts (13.4X6.1 meters), and four basketball courts (28X15 meters).

Indoor sports facilities are also available, including a table tennis room (13X7 meters) and a well-equipped gymnasium (14X9 meters). For cultural activities, there is an open multi-purpose hall named Killian Hall (50X24 meters), along with two Audio-Visual Halls (12X8.56 meters) and Marengo Hall (14.6X8.53 meters).

The college motivates students to engage in games for at least an hour daily after classes. Students are actively encouraged to participate in various sports events, including inter-departmental, inter-college, district, state, and national tournaments.

The student body itself takes initiative in organizing a range of activities, such as the annual sports track and field events, Technokrat, Savoir Faire & Inscape. Cultural Day, Sports Week, Marathons, Yoga, meditation sessions, and self-defense workshops are conducted regularly to foster an all-round holistic development among students.

The institution's primary motive is to ensure overall well-being of students.

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.

39

File Description	Documents
Upload any additional information	View File
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)

362.2363525

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 Salesian College library, established in 1938, was renamed as the "Verzotto Memorial Library" in honor of Fr. Joseph Verzotto. The library boasts an extensive collection, encompassing books, journals, periodicals, rare publications, materials in foreign and classical languages, audio-visual resources, and e-resources. Equipped with stack rooms, a consultation room, digital documentation center, binding section, and a Wi-Fi-enabled computer lab, the library efficiently caters to the needs of its users.

To facilitate easy access and organization, books are cataloged using the Dewey Decimal system, while journals are arranged based on the major streams offered by the college.

Embracing the philosophy of Dr. S R Ranganathan, the father of

Indian Library Science, who referred to the library as a "growing organism", Salesian College Sonada & Siliguri libraries strive to continuously evolve. They have been fully automated, with eBLIS (electronic Bosco Library Information System) streamlining library circulation, acquisition, document cataloging and also providing a user-friendly & accessible closed software platform. The software was upgraded in 2016 to 2.0 version.

The Siliguri library which was initiated in 2009, now has a two-storey library building with ample space for growth and modern facilities to cater to up to 100 users at a time.

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)

4.86295

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

32

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

Salesian college places significant emphasis on regularly updating its IT facilities. This update involves installation of computers, LCDs, projectors, and internet connectivity in classrooms, halls, reading halls, and the library. Faculty members are actively encouraged to utilize these IT facilities to enhance teaching and learning experience for students.

Ensuring seamless access to internet is a top priority for the institution. To achieve this, Wi-Fi connectivity has been extended to various key areas, including classrooms, the library, seminar halls, Research Centre, and staff rooms. This is especially beneficial for students who lack laptops or proper internet connections at home, as they can make productive use of these facilities.

Efforts to maintain a high-quality Wi-Fi experience are continuous. The college promptly updates the Wi-Fi system whenever any issues or lags arise. The Salesian Tech team is responsible for managing and supporting IT-related facilities, ensuring a smooth and efficient operation.

To enhance internet connectivity further, the college procured a 10 Mbps Leased line from Airtel. With the addition of new classrooms in the new Bosco Block building, internet cabling has been installed in most classrooms. Additionally, new routers have been strategically placed in hallways, staff rooms, and Marengo Hall to optimize Wi-Fi coverage.

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

177

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	**No File Uploaded**
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)

503.743328

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 in place to efficiently manage and utilize its physical, academic, and support facilities. As blended education becomes the new norm, ensuring an effective implementation of these facilities becomes crucial. To maintain cleanliness and orderliness, the responsibility of cleaning classrooms is entrusted to students themselves, along with the support staff.

For proper use of classrooms for activities other than regular classes, a systematic process is followed. The HoD is informed, and subsequently, the Dean and Vice-Principal are intimated. Similar permission protocols are in place for accessing Library and Computer Labs. Access to library requires proper identification cards or the presence of a faculty member, with biometric identification ensuring accurate records. Likewise, a written permission from authorities is mandatory for entry into Computer Labs, Research Centre, or any other restricted areas.

The Sports Complex In-charge acts as guardian of the Lockers, where sports equipment is kept, and maintains meticulous records of utilization.

To provide transparency and accessibility, the college website contains comprehensive details about the facilities available, accompanied by relevant policies governing their usage.

Overall, strong emphasis is put on maintaining a well-organized system, fostering a conducive environment for effective teaching, learning, and personal development.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

0

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

144

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

1355

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

1355

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

A. All of the above

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

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

08

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

63

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	**No File Uploaded**
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.

33

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
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 important part of Salesian College, aiming to instill a sense of responsibility and leadership. The college believes in providing a democratic structure to the students, who are encouraged to participate actively in the functioning of the system. The students' council is constituted under the overall supervision of the college management. The students' council members are elected from amongst the class representatives of each class. The elected class representatives are then segregated as the President, Vice-President, Secretary, etc. The students' council deliberates upon issues pertinent to the student community and welfare. The role of the Student Council President is to represent the Student Body and to organise weekly meetings and supervise the functioning of the elected student body officers. A Class Representative is nominated and elected at the beginning of the year after which CRs' animation is carried out. The purpose of the Student Council is to give students an opportunity to develop leadership skills by organising and carrying out various college activities and projects where all the students are members of one club, committee or another where they actively participate. These participations give them the opportunity to serve the society and to develop their personality.

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

44

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

The college works in tandem with a registered Alumni Association for creating a strong bond between the alumni and the present students. The Alumni Body collaborates with the college by providing financial support and social services to promote various outreach activities. Synergy is maintained between the college and the Alumni Association towards the common vision to work for the welfare of the society. The alumni body has organised events like Blood Donation Camp, Alumni Prom Night (A cultural Programme, held on 10 June, 2022) and "Gift of Smile" (free distribution of clothes, books, stationaries to the children of neighbouring areas on the occasion of Gandhi Jayanti.The Alumni contribute prominently in the field of education. Some of the alumni of the college, namely Dr. Fr. Tomy Augustine (Rector, Sonada), Fr. Nirmal Toppo (Bursar, Sonada), Dr. Terence Mukhia (Dean, Sonada), Lt. Tshering D. Sherpa (Sonada), Mr. Pawan Rai (Sonada), Ms. Ashwini Tamang (Sonada), Ms. Shristi Rai (Sonada), Dr. Fr. Babu Joseph (Vice-Principal, Siliguri), Dr. Fr. Saju PT (Vice-Principal, Siliguri), Mr. Peter Lepcha (Dean, Siliguri), Mr. Sangam Ghatani (Siliguri), Ms. Yadika Prasad (Siliguri) are closely associated with the college. A mutually beneficial and assistive relationship exists between the college and the Almni Association.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**C. 3 Lakhs - 4Lakhs**

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

Salesian College, a private un-aided college does not receive any financial aid or grant from the state or the central government towards salary. Fee collection and the donation from few religious institutions are the major source of revenue/income generation for the institute. Funds received from different sources are spent on payment of salary of teaching and non-teaching staff of the college. Every amount of fund received from other sources are at par with budget allocation. Budget of the college is prepared keeping in mind the developmental criteria of the college: accordingly, provisions are made in the budget. The college follows cent percent transparency in use of funds. Finance Committee usually takes care of the utilization of funds which are to be spent on different plan periods under fixed schedule, target and time. Expenses of contingent nature are spent from this fund after getting approval from financial authorities like Bursar, Rector, Vice Principals and the Principal. Vision is to prepare noble citizens and leaders who are psycho-physically mature, socially sensitive, morally upright and spiritually enlightened to be a transformational force through advancement of scholarship in diverse disciplines, providing services, championing justice accountability and collaboration, there by becoming, Flamma Ardens Et Lucens.

File Description	Documents
Paste link for additional information	https://salesiancollege.ac.in/wp-content/uploads/2023/04/HBC_2021-22.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 success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the Principal to the staffs and students, all the stakeholders have a role to play towards achievement of goal. Through a participative management method, the founding body, governing members, principal, vice principals, bursar, campus coordinators, and department heads are decentralized along with the administration and management. The emphasis is placed on the regular lectures delivered by the professors, prompt completion of the syllabus, advice for improving exam results, and the provision of the best teaching and learning environment. Regular department meetings and staff meetings led occasionally by the principal help to achieve this. The administration provides encouragement and support to the teaching staff as well as the non-teaching personnel for all of their endeavours. Students are encouraged to participate in extracurricular activities such as sports, NSS, NCC for overall growth. For improving the faculty's skills Faculty Development Program are implemented. At the college level, departments make decisions through the organisation of department meetings, which are then reported to the principal for ultimate approval. As a result, the process is decentralised and applied to every decision-maker.

File Description	Documents
Paste link for additional information	https://salesiancollege.ac.in/wp-content/uploads/2023/04/HBC_2021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The systematic strategic/perspective plan envisaged by the college is revised every five years. The mobilization of financial resources

in infrastructural development is one of the crucial significances for the growth of the institution. Salesian College being a private un-aided minority college or self-financed and not receiving any financial aid/grant from the state or central government, fee collection and the donation from few religious institutions are major source of revenue/income generation for the institute. Budget of the College is prepared keeping in mind developmental criteria of the College, accordingly provisions are made in the Budget. The college follows cent percent transparency in use of funds. Accounts department of the college usually takes care of utilisation of funds which are to be spent on different plan periods under fixed schedule, target and time. All expenses of contingent nature are spent from this fund after getting approval from financial authorities of the college, and thereafter it is finally approved by the Principal. For any upcoming event firstly, the Budget form has to be filled and then signed by Dean, Bursar and Vice Principal. Again, on happening of such event an income and expenditure account with actual expenses and incomes is to be prepared.

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.

The institution has established written policies for all important aspects of governance. The Personnel Policy of the college is binding to all employees where the rights, duties and responsibilities are clearly mentioned. All 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 three Vice-Principals and three Deans (of Commerce, Management & Vocational Studies, Arts & Humanities and Sciences). Executive Coordinators are appointed to look after the Co-curricular activities and Campus Coordinators are appointed to look after various activities taking place in the

college campus. Action plan of the institute in alignment with its vision and mission is ensured via definite organization framework, prospective planning, dynamic leadership and decentralized administration. With the hands on experience of the management, the Institutional Management is designed with transparency to get optimum results.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://salesiancollege.ac.in/wp-content/uploads/2023/07/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 (i.e. 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 routine 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	https://salesiancollege.ac.in/wp-content/uploads/2023/04/Organogram-of-the-Institution.pdf
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

17

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

21

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

107

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

Salesian College has a robust and regular performance appraisal system for teaching faculty, office and support staff. For the teaching faculty annual evaluations are taken from the students in the random sample methodology. College management prepares relevant

questionnaires for the students to answer in the Google form. The questions are based on the teaching, learning and evaluations conducted by the faculty who teach them. The answers are collated and communicated personally by the Principal who is the Secretary of the Governing Body to the faculty members for their knowledge and improvement if needed from the evaluation provided therein. Individual faculty is audited in the areas of his/her teaching and other administrative responsibilities. Promotions are based on the appraisal format for UGC Career Advancement Scheme (CAS) that is based on the Annual Performance Indicator (API) score. On the case by case basis, college management also takes peer review of the faculty, heads and deans for garnering accurate understanding of the faculty under consideration for special attention, promotion etc. The support and office staff are evaluated by the Financial Administrator, Rector and immediate vertical-in-charge for their performance. The college support staff are also assessed and accordingly increment in salary are provided annually.

File Description	Documents
Paste link for additional information	https://salesiancollege.ac.in/Event_records/1954/res/event%20document/Detailed%20Report/Detailed%20Report.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 accords proper importance to internal and external audits. External audits are held twice a year. Meetings are held once a month, or more if necessary. Purchases necessary for department, committee/cell/association/club are first decided in the relevant internal meetings, and then applied for by heads of departments to Vice Principal/Principal, who after reviewing forwards it to the Deans, then to internal auditor and finally it is submitted to Bursar. Following each event, the responsible party must submit bills within a week in predesigned format made available by the internal auditor; only valid bills are accepted for reimbursement. The bills from POS system are photocopied. Construction costs /purchases of items such as technological devices teaching aids,etc. are made, with Principal's approval. To enhance its operations and reduce expenditures for the benefit of

institution, the audit committee welcomes fresh ideas/recommendations from student council, faculty and staff. Direct approval for library purchases comes from principal, vice principal, or bursar. Accountants receive final statements. Teaching Faculty and Support Staff are free to buy books online or from local suppliers. The incurred costs are reimbursed to them after the submission of cash memos. The college has a reliable and transparent screening and procurement mechanism.

File Description	Documents
Paste link for additional information	Nil
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)

262000

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

Salesian College accords proper importance to internal and external audits. External audits are held twice a year. Meetings are held once a month, or more if necessary. Purchases necessary for department, committee/cell/association/club are first decided in the relevant internal meetings, and then applied for by the heads of departments to Vice Principal/Principal, who after reviewing forwards it to the Deans, then to internal auditor and finally it is submitted to Bursar. Following each event, the responsible party must submit bills within a week in predesigned format made available by the internal auditor; only valid bills are accepted for reimbursement. The bills from POS system are photocopied.

Construction costs /purchases of items like technological devices teaching aids,etc. are made, with Principal's approval. To enhance its operations and reduce expenditures for the benefit of institution, the audit committee welcomes fresh ideas/recommendations from student council, faculty and staff. Direct approval for library purchases comes from principal, vice principal, or bursar. Accountants receive final statements. Teaching Faculty and Support Staff are free to buy books online or from local suppliers. The incurred costs are reimbursed to them after the submission of cash memos. The college has a reliable and transparent screening and procurement mechanism.

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

IQAC TRACKER has been introduced for ensuring timely, efficient and progressive performance of activities, co-curricular and administrative tasks. In order to authenticate and manage data IQAC has introduced standardized format of reports for uniformity and consistency. The reports are to be uploaded in the home made ERP within two days after the event. The teaching-learning activities of the faculty are also recorded in the system on a daily basis. IQAC Calendar, IQAC monthly review, IQAC monthly reports and unitization reports of the faculty are the significant features of this system. The principal/Vice principal can monitor the entire activities in the college online through IQAC tracker.

Blended mode of teaching learning has been introduced ensuring optimization and integration of modern methods of teaching-learning and research. Faculty are encouraged to take regular offline classes. Besides, use of MOODLE (LMS) functions as the official platform for online teaching-learning; Faculty Development/Training programs; Faculty/Student Exchange programs; Research Scholars Workshops and UG Research are held in order to provide orientations on modern methods of teaching-learning. Updation of technological equipments and infrastructure required for the same is taken care of. IQAC has also taken the initiative to introduce ICT facilities in all the departments of the institution.

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

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 in collaboration with the Salesian Tech Team. The adaptation of New Normal i.e. the transition from the Traditional Mode of Teaching and Learning has been effectively adapted through Online System of Education with various e-resources/learning tools such as MOODLE, Google Meet, WEBEX etc.

IQAC has taken the initiative to introduce Outcome Based Teaching Learning Evaluation (OBTLE). The faculty members were given orientation and introduced to the system in an extensive programme from 6th to 9th July 2021 in the Siliguri Campus and from 18th to 21st July 2021 in the Sonada Campus. 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 system has also been introduced in the ERP allowing for review and assessment of self by the faculty. The ERP is also used to maintain reports and records of various events along with records of student attendance and grade evaluations.

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	A. All of the above

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/2023/05/Annual-Report-2021-2022.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 college has conducted significant events like orientation programmes, counselling sessions, webinars/seminars, awareness programmes for promotion of gender equity and gender sensitization. The department of Social Work (Siliguri Campus) organized a one-day special seminar on anti-human trafficking on 19 May, 2022. It was aimed to create awareness about child trafficking, specially girl child (being one of the prevalent problem of North Bengal). The women cell of the college remained vigilant towards the promotion of these values. The women cell organized a training session on "Menstrual Health and Hygeine" on 28 January, 2022. The session emphasised, importance of feminine health, hygeine and issues related to menstruation. International Women's Day was celebrated in a befitting manner in which, director of SiiguriNari Shakti(an NGO) working for upliftment of women was invited to share her experience with women faculty members of the college. The Women's Cell also celebrated "Safe Motherhood Day" to honour working mothers and their dedication to the institution on 12 April 2022. Through these activities the college worked actively towards promoton of gender equity. The Social Work department of Sonada arranged two programmes in the month of March 2022 among the tea garden workers to build leaders from among themselves.

File Description	Documents
Annual gender sensitization action plan	https://salesiancollege.ac.in/wp-content/uploads/2023/02/7.1.1-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/2023/03/7.1.1-Specific-Facilities-provided-for-Women.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	**A. 4 or All 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

The waste is generated by all sorts of routine activities carried out in the college that includes paper, plastics, glass, metal, food etc. The waste is segregated into three categories:

1. Solid waste

2. Liquid waste

3. E-waste

The administative supervisor in each of the block ensures that the waste in each floor is collected at designated time intervals. The cleaning staff in each of the floor collects, cleans, segregates and compiles the waste in designated bins (green and blue) at each floor. The bins are placed at different locations in the campus with dry and wet waste markings on it. The bins are also placed in each

classroom, in front of Cafetaria and toilets for disposal of
sanitary and other medical wastes. These bins are emptied daily in
the morning. The wastes, unloaded from the blue and green bins, are
transported to the disposal sites. Later the wastes are segregated
and disposed at prescribed landfill. E-wastes like Flip-flops/memory
chips/motherboard/compact discs, cartridges, discarded computer
systems and networking components are disposed to E-waste recycling
systems. The college has proper drainage facilities for dumping
liqid wastes. Our own water supply system is used for maintaining
cleanliness and hygeine fromthe liquid wastes.

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	View File

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	**No File Uploaded**
Any other relevant information	View File

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	**A. Any 4 or all 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 institutional initiatives in providing an inclusive environment are reflected by the various events organized by the college. 207th Birthday of the great Nepali poetBhanu Bhakt Acharyawas celebrated to propagate the vision of the poet towaards the society and humanity as a whole. The department of english organized the Rabindra Jayanti program and paid tribute to the Viswa Kabi Rabindranath Tagore for his contribution to Literature, Philosophy, International brotherhood and humanity as a whole.The Human Rights Cell has organized a programme towards the elimination of racial discrimination.The National Service Scheme (NSS) unit of the college has observed the World Senior Citizen Day in a befitting manner. The department of Social Work visited the Rohini old-age home to extend cooperation towards the senior citizens residing there. In an attempt to build women leadership among the tea garden workers, the department of Social Work organised a program in the tea gardens. The extended program ofwomen cell held at Sonada, Dilaram and Mahaldiram tea-estates distributed sanitary napkins to the rural women of those areas so as to aware them about the women health and hygeine. The above efforts were directed towards enhancing tolerance and harmony in respect of linguistic, communal, cultural affairs.

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 college sincerely sensitizes the students and employees of all categories towards the constitutional obligations, values, rights and their responsibilities as citizens of India. For this, a democratic environment is provided so that the students can freely ask questions to develop an open-minded attitude, essential for responsible citizens of a country. The events of national importance have been observed for generating the democratic responsibilities and duties within the stakeholders.Gandhi Jayanti, observed on 2nd October 2021, to remember the sacrifices of our freedom fighters towards achieveing independence of our country.Azadi ka Amrut Mahotsavhas been celebrated in a befitting manner so as to create national and patriotic feelings within the students. The National Constitution Day was celebrated by the NSS Unit on 26th November 2021. The day was an occasion to fondly remember Dr. Baba Saheb Bhimrao Ambedkar for his contribution towards the Indian constitution. The Republic Day was celebrated on 26th January 2022by the NSS and NCC to encourage the students towards nation building. In order to generate the socio-political awareness among the students, the college organized ``Salesian Model United Nations" and ``Youth Parliament". Special Lectures were arranged on leadership skills so that students can lead the society ably.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://salesiancollege.ac.in/Event_records/1824/res/event%20document/Detailed%20Report/Detailed%20Report.pdf
Any other relevant information	https://salesiancollege.ac.in/Event_records/1824/res/event%20document/7.1.9%20-%20Relevant%20Information/7.1.9%20-%20Relevant%20Information.pdf

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.	B. Any 3 of the above

Annual awareness programmes on Code of Conduct are organized

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

The college greatly acknowledges the importance of the national and international commemorative days, events & festivals. The following major events were conducted during the year 2021-2022:

Patriotic Days such as the Republic Day and the Independence Day for commemorating the sacrifices that our freedom fighters made towards the independence of our country. On 31st of January 2022, the 134th death anniversary of St. John Bosco (popularly known as Don Bosco) was observed. With a view to spreadawareness on Cancer, an online session was conducted with an eminent expert in the subject as a resource person. The International Mother Language Day (22nd February 2022) was celebrated with a poster making competition followed by a programme on 4th March 2022 to discuss the importance of mother tongue. The 6th National Conference on Trends in Science and Technology was organised on the occassion of National Science Day (28th February 2022). International Women's Day (8th March 2022), World Environment Day and Earth Day were celebrated in a befitting manner. The birthday of Albert Einstein as well as death anniversary of Stephen W. Hawkins (two great scientists) were observed as Pi Day (14th March 2022). The International Yoga Day was observed as "Yoga for Humanity".

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.

Best Practices of the Institution:

- **Salesian Online Management Information Portal**
- **Campus this Week**

Title: Salesian Online Management Information Portal

Objectives of the practice:

1. **To maintain regular academic and administrative activity efficiently.**
2. **To ensure the availability of data to the stakeholders.**
3. **To monitor the student's progress.**
4. **To reduce paperwork and improve the ease and efficiency of tasks.**
5. **To provide transparency of the data and the activities.**
6. **To support online payment of fees like semester, admission, registration etc.**

Context:

The web-based application ensures the effective functioning of the institution through the automation of administrative and academic tasks. The reports generated by the system help in efficient decision-making. It allows flexibility to the stakeholders by providing access to data anytime and anywhere. It also allows the collection of fees through online payments.

Practice:

The web-based application helps in recording, and maintaining student data in a centralized manner without redundancy. It provides

reports at all levels for decision making. It allows students to make payments online for fees and other expenses making fee collection efficient. It records details of faculty activities and records of events conducted on the campus. It records data from all conducted examinations and makes report available for the students online.

File Description	Documents
Best practices in the Institutional website	https://salesiancollege.ac.in/Admission20181 9/user.html, https://www.youtube.com/channel /UCOjjjNeq0igid8-fA3IXViQ/videos, https://sa lesiancollege.ac.in/90-8-radio-salesian/
Any other relevant information	https://salesiancollege.ac.in/wp-content/uploads/2023/07/7.2.1.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

The college places significant emphasis on its social responsibilities and actively engages in initiatives for the upliftment of students and faculty members in the realm of social entrepreneurship. The association "ENACTUS" leads various activities aimed at promoting sustainable development, exemplified by events like "RUPYOG" and "Wave2Conserve."

During Diwali 2021, "RUPYOG" took center stage, where waste mud cups were creatively transformed into beautiful handmade wax candles. These candles were thoughtfully gifted to children from underprivileged communities in Siliguri, spreading joy and brightness to their celebrations.

Meanwhile, "Wave2Conserve" provided a platform for student members of ENACTUS to present innovative ideas for different sustainable development projects. An external judge assessed the ideas, and the best project concept will be implemented in the near future.

ENACTUS has also taken the initiative of supplying "Kulhads" (mud cups) to all the canteens on the college campus. This move aims to reduce or eliminate the usage of paper and plastic materials within the campus, promoting a more eco-friendly and sustainable environment.

Through such endeavors, the college endeavors to instill a sense of social responsibility among its students and faculty, fostering a culture of conscious citizenship and sustainable practices within the campus community.

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

Salesian College aims to contribute to creating knowledge by offering cutting-edge opportunities for teaching-learning and introductory research facilities to its students and faculty members. Rooted in its societal commitments in North Bengal, the primary stakeholders are also provided with a fair share of national and international exposure. The management envisages strengthening the four pillars: teaching-learning, research, innovation, and transparent administration. Salesian College plans to adopt a unified approach towards the pursuit of excellence by accomplishing the followings:

- The daily college activities will be streamlined by introducing an automated tracking system maintained by IQAC.
- The final-year students will be oriented towards UG research from the beginning of the 5th semester.
- A new comprehensive mentoring form will be prepared, thus deepening mentoring processes to attend to the inner growth of students.
- Revised Bloom's Taxonomy will be implemented in the teaching-learning-evaluation process.
- The College will collaborate with various other institutions through Memorandum of Understandings (MoU) for their mutual benefit.
- The Alumni Association will be made active, and an election will be held to elect office bearers.
- A Quality Policy will be framed.
- Upgradation of ERP will be done collaborating with third-party vendors.
- Institutional recognitions to the best performing faculty members will be initiated.