Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**DON BOSCO COLLEGE**
Name of the head of the Institution	**Fr. Bivan Rodriques Mukhim, SDB**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03651202806**
Mobile no.	**9436313532**
Registered Email	**principaldbct@gmail.com**
Alternate Email	**dbctura19@gmail.com**
Address	**Sampalgre, Chandmari**
City/Town	**Tura**
State/UT	**Meghalaya**
Pincode	**794002**
2. Institutional Status	

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mr. Habul Chandra Das**
Phone no/Alternate Phone no.	**03651202806**
Mobile no.	**9436995649**
Registered Email	**iqac.dbc@gmail.com**
Alternate Email	**habuldas@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.donboscocollege.ac.in/public/frontend/aqar/EC_57_AA_18-dated-30-Nov-2011-Don-Bosco-College-Tura-Meghalaya-2017-18.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.donboscocollege.ac.in/public/frontend/calendar/Calendar-2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.45**	**2011**	**30-Nov-2011**	**29-Nov-2016**

6. Date of Establishment of IQAC	**01-Dec-2011**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Orientation Programme for newly admitted students of 1st semester B.A, B. Sc. and B. Com. was conducted where the students were also briefed about the syllabus and semester system as it is new to them.	02-Jul-2018 2	662
Student Satisfaction Survey (SSS) according to the NAAC guidelines were conducted analyzed and actions were taken accordingly.	26-Nov-2018 5	1390
Regular meeting of Internal Quality Assurance Cell (IQAC) for better monitoring of the quality initiatives for the welfare of the students and the society.	04-Oct-2019 365	23
Parent	13-Apr-2019 1	85
Counselling for students was initiated at the time of admission in order to help students choose the best combination of subjects benefiting them in the future career.	08-May-2019 30	1150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Principal, Don Bosco College	Demonstration of Azola Pinnata (Bio Manure) and construction activity	Integrated Basin Development and Livelihood Promotion Programme	2018 1	100000
Principal, Don Bosco College	Meeting the expenditure in connection with NSS Regular Activities	North-Eastern Hill University	2018 1	32500
Principal, Don Bosco College	Special Camping 2018-2019	North-Eastern Hill University	2018 7	29250

Department of Geography and Education, Don Bosco College	Study Tour	Chief Minister, Government of Meghalaya	2018 15	200000
Principal, Don Bosco College	Implementation of Red Ribbon Club in the College	Meghalaya AIDS Control Society	2019 1	4000
Principal, Don Bosco College	Salary for the month of March 2018 to May 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	2018 1	8902854
Principal, Don Bosco College	Miscellaneous Arrears	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	2018 1	105257
Principal, Don Bosco College	Salary for the month of June 2018 to August 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	2018 1	9417446
Principal, Don Bosco College	Salary for the month of March 2018 to August 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	2018 1	251758
Principal, Don Bosco College	Arrear Revised Pay	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	2018 1	501326
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

IQAC has completed student's feedback on faculty and consolidated the report by external agency Principal had further taken action according to the report.

Periodical meetings of different departments were conducted. Different committee meetings were also conducted to collate the data pertaining to various activities of the college. These were initiated by IQAC.

For periodic assessment of the departments and the college for a timely, efficient and progressive performance, internal academic and administrative audit (AAA) was initiated by IQAC which will be verified by external experts soon. In the same manner, internal Green Audit has been completed and it will also be verified by external agencies within a month or two. IQAC had initiated and chosen some experienced faculties to carry out the above tasks.

IQAC had contributed to the revamping of the Alumni Association by holding fresh elections and the Alumni Association became active which was evident from the various programmes taken up by the Association throughout the year.

A proper waste disposal mechanism from Science Laboratories has been initiated by IQAC by constructing a soak pit and will be completed by the next academic session.

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

Plan of Action	Achivements/Outcomes
Pending AQARs of previous years to be completed and sent to NAAC by 12th October, 2018	All AQARs for the last 5 (five) years successfully completed and sent to NAAC by 1st Week of December
To revive and renew the placement cell which was inactive	Placement cell has been given a permanent room and has become active with few institutions / companies visiting the college
A new Don Bosco College App to be developed for easy accessibility for	Don Bosco College App has been developed and is available in Play

all	Store
Library to be digitalized	Library is in the process of digitalization
Academic and Administrative Audit (AAA) and Green Audit to be verified / authenticated by External Body / Members	The process of verification of the AAA and the Green Audit of 2018-19 is in full swing and most probably it will be completed by November 2019
Parent's Association to be formed	Parent Association was formed on 13th April, 2019.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Management and IQAC	28-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Mar-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Bosco Soft Technologies is providing an integrated management information system and Enterprise Resource Planning solution to the college. Higrade is an administration / communication system to maintain and manage information related to college. Higrade is a comprehensive application that integrates and synchronizes the working of all departments, and provides the reports related to any department at any time. Offered Modules • Academics • Admin (settings) • Student • Student Attendance • Staff • Staff Attendance • Admission • Course Registration • Fee • Library Management • Internal Assessment • SMS • Timetable • Feedback • Front Office • Semester Examinations • Eblis 2.0 (Library ERP) – An Add on package

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college duly follows and implements the curriculum prescribed and set by the North-Eastern Hill University. The college prepares the Academic Calendar based on the calendar received from the University, with dates set and fixed for the internals, exams, and extracurricular events. The calendar is prepared for the whole college with various departmental activities and maintained and followed by each department accordingly. At the beginning of the year, Principal holds a meeting where the academic calendar and lesson plan for the year is discussed and a plan of action is formulated. First week of every year, an orientation course is conducted to ensure that all the students share the same knowledge levels and everyone is at par with each other. Once the year commences, the teachers identify the slow learners and fast learners through direct and indirect assessment and take remedial classes for slow learners and arrange for additional support for advanced learners. Weekly meetings are held with the HOD in the department level to discuss the progress and next plan of action in effective delivery of the curriculum by the college. The college also offers training for placement and gets the students ready for the professional world through career counselling and training. The students have mentors who they can approach in case of issues or counselling. The college offers various certificate courses such as English Proficiency Course, Basic Course on Computer Skills (BCCS) etc. to improve the skill set of students and make them competent, hence increasing their employability, though this was not possible in this academic year due to lack of sufficient number of students. The students can use mobile app to access and download course materials, take tests and assignments, and hence learning is not restricted just within the boundaries of the classroom.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	SOCIOLOGY	02/07/2018
BA	SOCIOLOGY	01/11/2018
BA	GEOGRAPHY	02/07/2018
BA	GEOGRAPHY	01/11/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field Visit by Department of Zoology to Chibol / Do.bul Lake, Damalgre, West Garo Hills, Meghalaya	16
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
The students were supplied with a set of 10 questions with four options for each question to test their general knowledge along with the actual feedback. The questions which were asked are as follows: 1. Who said the following? “When the whole world sleeps, India awakes to life and freedom.” 2. 1, 2, 3, 5, 8, 13, ? Predict the next number in the sequence. 3. Who is the first person to land on moon? 4. A.B. Vajpayee, Narasimha Rao, Sonia Gandhi, Indira Gandhi, Manmohan Singh. Who does not belong in the group? 5. The year 2020 has how many days? 6. How many bones are there in the human body? 7. How many pairs of chromosomes are there in the human body? 8. Which is the correct formula of water? 9. If the price of apple increases, the demand _____. 10. How many districts are there in Garo Hills? The students who scored above 7 are taken for assessing the teachers. These following students are regular with their classes and have higher IQ than those who scored below 7. Teachers were assessed by the students on the following points: • Time Sense (Punctuality, Regularity, Completes Syllabus or not, etc.) • Subject Command (Focus on the syllabus, self confidence, clear concept, etc.) • Use of Teaching Aids / Methods (Use of ICT or Innovative teaching methods, etc.) • Helping Attitude (provides study material, help in facing emotional learning challenges, etc) • Laboratory Interaction • Classroom Control The feedback thus obtained is analyzed by the third party and they put a score for each and every teacher

based on this feedback. The principal of the college utilized this feedback score to advice and guide each and every teacher individually to improve in the area they are lacking behind so that the students can get their full benefit out of it.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA(Honours)	465	868	421
BSc	BSc (Honours)	130	236	136
BCom	BCom (Honours)	110	152	105

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1672	0	56	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
56	40	3	10	0	8

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Mentoring is a guidance program which comes under Student Support Progression Cell. To conduct this program, general information is sent out to all students of the department informing them of the services extended by the cell and inviting them to meet the faculty coordinators of the departments. The departments already had conducted two cycles or rounds of mentoring. The Mentoring Coordinator provided guidelines for the mentors on which the mentees can be assisted or mentored. The students are encouraged to seek guidance on academic, general or psychological issues, if necessary. Also, semester wise results are discussed to find out the students who are below average or poor. The students are advised to improve performance and are given suggestions for clearing their arrear papers. The advising process also helps to identify and solve problems the student may be confronting in achieving the educational objectives. The students are encouraged to meet the teachers to seek guidance on any matter related to academic performance to discuss any issues related to the course, student problems, and advice them on all matters as desired related to academic, placement, industrial training and career goals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

1672	56	1:30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
59	56	3	9	15

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	2015	14/05/2018	20/07/2018
BSc	BS	2015	11/06/2018	13/07/2018
BCom	BC	2015	11/05/2018	13/07/2018

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

As a part of sound educational strategy, the college adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student’s development on a continuous basis every semester. Students are made aware of the evaluation process through • The orientation program at the beginning of each semester. • Through Academic Calendar with Continuous Internal Examination Dates printed on it. • By displaying in the college and department notice boards. Result Analysis is done by the faculty members, the performance of the students is monitored by the Principal, the Academic Council and the concern departments and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students’ performance. A criterion of 75 attendance is followed in each semester as the eligibility to appear for semesterend University Examination. The process of attendance is always discussed in the Academic Council. Remedial Classes are conducted for the slow learners and absentees which helps them to catch up with their peers. Many faculty members are members in the University Board of Studies (BOS) and they suggest evaluation reforms in the concerned meetings. Students are informed of the Revaluation procedure available if they like to go for it.

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

Academic calendar of the college is prepared by Principal in consultation with Calendar Committee with all the important days, activities and events mentioned

in it along with national, state and local holidays. At the beginning of the academic session, the students are made aware of the academic calendar and the same is uploaded on college website, printed in College HandBook and displayed on notice boards. Only the Principal in consultation with Calendar committee can make changes in academic calendar. The schedule of all Internal and University Examinations is given in the academic calendar. University examinations as mentioned in North Eastern Hill University academic calendar were as per schedule in October 2018 and March 2019. Departmental seminars and workshops were also conducted as per the schedule given in the college academic calendar 2018 19. Annual college week, Alumni meet, parents meet etc. were all held in accordance with the schedule mentioned in the academic calendar 201819. College Foundation Day, Bosco Jayanti, Republic Day, Independence Day and other important events were also observed according to the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

https://donboscocollege.ac.in/public/frontend/pdf/PO-PSO-CO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	BA (Honours)	514	185	35.99
BS	BSc	BSc (Honours)	77	71	92.21
BC	BCom	BCom (Honours)	96	79	82.29

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2.7 – Student Satisfaction Survey

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

https://www.donboscocollege.ac.in/pages/STUDENT%20SATISFACTION%20SURVEY%20(SSS)#

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	365	Department of Bio-Technology(DBT)	6.5	6.5

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Start Up India	Bishnu Kant Panthi , Koyal Saha	Directorate of Commerce and Industries, Government of Meghalaya and Invest India	23/02/2019	Business Ideas and Farming Practices for Sustainable Living

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	1	0
International	Botany	3	0
International	Physics	1	0

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

Department	Number of Publication
English	1
Economics	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

Antioxidant and antibacterial evaluation of medicinal plants used in the starter culture (Wanti) of fermented rice beverage in West Garo Hills, Meghalaya	Nalanda Bala Murugan, Birendra Kumar Mishra and Biswajit Paul	Journal of Pharmacognosy and Phytochemistry	2018	2	NEHU, Tura Campus	2
Surface Sterilization Proctocol for Invitro Propagation of Artocarpus heterophyllus	Shyantani Das, Jiten Chandra Dang, Binu Mathew	Environment and Ecology (ICI)	2018	0	NEHU, Tura Campus	0
Plant Pathogens and Soil Microbes associated with Citrus indica in Nokrek Biosphere reserve of Meghalaya	Lily Bell Ch Marak, Lollly S Periera, R Chakraborty and D Mazumder	Research on Crops (SCOPUS, ICI)	2019	0	NEHU, Tura Campus	0
Relationship between soil microbes and plant pathogens of Baccaurea ramiflora in Nokrek Biosphere Reserve of Meghalaya	Lily Bell Ch Marak, Lollly S Periera, R Chakraborty and D Mazumder	Plant Archives (SCOPUS, ICI)	2019	0	NEHU, Tura Campus	0

Indoor Radon Measurement in some villages of West Khasi Hills District of Meghalaya	A, Khardewsaw, D. Maibam, Yubaraj Sharma, A Saxena	Journal of Emerging Technologies and Innovative Research	2019	0	NEHU, Shillong	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	3	1	0
Presented papers	0	3	0	0
Resource persons	0	1	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Beat Plastic Pollution	NCC and NSS unit of the college	3	85
Seminar on Swatchta	NSS unit of the college	3	154
Swatchta Pakhwada cleanliness drive	NSS unit of the college	1	25
Cleaning the college campus and road from college to Chandmari	NSS unit of the college	1	107
Visit to the adopted village	NSS unit of the college	1	52
Cleaning the TB hospital	NSS unit of the college	1	19

Rally for cleanliness	NSS unit of the college	1	150
Mock Drill on Earthquake	Disaster Management Unit of Tura	5	50
National Youth Festival	Don Bosco College, Itanagar	1	8
World Environment Day	IQAC of the college	12	192

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
StartUp Meghalaya	Cash Prize of Rs. 15,000 and Certificate of Appreciation	Directorate of Commerce and Industries, Government of Meghalaya and Invest India	4
National Youth Parliament Festival, 2019	An amount of Rs. 10,000 is awarded in appreciation of such participation	Ministry of Youth Affairs and Sports, Government of India	1

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
One day Training Program	BIF, NEHU, Tura campus / sponsored by DBT	One day training on “Role of Bioinformatics in Understanding Biology”	2	24
Election Awareness	Chief Electoral Officer, Meghalaya Don Bosco College, Tura	Talk show “Tura Talks” with the theme “Empowering the voter, powering the Nation”	2	1

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Orientation Programme for	4	Ramkrishna Mission Secondary	1

Teachers		School, Zekabari	
Student exchange with Bishop Heber College, Tiruchirapalli, Tamilnadu	3	Biotech Hub, Don Bosco College, Tura	45
Student exchange with Tura Government College	2	Biotech Hub, Don Bosco College, Tura	24
Faculty Exchange	2	Don Bosco CTE, Tura	6

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the job training	Orientation Programme for Teachers	Ramkrishna Mission Secondary School, Zekabari	20/02/2019	20/02/2019	4
Internship	Student Internship in Biotech Hub	Bishop Heber College, Tiruchirapalli, Tamilnadu	16/05/2019	16/05/2019	3
Internship	Student Internship in Biotech Hub	Tura Government College	04/06/2019	04/06/2019	2

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Don Bosco CTE, Tura (DBCTE)	14/09/2018	Library Sharing, Use of Science laboratories, Avail Canteen facilities, Avail Parking facilities, Use of Basket Ball Court, Use of Computer Centre and Faculty exchange in teaching.	1728

Don Bosco CTE, Tura (DBCTE)	04/06/2019	Library Sharing, Use of Science laboratories, Avail Canteen facilities, Avail Parking facilities, Use of Basket Ball Court, Use of Computer Centre and Faculty exchange in teaching.	1728

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3500000	3437803

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Eblis (an addon with Higrade)	Fully	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16434	267836	3629	92786	20063	360622
Reference	1339	187976	1454	37176	2793	225152

Books						
e-Books	750	Nill	Nill	Nill	750	Nill
Journals	4	750	Nill	Nill	4	750
Digital Database	1	5900	Nill	Nill	1	5900
Library Automation	1	59000	Nill	Nill	1	59000
Weeding (hard & soft)	459	87867	Nill	Nill	459	87867
Others(specify)	12	8829	1	10655	13	19484
Others(specify)	6	25009	Nill	11536	6	36545

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	65	3	0	1	1	7	15	4	0
Added	35	0	0	0	0	0	0	0	0
Total	100	3	0	1	1	7	15	4	0

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

5810000	7052913	8342000	6115429

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

At the beginning of every financial year, the college prepares a budget allocation for the maintenance of various physical, academic and support facilities and utilizes available financial resources for the maintenance of the infrastructure as a whole including, buildings, classrooms, laboratories, NCC, NSS, Sports and Staff members. The college practices a policy of decentralization of authority and has different committees which are made to look after the maintenance of physical infrastructure, canteen, sports maintenance and expansion and for library facilities etc. • Library: The library is headed by a librarian and supported by other supporting staffs. In addition to this a library advisory committee is also there to look into the proper functioning and maintenance of the library. • Website: The website of the college is developed and maintained by the System Analyst of the college in consultation with the website committee of the college. • Games and Sports: The college has a games and sports committee to conduct various sports events and it is also responsible for maintenance and expansion of the sports facilities in the college. • Building Infrastructure Development and Maintenance: Building Infrastructure Development committee of the college is responsible for all the physical constructions and maintaining them. • NSS and NCC: The NCC and NSS units of the college give a support to the college for doing various extension activities related to academics and social welfare outside the college campus to maximize the utilization of academic and other facilities. • Computers and Laboratory Equipments: For the maintenance and repair of computers, the college has its own hardware professional and sometime seeks assistance of special technical experts. The equipment and machineries in the laboratories are maintained by the lab attendants with the advice of HODs. • Campus: The campus maintenance is monitored through surveillance Cameras installed throughout the campus.

https://donboscocollege.ac.in/public/frontend/pdf/Procedures-and-policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Field visit by Department of Zoology	16	1000
Financial Support from Other Sources			
a) National	Meeting the expenditure in connection with NSS Regular Activities	65	32850
b)International	NIL	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Remedial Coaching	03/08/2018	1327	Various departments of the college
Personal Counselling	01/08/2018	20	Counsellor of the college
Mentoring	25/02/2019	1672	Teaching staffs of the college
Soft Skill Development	08/04/2019	167	College Bosco Mount, Rongkhon

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Guidance Programme by Mr. Neeraj Singh Rathore	0	116	0	0
2018	Career Guidance Programme by Sky Aviation Academy	0	340	0	0
2018	Career Guidance by XIDAS, Jabalpur	0	152	0	0
2019	Career Programme by TISS	0	456	0	0
2019	Career Awareness Programme by DBC Alumni Association & District Administration	0	137	0	0
2019	Seminar on Career Guidance, Interview Skill Development by Kaziranga University	0	119	0	0

2019	Value Education through magic show by Prof. Fernando	0	393	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	PRIMARY SCHOOL TEACHER PURA KHASIA,SSA	8	8

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	8	BA	Economics	USTM, Khanapara	MA
2018	1	BA	Economics	NEHU, Shillong	MA
2018	3	BA	Economics	Annamalai University	MA
2018	3	BA	Political Science	Synod College, Shillong	MA
2018	4	BA	Political Science	William Carey University, Shillong	MA
2018	3	BA	Political Science	USTM, Khanapara	MA
2018	3	BA	Political Science	IIPS, Shillong	MA
2018	1	BA	Political Science	Mizoram University, Aizawl	MA

2018	7	BA	History	NEHU, Tura Campus	MA
2018	1	BA	History	Royal Global University, Guwahati	MA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3

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

Activity	Level	Number of Participants
World Population Day on 11/07/2018	Institution	1649
Freshers' Social on 14/07/2018	Institution	1664
Inter-class Basket Ball Tournament during August –September, 2018	Institution	450
Don Bosco Jayanti celebration on 16/08/2018	Institution	1652
Teachers' Day Celebration on 05/09/2018	Institution	1663
Annual Elocution Competition on 20/09/2018	Institution	149
International Students Day on 17/11/2018	Institution	57
Alumni Get Together on 17/11/2018	Institution	62
DBC Week from 05/12/2018 to 08/12/2018	Institution	1662
Pre-Christmas Celebration Programme on 15/12/2018	Institution	1669

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	National Youth Parliament Festival	National	1	Nill	BS16-031	Mr Dorang M Sangma

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

The Students' Welfare Association of the college, also known as SWA, is a students' body council formed by the students of Don Bosco College, Tura. The SWA is a body that has been formed with the noble intention of catering to the needs and welfare of the students and the institution as a whole. This association acts as a connecting medium between the students and the authorities of the college. The body is formed by the students on the basis of yearly elections, where the contesting members bearing strong influential characters and leadership qualities are elected by the students of the college itself. The association consists of members such as, the president, the general secretary, and leaders of several other sub committees, who take care of various disciplines of work that are entrusted to them. The SWA of Don Bosco College, Tura, is an independent body which has no affiliation with organizations outside the college. It functions solely for the college and is at the disposal of the needs of the college as seen by the students as well as the institution. The body functions as a strong agent in bridging the gap between the professors and the students. The Association works in close collaboration with the teachers and the management. This Association plays an active role in various activities organized by the college. It is the responsibility of the SWA members to organize the freshers' social, teachers' day and the parting social. They also assist in any programme that will be organized in the college. Members of the SWA are included in various committees of the college. They took part in the activities of those committees.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

3063

5.4.4 – Meetings/activities organized by Alumni Association :

• Organised PANE Lecture in association with Department of Physics on 01/09/2018. • Organised Food Festival on 12/09/2018 in the college premises. • Don Bosco Alumni Executive Body Meeting held on 28/11/2018 at the college premises. • Conducted a Health Awareness on substance Abuse and advance Christmas for the youth and residents of Matchikol locality under Tura Urban Area on 09/12/2018 • Organised "Career Awareness Programme" for sixth semester students in association with District Administration, West Garo Hills, Meghalaya on 15/03/2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Governing Body decides all the academic decisions and other nonacademic related issues based on the resolutions passed at the Academic Council Meet.

The Principal together with the members of the Academic Council meet regularly and take necessary steps to formulate and implement strategic plans of the institution. They get the feedback from all the staff and students and take steps for further improvements. The institution practices decentralization and participative management through various committees, cells, associations and clubs for the smooth functioning of the college. The College Administration is systematically decentralized with the sole aim of holding every single stakeholder responsible for the maintenance of standards. Major administrative decisions of institution are taken in the meeting of the College Council. Decentralization ensures wider deliberations on the issues and maximum acceptance. Departments are given autonomy in decision making regarding academic programmes and later the decisions are put forth before the Principal for his approval. Admission process of the students is decentralized to respective departments under Admission Committee headed by the principal. Our institution believes in collaborative and effective team work. It tries to involve each and every member of the teaching and nonteaching in building the institution. The qualities of leadership responsibilities are inculcated and developed by assigning tasks to all the members of the management, faculty members and students. The Management is committed to incorporate new ideas, new suggestions which help both the faculty members and students. The Management staffs devote their time and energy to the institution through active involvement in the overall development of the college. The institution decentralizes the administration procedures by entrusting responsibilities with the management staff. The Principal along with the Academic Council and IQAC Coordinator discuss academic and nonacademic issues, future plans of the departments, new proposals and final resolutions which are taken for implementation. The Principal along with the help of senior teachers frame committees, clubs, cells, associations for the smooth functioning of the college. The Principal periodically convenes meetings of various bodies like Academic Council, HODs, IQAC, NSS, NCC, Alumni, Seminar, Workshops, Green Club, Women’s Cell etc. during the academic year. Decisions of the meeting at the Academic Council are communicated to faculty members through General Staff Meeting. The various committees headed by a convener carry out their tasks and activities and at the end of the activity the conveners submit the report of the activity executed to the Principal. The Head of the Departments are assigned departmental duties and activities and they pursue the matters with the departmental peer members. The HODs take the initiative of holding a departmental meeting in their respective departments. Decisions and discussions of the meeting are recorded and minutes are submitted to the Principal. The decisions taken are then communicated to students. The faculty members are involved in various academic activities and other committees. Students have the ample freedom to coordinate the cocurricular and extracurricular activities of the college. The office administration of the college is headed by the Administrator through the Principal.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The Curricular Aspects committee focuses on how the college inculcate the curriculum set by the university in the college. This comprises of the planning, implementation and the results obtained through the planning.

	This also pertains to the practices that the college follow to implement the latest programmes and courses, in tune with the global trends and the local needs of the college. The academic flexibility, feedback system, multiskill development, involvement of the stakeholders in curriculum implementation, etc. are gauged in this committee.
Teaching and Learning	Teaching, Learning and Evaluation committee plays a role to promote excellence and innovation in teaching, learning and assessment in the college to promote innovation in teaching learning and assessment to enhance student engagement in other cocurricular activities into the formal academic programmes implementation of systems to evaluate the quality of programmes, including mechanisms for student feedback and evaluation of student engagement and the student experience oversee the standards of student achievement.
Examination and Evaluation	The Examination committee of the college headed by Principal carries out examinations, publish results of various examinations, keep a record of each and every issue related to the examination system. The Examination Committee plans and organizes all internal as well external examinations in the college. Teaching, Learning and Evaluation committee serves as the advisory body about practices for the evaluation of student learning outcomes in the undergraduate programs. The Committee also coordinates, but does not implement, the overall program for the assessment of general education learning outcomes.
Research and Development	The college through the Research, Consultancy Extension committee encourages the faculty members to register for M. Phil and Ph. D Programmes, apply for minor research projects, encourages the faculty members and students to present research papers at State, National and International level seminars and conferences, to conduct seminars/ workshops in the college and also to publish research articles in National and International journals.
Library, ICT and Physical	Library Advisory committee of the

Infrastructure / Instrumentation	college guide the Librarian in formulating general library policies which governs the functions of the library, provide proper documentation of library services and updating the library collection, work towards the modernization and improvement of library and documentation services, formulate policies and procedures for efficient use of the library, adopt measures to promote the reading habits of the students, review the collection of books and subscription of journals, prepare budget and proposal for the development of library, seek feedback of library from the users and ensure the facilities like reprographic section and internet facilities are available in the library.
Human Resource Management	The College has adopted a mandatory SelfAppraisal Method to evaluate the performance of the faculty in teaching, research and extension programmes. At the end of the academic year every teacher is given a Self Appraisal form on the basis of the UGC regulations. The form requires the teacher to give his/her selfevaluation of the academic, cocurricular and extracurricular work done during that year. It also requires the teacher to enumerate the papers presented at conferences, seminars, refresher courses and orientation programmes he/she has attended. The report to be filled in by each teacher is also evaluated and it analyses the duties performed with respect to lectures completed as per the teacher’s planned lecture schedules, lectures taken. The Principal appreciates during monthly staff meetings notable performance of any faculty member and then persuades the other faculty members to follow such best practices in the interest of the College and selfdevelopment. The evaluation of teaching faculty by the student and the peers has been adopted in our college which helps in selfevaluation and development.
Industry Interaction / Collaboration	Experts are invited from various fields to deliver lectures in seminars and interact with the teaching staff. The placement Cell organized various career guidance programmes during the academic year. The placement Cell also conducted various industry visits and

	field trips for the students. The college also signed a number of MoUs with other institutions of national repute.
Admission of Students	The Admission Committee takes care of the admission process of the students. The admission process commences after the declaration of the HSSLC examinations (Arts, Science and Commerce) of the Meghalaya Board of School Education. The forms are available at the college office on payment of a certain fee or may be downloaded from the college website www.donboscocollege.ac.in. Counseling for students is conducted before the submission of the forms to the office. As the college caters to the need of the Garo Hills students, the admission process is linked with the MBOSE results. Most students of the college in all the three streams are from the Meghalaya Board of School Education.

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

E-governace area	Details
Planning and Development	NIL
Administration	Rev. Dr. Gregory Thaddeus, SDB, Managing Director, Boscosoft Technologies Pvt. Ltd. No. 231/77, S.H.C Complex, Vaniyambadi Road, Tirupattur, Vellore District, Tamil Nadu, India-635601, Call: 9626800800
Finance and Accounts	Tally 9 ERP
Student Admission and Support	Rev. Dr. Gregory Thaddeus, SDB, Managing Director, Boscosoft Technologies Pvt. Ltd. No. 231/77, S.H.C Complex, Vaniyambadi Road
Examination	OASIS, Loginsys, NEHU

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0

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

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants

	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	NIL	Computer Training Programme	22/05/2019	22/05/2019	Nill	10

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Workshop (Seven days workshop on Data Analytics Business Research Dimensions)	1	03/08/2018	09/08/2018	7
Short Term Course in SPSS	1	29/10/2018	03/11/2018	6
Workshop (Maximal Usage of Foldscope to Explore Miniatures in the world)	4	11/09/2018	11/09/2018	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	9	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
(i) Contributory Provident Fund (CPF) (ii) Public Provident Fund (PPF) (iii) Loan facilities from the bank through Principal's recommendation to the bank (iv) Loan facilities without interest from the College (v) An incentive for College Financed teachers with M. Phil, Ph. D, NET. (vi) Maternity Leave as per	(i) Loan facilities from the bank through Principal's recommendation to the bank (ii) Loan facilities without interest from the College (iii) Maternity Leave as per service rules (iv) Staff quarters at a subsidised rate@ 50 (v) Eye Camp (vi) Oral Checkup (vii) Medical Checkup	Students Welfare Association

service rules (vii) Eye Camp (viii) Oral Checkup (ix) Medical Checkup		

6.4 – Financial Management and Resource Mobilization

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

The college conducts internal and external financial audits regularly. The internal financial audit is carried out in the financial year by the Chartered Accountant. External audit is conducted by the Office of the Accounts (local audit) Tura in accordance with the rules of Government Audit. Objections mentioned by the auditors are rectified with proper evidence.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, Don Bosco College, Tura	5000000	Emergency
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6.4.3 – Total corpus fund generated

5000000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NEHU, Tura Campus	Yes	IQAC, DBC
Administrative	Yes	NEHU,Tura Campus	Yes	IQAC, DBC

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

NIL

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

1) One day Computer Training Program for Admininstrative Staff on 05/05/2019 2) Computer Training Programme conducted for NonTeaching Staffs on 22/05/2019

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

1. Introduction of New Courses: The institution has introduced 2 new courses/Department during last 5 years. They are Geography- 2017 and Sociology- 2017. 2. Research Department known as Bio-Tech has been established in the academic year 2014. 3. Faculty Enrichment: In the NAAC Pre-accreditation three were only 6 teachers with Ph.D whereas in the NAAC Post-accreditation 12 more teachers with Ph.D were produced. Faculty members are currently pursuing their Ph.D. 3 Teachers guideship were approved by North Eastern Hills University. One faculty member have cleared NET Examination in the year 2018.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation Programme for newly admitted students of 1st semester B.A, B. Sc. and B. Com. was conducted where the students were also briefed about the syllabus and semester system as it is new to them.	02/07/2018	02/07/2018	03/07/2018	662
2018	Student Satisfaction Survey (SSS) according to the NAAC guidelines were conducted, analyzed and actions were taken accordingly.	26/11/2018	26/11/2018	30/11/2018	1390
2019	Regular meeting of Internal Quality Assurance Cell (IQAC) for better monitoring of the quality initiatives for the welfare of the students and the society.	04/10/2018	02/07/2018	29/06/2019	23

2019	Parent's Association of the college was formed after a long time. Election of office bearers was done during the Parent's meeting so as to have a close contact with them and to have a meaningful discussion for their wards' future.	13/04/2019	13/04/2019	13/04/2019	85
2019	Counselling for students was initiated at the time of admission in order to help students choose the perfect combination of subjects benefiting them in the future career.	08/05/2019	08/05/2018	06/06/2019	1150

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Presentation on Anaemia	19/09/2018	19/09/2018	150	0
International Womens' Day Celebration and Talk on Women's	08/03/2019	08/03/2019	1012	660

Safety & Women's Health				

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

Percentage of power requirement of the University met by the renewable energy sources
Renewable energy source is present, but power requirement of the college met by the renewable energy is NIL.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	NIL	NIL	Nill

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Population Day under the theme “Family Planning is a Human Right”	11/07/2018	11/07/2018	115
Swatchta Pakhwada Cleanliness drive launched	01/08/2018	01/08/2018	200
Rally for Cleanliness in Tura	14/08/2018	14/08/2018	200
Independence day Celebration	15/08/2018	15/08/2018	250
‘Blind Walk’ at Tura on World Sight Day	11/10/2018	11/10/2018	152
International Student’s Day	19/11/2018	19/11/2018	114
Republic Day	26/01/2019	26/01/2019	75

Celebration			
World Consumer Rights Day	15/03/2019	15/03/2019	185
Tura Talks	29/03/2019	29/03/2019	233
Awareness meet on EVM, VVPAT organised	30/03/2019	30/03/2019	192
Blood Donation Camp	24/04/2019	24/04/2019	175

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

• College celebrates World Environment Day • College conducts Green Audit and practice a self sustainable green campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the practice: Holistic Education 2. The context: Don Bosco College, Tura belongs to the Salesian Congregation founded by St. John Bosco who bequeathed to his followers the preventive method of education. It is a system where the educators do the exercise of foreseeing the future of the young people and accompany them and instil in them values and sense of discipline. This in turn results in students' personal integrity and becoming lifelong responsible and contributing members of the society. Don Bosco believed in the holistic development of the human beings and impressed upon his pupils that cheerfulness was an outward manifestation of a positive mindset. He told his pupils, "Run, jump, shout, but do not sin." The motto of Don Bosco College, Tura "Pursuit of Excellence" is but an expression of the holistic vision that the Salesians cherish for their young wards. 3. Objectives of the practices: (i) Month's First Friday Prayer Service is part of fulfilling the holistic development of students. The time dedicated for prayer once a month reminds the students and the staff of the value of coming together and meeting each other through prayer. It fosters sense of fellowship among those concerned and a greater sense of communion with the divine. This practice helps in the augmentation of the overall personality development of the students. (ii) The College regularly monitors the attendance of the students to determine the sincerity and regularity of students in attending classes, to reduce absenteeism, to identify the reasons behind absence of students, to boost students' productivity in teaching learning process 4. The Practice: (i) Month's First Friday Prayer Service The college sets aside the First Friday afternoon each month to prayer where the students gather for spiritual experience and prayer according to their creed. The spiritual exercise is greatly encouraged by the presence of the teachers. Once or twice a year the whole college comes together for an all faith prayer. The religious harmony and spiritual atmosphere are also reflected in the occasional morning Assembly held in the college. The practice of once a month Prayer Service in the college helps in creating a congenial atmosphere founded in the awareness of self and the divine, who is the source of all wisdom. (ii) Attendance Monitoring and Mentoring The college is primarily an academic institution. Don Bosco College strives to objectify its motto "Pursuit of Excellence" and is on an ongoing process of exploring ways and means to achieve optimum level of class attendance. The effort to optimist attendance is seen in a double tiered teaching learning assistance given on the part of the Management. Every working day of the college starts with a designated nonteaching staff going around the college at the strike of the bell and making sure that a teacher is present in

each class. This is repeated at the beginning of each period and is meant to make sure that no class is left unattended. This is followed by the Principal or Vice Principal or both visiting all the floors of the college at unspecified times, sending the message to the students that the Head of the Institution cares for them and is with them. In a bid to ensure maximum attendance by each student, the aggregate percentage of attendance is displayed at the end of each month. A serious note is taken of those students who play truants from classes on a regular basis. The students are accorded opportunities to make good their absence through several ways according to the shortfall in their attendance. This may include any one or two of the following: (i) Personal Explanation by the erring student, (ii) Explanation Letter, (iii) Certificate of ill health from a Medical Doctor, (iv) Summoning of Parent/s or Warden of the truant student. With the objective of bringing about effective learning, the teachers mentor the students in their academic, attendance and other matters as per need. Each department conducts general mentoring sessions to the students of their department. The students are also encouraged to approach teachers individually if needed. 1. Title of the practice: MENTORING 2. The context that required the initiation of the practice Don Bosco College, Tura is one of the premier institutions in Garo Hills. We can even say that it is one of the best colleges in Meghalaya. So many students irrespective of caste, sex, religion, financial background, urban, rural come to take admission to this college. It has students studying in 15 departments of the three streams of Arts, Science and Commerce with a total strength of about 1800 students. The affiliating university, NEHU, in its regulations on conduct of examinations of the three year degree courses has laid the qualification of candidates for examinations a minimum of 75 attendance of the candidate in the lecture/tutorials and practical classes. The college has a wide variation in the student population in regard to educational and economic background and because of these factors, the IQAC of this college introduce the mentoring system and take it as a priority to entertain the hopes and aspirations of students from all over the State. Many of our students from rural areas lack proper academic background and financial backup. Mentoring of students thus, is an essential feature to render equitable service to all our students having varied background. The importance and aims of student mentoring is to enhance teacher student relationship, to enhance students' academic performance and attendance and discipline, to minimize student dropout rates, to identify and understand the status of slow learners and encourage advanced learners and to render equitable service to students. This reinforces the IQAC to introduce a program called "MENTORING". 3. Objectives of the practice The College regularly monitors the attendance of the students to determine students consistency in attending classes, to reduce absenteeism, to identify potential reasons for absence of students, to boost students' productivity in teaching learning process. The follow up of attendance is done through Mentoring program which helps to identify the individual students who encounter various problems in their academic life. This identification will help to strengthen and overcome their issues. It also helps in establishing good rapport between the teacher and the student and thus builds an interpersonal relationship between the teachers and students. Each department is assigned with the task of mentoring their Honours students. This programme is conducted at two levels group and individual. All teachers conduct at least three cycles of group and individual mentoring every semester. All mentors keep a confidential data sheet about their students, "mentors assessment of students" which records a report of mentoring done by the teachers. These reports are periodically monitored and evaluated by IQAC members and the Mentoring Coordinator. 4. The Practice Attendance data of all the students is compiled by the departments on a monthly basis. Cumulative percentages are calculated and displayed on the notice board at the beginning of each month. Students falling short of the required attendance percentage are notified to meet the principal. Show cause notices are sent to the parents of

those students that do not reach the 30 attendance mark. The Mentoring Program provides a reliable support system from within the departments and for the student community in order to motivate them to excel in both academic and nonacademic fields. This Mentoring help the students in need and the departmental teachers are ready to serve anytime and in any form. It also helps students to improve their skills, attitudes, and resources necessary to succeed, both in the college environment as well as to pursue comfortable, easy and satisfying lives. To show respect for Principals, teachers and elders are always insisted by mentors. Even students diversity is taken into account by the mentors. Each department is assigned with the task of mentoring their Honours students. This programme is conducted at two levels group and individual. All teachers conduct at least three cycles of group and individual mentoring every semester. The session is compulsory for every B.A, B. Sc and B.Com students to attend without fail. The mentoring parameters are based on four aspects i.e. academic, attendance, discipline and motivation. A Mentoring Format with Guidelines is prepared by the IQAC and the Mentoring Coordinator to ensure uniformity. Mentors maintain the Mentoring Format which contains space for entering particulars and performance of students (internal tests, monthly attendance records, etc.) All mentors keep a confidential data sheet about their students, “mentors assessment of students” which records a report of mentoring done by the teachers. Hence through the process of mentoring, the students are motivated to become more regular for their classes and thus the target of making students achieve 75 attendance is fulfilled. The grievances of the mentees are taken up by the mentors and if necessary it is forwarded to the Principal for necessary remedial actions. The reports of the practice of the mentoring system are periodically monitored and evaluated by IQAC members and the Mentoring Coordinator so as to ensure quality and efficiency in practice.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.donboscocollege.ac.in/pages/best-practices

7.3 – Institutional Distinctiveness

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

One of the distinct and interest fact of the college is „Community Involvement.? The college have adopted a village “BABADAM” in West Garo Hills District of Meghalaya under the mission of Unnat Bharat Abhiyan which enables higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. Through this village adoption, the college encourages the students to be community conscious and teach them to give back to the community. Under the Unnat Bharat Abhiyan mission, the college has formed a committee called Village Adoption Committee. The objective of this committee is to develop and educate the selected village in an integrated manner. Guided by the education policy of St. John Bosco, the college has the avowed vision of bringing holistic, quality higher education within the reach of all. The quality education is provided through regular classes and by conducting various programs where students are fully involved. Various cleaning and awareness programs are conducted by the NCC and NSS unit of the college. Various Social Programs like Fresher?s Welcome Teachers? Day and various Games Sports events like College Week, Inter class basketball tournament, futsal, volleyball, interclass singing and dancing competitions etc, are organized with the help of students themselves. Staff and Students are sent to visit other institutions, colleges and industries through various Student Exchange programs, Field Trips etc.

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

8.Future Plans of Actions for Next Academic Year

NAAC Accreditation The college is preparing to go for the NAAC Accreditation for 2nd cycle in the next Academic Year July 2019 June 2020. RUSA Fund for Infrastructure Development After the NAAC Accreditation, the college will apply for RUSA funding for infrastructure development and will start constructing the Annex Building through that RUSA fund. A world class digital library, a multipurpose hall, classrooms, a gym and a yoga hall will be part of the construction. To open new Under Graduate courses The college will start a few new Under Graduate courses in the coming Academic Year July 2019 – June 2020. Bachelor of Social Work (BSW) is one of these types of courses. To start PG courses in conventional subjects The college is also planning to start Post Graduate courses in various departments like Political Science, English, Education, Botany and Zoology after NAAC Accreditation to cater the needs of the students of entire Garo Hills region. More career oriented programs will be conducted and feedback will be improved More career oriented programs, coaching classes for competitive examinations and such other career development programs will be conducted with the assistance from U.G.C. Proper standardization of formats of feedback from students for evaluating the teaching staff, evaluating the syllabus / curriculum will be designed.