



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		DON BOSCO COLLEGE
Name of the head of the Institution		Fr. Bivan Rodrigues Mukhim, SDB
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03651222361
Mobile no.		9435594511
Registered Email		principaldbct@gmail.com
Alternate Email		principal@donboscollege.ac.in
Address		Sampalgre, Chandmari
City/Town		Tura
State/UT		Meghalaya
Pincode		794002
<b>2. Institutional Status</b>		

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	Dr. Arindam Ghosh
Phone no/Alternate Phone no.	03651222361
Mobile no.	7005243233
Registered Email	iqac.dbc@gmail.com
Alternate Email	principal@donboscollege.ac.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://donboscollege.ac.in/public/frontend/aqar/EC_57_AA_18-dated-30-Nov-2011-Don-Bosco-College-Tura-Meghalaya-2019-20.pdf">https://donboscollege.ac.in/public/frontend/aqar/EC_57_AA_18-dated-30-Nov-2011-Don-Bosco-College-Tura-Meghalaya-2019-20.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	Yes  <a href="http://donboscollege.ac.in/public/frontend/calendar/Calendar-2019-2020.pdf">http://donboscollege.ac.in/public/frontend/calendar/Calendar-2019-2020.pdf</a>
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### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
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### 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
Tobacco and Drugs	19-Aug-2019	105

Awareness Programme was organized by the IQAC of the College in collaboration with Alumni Association, Red Ribbon Club and Rashtriya Kishor Swasthya Karyakram (RKSK)	1	
The Outreach Programme for Rural Children on Career Counselling and Personality Development	21-Aug-2019 19	300
A Lecture on Periodic Table of Chemical Elements for Human Welfare	30-Aug-2019 1	250
Soft Skill Programme on Personal Development	26-Sep-2019 1	196
Internal Quality Assurance Cell (IQAC) conducted meetings regularly for better monitoring of the quality initiatives for the welfare of the students and the society	01-Jun-2019 365	1865
Annual Quality Assurance Report (AQAR) of 2018-19 submitted successfully	18-Dec-2019 1	1865
No Files Uploaded !!!		

**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
No Data Entered/Not Applicable!!!				
<a href="#">View Uploaded File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View Link</a>
<b>10. Number of IQAC meetings held during the year :</b>	7
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	<a href="#">View Uploaded File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
? 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.	
? IQAC conducted Orientation Programme for students of 1st semester B.A, B. Sc. and B. Com. to acquaint them with the Semester-system and UG syllabus. Staff Orientation Programme for teaching staff and Computer Training programme on e-governance for non-teaching support staff were arranged.	
? The IQAC conducted Public Awareness Programme on Road Safety in collaboration with Alumni Association of the College. The Committee also conducted Blood Donation Camp in collaboration with District Blood Bank, Tura Civil Hospital.	
? Soft Skill Programme for Personal Development in collaboration with IIT Kharagpur was organised. Career Guidance Programme was also conducted in collaboration with Kaziranga University and Meghalaya Police.	
? The Canteen, Conference Hall, Gymnasium and Chemistry Lab were renovated. Digitization of Library was initiated.	

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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
Digitalization of library to be completed	The library has been fully digitalized
To construct a gymnasium which can be used by all	A fully furnished gymnasium with a variety of equipments has been made functional
Green audit to be completed for the Academic Year	Green Auditing was done by a team of experts from Meghalaya State Pollution Control Board, Shillong
To make the College Campus fully Wifi operational	Free Wifi facilities are available to the staff and the students
Academic and Administrative Audit (AAA) to be carried out	AAA could not be completed because of the COVID-19 Pandemic
Uniform for students to be implemented from the Academic Year 2019-2020	Almost all students barring a few first semester students have got their

uniform stitched

[View Uploaded File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Management and IQAC

26-Feb-2021

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

2020

Date of Submission

28-May-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description 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 • Transport • Feedback • Front Office • Semester Examinations • Eblis 2.0 (Library ERP) - An Add on pack

## 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 is affiliated to North Eastern Hill University (NEHU), Shillong.

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 internal exams, exams, and extracurricular events. The calendar is prepared for the whole college keeping in view the 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 syllabus unitization for the year is discussed and a plan of action is formulated. In the first week of every academic session an orientation course is conducted for the first semester students, 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 (wherever feasible) for slow learners and arrange for additional support for advanced learners. Meetings are held regularly between the management and the head of departments to discuss the progress and next plan of action for the 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 college has a trained counsellor whom the students could 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 skills of students and make them competent, thus increasing their employability; though this was not possible in this academic year due to the Covid-19 lockdown imposed in the month of March 2020 in the state and throughout the country. During the lockdown period, all educational institutions were shut down and this has affected the academic calendar drastically. In order to ensure that the learning process continues, the college has adopted online mode as method of delivering education. The college has used Google Meet App in order to conduct online classes. Lecture notes and reading materials were also made available to the students via college website, where the students can access them using their roll number. Several other applications were also used to keep in contact with the students. The teaching faculty facilitates teaching-learning process by using Google Classroom, WhatsApp, email, etc.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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 SOC UG 602	02/03/2020
BA	Sociology SOC UG 601	02/03/2020
BA	Geography Paper VIII	02/03/2020
BA	Geography Paper VII	02/03/2020
BA	Sociology SOC UG 502	01/07/2019
BA	Sociology SOC UG 501	01/07/2019
BA	Geography Paper VI	01/07/2019
BA	Geography Paper V	01/07/2019
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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
NIL	NIL	Nil

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	Nil	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 to All India Radio (AIR), Tura	27
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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
<p>Due to the Covid-19 lockdown in the state and throughout the country feedback could be taken only from the teachers and not from other stakeholders As per NAAC guidelines regarding teachers feedback, the college prepared questionnaires in 5 point Likert method. The college collects information relating to curriculum design and development, teaching, learning evaluation, infrastructure and governance of the college. Altogether there are 20 questions. The data collected through the questionnaire is then compiled and analyzed by the IQAC office and shared to the Principal. The Principal of the college then utilized the analysis of the feedback to take necessary steps to improve the areas the college is lagging behind so that the college, teachers and students can reap full benefit from it.</p>

## 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
BSc	Science	130	216	165
BCom	Commerce	110	111	88
BA	Arts	465	823	469
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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
2019	1809	0	56	0	56

## 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	Number of smart classrooms	E-resources and techniques used
56	40	Nil	10	0	Nil

[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 department conducted two cycles or rounds of mentoring. The Mentoring Coordinator provides guidelines for the mentors to help the effective mentor-mentee relationship and progress. The students are encouraged to seek guidance on academic, general or psychological issues and if necessary, even outside the usual mentoring sessions. The results of students are reviewed and discussed Semester-wise, and remedial prospects discussed, specifically to address the problems of the students who performed below average. Equal attention is given to attendance of students. The students are advised to improve performance and are given suggestions for clearing their arrear papers. The counseling 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 and to discuss any issues related to the course, student problems, and they are advised on all matters related to academic, higher-education, placement, industrial training and career goals. A trained counselor is available in the campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1809	56	1 : 32

## 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	6	17
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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
2019	Dr. Arindam Ghosh	Assistant Professor	Best Keynote Speaker in National Conference on innovation in Indian Education, 2019
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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	1st Semester	10/02/2020	07/08/2020
BA	BA	3rd Semester	10/02/2020	10/08/2020
BA	BA	5th Semester	11/02/2020	10/08/2020
BSc	BSc	1st Semester	07/12/2019	10/07/2020
BSc	BSc	3rd Semester	10/02/2020	15/07/2020
BSc	BSc	5th Semester	11/02/2020	15/07/2020
BCom	BCom	1st Semester	05/12/2019	05/03/2020
BCom	BCom	3rd Semester	04/12/2019	16/03/2020
BCom	BCom	5th Semester	04/12/2019	01/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As part of sound educational strategy, the college adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a students' 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 concerned 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.

An aggregate of 75 attendance is the eligibility norm for semester-end University Examinations. Matters concerned with attendance, sick leaves or any other waivers are invariably discussed in the Academic Council. One of the drawbacks of catering to outstation students is that the attendance is usually poor, hence to encourage attendance among students, 2 of the internal evaluation marks is allotted for attendance also. A separate "ATTENDANCE

MONITORING COMMITTEE" exists for this purpose. Assignments and/or students' seminar presentations are made part of the internal evaluation process. Remedial Classes are conducted for the slow learners and absentees which help 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. College conducts field trips on regular basis.

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

The college prepares the academic calendar before the commencement of each session wherein tentative dates for the conduct of internal tests and final examinations apart from other important College events like sports, cultural and academic events, holidays etc. are mentioned. The Academic calendar of the college is prepared by Principal in consultation with Calendar Committee to mark important days, activities and events 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 to the academic calendar. The schedule of all Internal and University Examinations is given in the academic calendar. A time-bound evaluation of the answer scripts and time bound declaration of internal marks is requested from the teachers and HODs. The examination committee, after proper verification duly sends the internal evaluation marks to the university on time. University examinations as mentioned in North-Eastern Hill University academic calendar were as per schedule in October 2019-March 2020 academic period. Departmental seminars and workshops were also conducted as per the schedule given in the college academic calendar 2019 -20. Annual College Week, Alumni Meet, Parents Meet etc. were all held in accordance with the schedule as per the academic calendar 2019-20. 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://donboscollege.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
BSc	BSc	Science	62	50	80.65
BCom	BCom	Commerce	53	43	81.13
BA	BA	Arts	335	211	62.99
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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://donboscollege.ac.in/public/uploads/filemanager/Students%20Satisfaction%20Survey%202019-20.pdf>

**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
Nill	0	NIL	0	0
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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
NIL	NIL	

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
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

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
No file uploaded.					

**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
NIL	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)
National	Geography	1	Nill
International	Botany	2	Nill
No file uploaded.			

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
Education	2
English	1
Physics	2

No file uploaded.

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
NIL	NIL	NIL	Nill	0	NIL	0

No file uploaded.

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

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	1	1	Nill
Presented papers	Nill	1	Nill	Nill

No file uploaded.

### 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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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
Parade Contingent (NCC) during celebration of 73rd Independence Day	2nd Position in Parade Contingent (NCC)	Government of Meghalaya	29
Parade Contingent (NCC) during celebration of 73rd Independence Day	3rd Position in Parade Contingent (NCC)	Government of Meghalaya	29

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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 activities	Number of students participated in such activities
	Don Bosco College in collaboration with District Blood Bank, Tura Civil Hospital	Blood Donation Camp	5	309
	Alumni Association in collaboration with IQAC Unit of Don Bosco College	Public Awareness Programme on Road Safety	4	174
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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
Research	1	RDAP, NEHU	1825
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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
Agreement	Agreement between DBC and DBCTE, Tura (MoU)	Don Bosco College of Teachers Education, Tura	02/07/2019	31/05/2020	1959
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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
NIL	Nil	NIL	0
No file uploaded.			

## 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

Nill	13489235.74
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#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Blis	Fully	2.0	2017

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22284	Nill	651	88481	22935	88481
Reference Books	4875	Nill	33	5919	4908	5919
e-Books	750	Nill	750	Nill	1500	Nill
e-Journals	Nill	5900	Nill	Nill	Nill	5900
Weeding (hard & soft)	1200	Nill	Nill	Nill	1200	Nill
No file uploaded.						

##### 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
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NIL	NIL	NIL	Nil
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	100	2	2	1	1	17	16	2	3
Added	10	0	0	0	0	0	1	0	0
Total	110	2	2	1	1	17	17	2	3

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

2.5 MBPS/ GBPS
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##### 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	Nil

#### 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 incurred on maintenance of physical facilities
Nil	9929983	Nil	9009648

##### 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)

Procedures and policies for maintaining and utilizing physical, academic and support facilities 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	NIL	0	0
Financial Support from Other Sources			
a) National	Post Metric Scholarship	298	Nil
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 implementation	Number of students enrolled	Agencies involved
SOFT SKILL PROGRAMME FOR PERSONAL DEVELOPMENT	26/09/2019	196	PROF B.N.SINGH, I.I.T, KHARAGPUR
MENTORING	19/08/2019	1809	DON BOSCO COLLEGE LECTURERS

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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 passed in the comp. exam	Number of students placed
2020	Career Guidance Kaziranga University	Nil	170	Nil	Nil
Nil	Career Guidance Meghalaya Police	Nil	200	Nil	Nil



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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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
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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	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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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
Nil	0
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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
INTERNATIONAL WOMENS DAY	COLLEGE LEVEL	1809
PRE CHRISTMAS CELEBRATION	COLLEGE LEVEL	1809
COLLEGE WEEK	COLLEGE LEVEL	1809
TEACHERS DAY	COLLEGE LEVEL	1809
FRESHERS SOCIAL	COLLEGE LEVEL	1809
NEHU INTER COLLEGE BASKETBALL TOURNAMENT	UNIVERSITY LEVEL	24
INTER CLASS BASKETBALL	COLLEGE LEVEL	180
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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	National/	Number of	Number of	Student ID	Name of the
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	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
	NILL	NILL	NILL	NILL	NILL	NILL
No file uploaded.						

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

Don Bosco College has a student council known as Students Welfare Association (SWA) which is actively engaged in all the activities of the college. The President and Vice President of the SWA are invited when their presence is necessary in the exclusive meetings of the Academic Council of the college whose members are only the heads of the departments. The members of the SWA are also actively involved in conducting various activities related to College administration. The college tries to actively engage the SWA and inculcate in them leadership qualities and instill a sense of belonging. The students feel involved and realize that they are also an important part of the college and also a part of decision making and monitoring different activities. The SWA assists in maintaining discipline in the college by helping the teachers. They are asked to see that the students follow proper dress code, no long hair or earrings etc. The SWA helps in maintaining discipline during the assembly. The SWA members are actively engaged in maintaining cleanliness in the college by motivating all the students to throw packets, chewing gum etc in the proper places. The SWA helps the Canteen Committee-teachers from time to time in checking of the canteen and if there is any problem in quantity, quality or prices they report to the teachers. The College feels that as the students are the main buyers in the canteen they should have a say in the running of the college canteen. With the help of the teachers the SWA conducts the Freshers' Social, Parting Social and College Week, the three most important functions of the college. The SWA organises the Teachers' Day Programme without the help of teachers as it is a day when the teachers are honoured by the students. The students organize special meals for the staff on Parting Social and Teachers' Day. During the College Week the SWA is actively involved in all the events, either as participants or by helping the teachers to organize and by motivating other students to take part in different activities. During the College Week, the students are divided into four houses and students are in charge of academic, cultural, outdoor and indoor games and athletics as leaders in their respective houses. This helps them to develop leadership qualities, team spirit and friendly bonding with other students. The SWA helps in the alumni meets organized by the college from time to time. The students in general are also actively engaged in NSS works where the active involvement of student representatives from the SWA makes the activities more successful. In the inter class basketball matches their active participation always help the teachers to conduct the events successfully. To conclude, the SWA plays an important role in bringing teachers and students together and improving the teacher-student relationship in the College.

#### 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) :

#### 5.4.4 – Meetings/activities organized by Alumni Association :

- Tobacco and Drugs Awareness Programme was organized by the Alumni Association of the college jointly with IQAC of the college, Red Ribbon Club and Rashtriya Kishor Swasthya Karyakram (RKSK) on 19th August 2019.
- Alumni Association of the college organized the Health Camp at the adopted village, Matchikol, at the outskirts of Tura on 10th September 2019, in collaboration with Matchakolgre UHC, National Health Mission (NHM), MMU, NOHP, NMHP, NPCB.

### 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 non-academic 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 the 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 processes of the students are decentralized to respective departments under Admission Committee headed by principal. The institution believes in collaborative and effective team work. It tries to involve each and every member of the teaching and non-teaching 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 Co-ordinator discuss academic and non-academic 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 conveners carry out their tasks and activities and at 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 co-curricular and extra-curricular activities in 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
Admission of Students	<p>The Admission Committee sees to the admission process of the students. The admission process for the Bachelor's Degree courses commences after the declaration of the HSSLC examinations (Arts, Science and Commerce) of the Meghalaya Board. The forms are available at the college office on payment of a stipulated fee or may be downloaded from the college website. The college provides direct admission to the students securing 1st division [60 marks and above] in Arts, Science and Commerce streams. The other students submit the forms during the next few days after the declaration of MBOSE [Meghalaya Board Of School Education] results. Those applying to study in Don Bosco College are offered an admission counselling before the submission of the forms to the office. The students securing less than 60 marks are shortlisted and are called for the interview. Some students get admission directly and the rest of the students get admission after the written test. Normally, in Humanities, around 425 students are admitted. Approximately, 50 students are admitted in each Honours subjects with the exception of Geography where a maximum of 25 students are admitted because of restricted laboratory facilities. In Science stream around 130 students are admitted and in Commerce stream around 100 students are admitted every year. The admission process is transparent in the college. In Arts, the students getting admission after written test are selected on the basis of their class XII marks [70 weightage] and written test [30 weightage]. In the year 2020, selection of students into the first semester was done by respective Departments and admission of the selected students was done online.</p>

Industry Interaction / Collaboration

In an attempt to assist students in making and implementing informed educational and occupational choices Career Guidance Programme was conducted in collaboration with the Meghalaya Police on the 2nd of March, 2020. On the occasion, the Resource Person, Shri Deepak Kr. Palecha, IPS, Addl. Superintendent of Police, West Garo Hills said that there are various options available to the students after the graduation. He also emphasized on the important aspects of life that is 'passion' which stimulates a person to strive towards success. A total number of 200 students participated in the programme. A one- day Seminar on the theme ' Rainbow Diet Campaign' was organized on 5th March, 2020 by the college in collaboration with Incubation Centre, NEHU on Promoting Tuber Crops based on Diet for Food, Nutrition and Health Security and Creating Entrepreneurs. Dr. C. A. Jayaprakash, Principal, Scientist (Agric. Entomology) and Head Division Crop Production, ICAR-Central Tuber Crops Research Institute, Thiruvanthapuram gave the Keynote address on Rainbow Diet Campaign. In his explanation, he said that the institute is promoting the importance of tuber crop that is easily available in the market. Another speaker, Dr. Sevakumar Sethuraman, Principal Scientist ICAR, CTCRI also asserted that people from North Eastern State suffer from Vitamin A Deficiency 'Tuber Crops' like sweet potato can help in absorption of Vitamin A and help boost one's immune system. A rally was also held from Chandmary to Ringrey as part of the campaign on promoting tuber crops.

Human Resource Management

Our institution receives post approval from the Directorate of Higher Technical Education, Shillong, Meghalaya the Principal will call for application through advertisement in "Newspapers". The interview panel list is prepared as per UGC regulation and interview panel conducts the interview to select the suitable candidate as per norms and recommend it to the Governing Body. It then approves the suitable candidate/s for appointment. If there is a vacancy for non-teaching staff, Institution will get a post approval

from the Directorate of Higher Technical Education, Shillong, Meghalaya. The Principal gives advertisement of the post in newspapers. Later, the interview is conducted by the Management for selecting the suitable Non teaching staff as per norms. The college also encourages the teaching faculties to attend Refresher and Orientation Courses. The non-teaching staffs are also encouraged to attend the computer training programs and the college provides them with a day or two training programs. The college also provides a mechanism for settlement of grievances/issues of the students' academic problems and staff problems. The students can drop in their grievances in the complaint box placed at the lobby anytime. The complaint notes are analysed by the IQAC members along with the Principal in a strictly confidential manner. The IQAC then discusses with the Principal further action. The teaching and non-teaching staff can meet the Principal in person to discuss their grievances any time.

Library, ICT and Physical Infrastructure / Instrumentation

The college library is fully automated (Integrated Library Management System-ILMS) with a software Eblis, an add-on with Higrade since the year 2017 with a version 2.0. The room has internet access. There are 22284 textbooks with 651 additional books totaling to 22935. 4875 reference books are available in the library with 33 additional books totalling to 4908. E-journals and E-books are also available. The college has 100 existing computers. There are 2 computer laboratories. The college has one browsing centre and one computer centre with 17 computers. There are 17 computers in the offices and 16computers in the departments. 11 more computers are added totalling to 110 numbers of computers in the college. The entire college campus is under the surveillance of CCTV. The bandwidth available of internet connection in the institution (leased line) is 1.5 MBPS (S.S NETCOM PVT.LTD) and 2.5 MBPS (RELIANCE JIO). Physical Infrastructure / Instrumentation • The college campus has a total area of 7 bigha (2.314 acre). The college has 31 classrooms, 17 laboratories, 2 Seminar halls with

ICT facilities, 10 classrooms with LCD facilities, 31 classrooms with Wi-Fi. The college is also a centre for conducting Sikkim Manipal University exam and other Government exams.

Research and Development

The college has a Research, Consultancy and Extension Committee to encourage the faculty 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. The college publishes two journals- Transient for Science Faculties and Source for Humanities to promote research works. In the year 2020, many teaching staffs attended Faculty Development Program, webinars, workshops online and also the Departments organised National Webinars, web Conference as well.

Examination and Evaluation

The institution conducts both internal and external examinations. The college gives provision for the students to re evaluate their answer scripts in case of any anomaly. Internal assessment is conducted by the institution itself. In the year 2020, external exam evaluation and internal exams were done online.

Teaching and Learning

To improve the methods and techniques of teaching-learning, the college provides not just the specific subjects in the time table but also allotted a particular period for Library so as to collect and gather more information and knowledge related to their subject matter. Besides the lecture method for the content delivery, usage of MS Office PowerPoint for some topics is also emphasized to make the classroom teaching interesting. The students are also taken for field works and industrial sites so as to develop and inculcate in them the culture of work. Few topics from the syllabus are selected for the students to be presented in the form of seminar in order to develop and build confidence in them. In the year 2020 due to COVID 19 lockdown in the entire country, online classes for the odd semesters 1st, 3rd and 5th were conducted using

	Google Meet, Google Classroom, You Tube and even WhatsApp too. Online Assignments and tests were conducted as well.
Curriculum Development	The colleges which are affiliated to North Eastern Hills University (NEHU) hold the meetings of the Board of Studies every year for various discussions with regards to the selection of topics for the curriculum. The subject experts from the colleges under NEHU are the members of the Board of Studies. The experts' views and opinions are taken into account and necessary modifications are made in the curriculum.

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

E-governance area	Details
Planning and Development	The College does not implement any e-governance in planning and development.
Administration	Higrade manages the college administrative process efficiently with its advanced integrated technology. The user-friendliness ensures a pleasing experience while working with Higrade. Higrade can generate all types of reports. All modules like Learning management system, Fee payment, Leave management, Attendance, Classroom management, Student management, assessment are part of our ERP package. Higrade can be seamlessly integrated with Bosco Soft's accounting software Acme ERP so that use of other third-party accounting software can be eliminated.
Finance and Accounts	For producing effective result in Finance Account the college implements Tally, ERP 9 for our Accounts Department. The software is used for generating various reports like Trial Balance, Balance Sheet, Day Book, Accounts Book, etc.
Student Admission and Support	Higrade is a complete web-based solution from Bosco Soft Technologies to handle colleges administrative and management functions smartly. The system is being implemented to meet the requirements of ISO, NAAC, NIRF, and NBC and provide the best studies to the students, which leads to the highest grade at the educational level. It organizes and manages the information of students, staff, and management team most economically and efficiently.



**Examination**

The college uses NEHU web based software OASIS for examination.

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nill	Computer Training programme on e-governance and Microsoft Programme	30/08/2019	30/08/2019	Nill	15
2020	Orientat ion Programme on the theme 'Extending teaching Beyond the Textbooks' by Dr. (Fr) George Pal amattam, SDB, Director of Siloam, Umiam	Nill	07/02/2020	08/02/2020	56	Nill
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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

FDP on HTML and ExpEYES software organised by SVP College, Bihar	1	14/05/2020	27/05/2020	14
National Online FDP on 'Quality Enhancement in Higher Education Institutions-Future Vision'	1	04/05/2020	06/05/2020	3
Online Certificate Course on Research Methodology for Ph.D Guides	1	18/04/2020	03/05/2020	16
FDP	2	02/03/2020	14/03/2020	13
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	Null	Null	Null

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Contributory Provident Fund (CPF) 2. Public Provident Fund (PPF) 3. Loan facilities from the bank through Principal's recommendation to the bank 4. Loan facilities without interest from the Principal 5. An incentive for College Financed teachers with B. Ed, M. Phil, Ph. D, NET. 6. Wi-Fi facility 7. Maternity Leave 8. Staff quarters 9. Eye Camp 10. Oral Checkup 11. Medical Checkup	(i) Loan facilities from the bank through Principal's recommendation to the bank (ii) Loan facilities without interest from the Principal (iii) Wi-Fi facility (iv) Maternity Leave (v) Staff quarters (vi) Eye Camp (vii) Oral Checkup (viii) Medical Checkup	Free WiFi, Canteen and Gymnasium Facilities

**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 audit is carried out in the financial year by the Chartered Accountant in accordance with auditing standard generally accepted in India. The college has not encountered any major audit objections so far.

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
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0
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### 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	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

<p>1. Parents' Meet was held for the 1st,, 3rd and 5th Semesters BA students at the college on the 10th of August 2019, in order to uplift students' academic progress and social behaviour. A talk on the importance of mental health was also delivered by Miss Narbecca Momin, Clinical Psychologist, Tura Civil Hospital, Tura. 2. Parents' Meet for the 1st, 3rd and 5th B.Sc and B.Com students was organized on 31st August, 2019. About 105 parents attended the meeting. The animation talk was delivered by Rev.Fr. Zachary Varickasseril SDB, Principal, Don Bosco College of Teacher Education, Tura on the Roles and Responsibilities of the Parents towards their children. 3. Open Discussion</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>Computer Training programme on e- governance and Microsoft Programme on 30 August 2019</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>Incremental improvement is an approach to process of improvement in which our Institution focus on success. The following are the significant incremental improvements made during the last five years. 1. Introduction of New Courses: The institution has introduced 2 new Courses/Departments during last 5 years. They are Geography in the year 2017 and Sociology in the year 2017. A research department known as Bio-Tech Hub has been established in the academic year 2014. 2. Faculty Enrichment: In the Pre-NAAC-accreditation period, there were only 6 teachers with PhD whereas in the Post-NAAC-accreditation, 12 more teachers have obtained Ph D degrees. Faculty members are currently pursuing their Ph D. Three teachers were approved by North Hills Eastern University as PhD supervisors or guides. One faculty member cleared NET Examination in the year 2018. 3. Library: Internet facilities (Inflibnet) have been activated in our college campus since the year 2014. Ten E-Books and Eleven E-Journals are available in our library.</p>
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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
2019	Tobacco and Drugs Awareness Programme was organized by the IQAC of the College jointly with Alumni Association, Red ribbon Club and Rashtriya Kishor Swasthya Karyakram (RKSK)	19/08/2019	19/08/2019	19/08/2019	105
2019	The Outreach Programme for Rural Children on Career Counseling and Personality Development	21/08/2019	21/08/2019	21/08/2019	300
2019	A Lecture on Periodic Table of Chemical Elements for Human Welfare	30/08/2019	30/08/2019	30/08/2019	250
2019	Soft Skill Programme on Personal Development	26/09/2019	26/09/2019	26/09/2019	196
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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

National Science Day on the theme "Women in Science"	28/02/2020	28/02/2020	110	88
International Women's Day	06/03/2020	06/03/2020	950	650

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
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	Nil
Ramp/Rails	Yes	0
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	0
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

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
Nil	Nil	Nil	Nil	Nil	NIL	NIL	Nil
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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)
PROSPECTUS-2019	14/05/2019	The Prospectus spells out the vision of the College, which is to disseminate holistic, quality and higher education. The College has adopted the motto "Pursuit of Excellence" and taken on the mission

to provide an education that is participatory in nature, intellectual competence, multi-skill oriented, value based and socially committed for the development of persons and enrichment of society. Accordingly, the College stresses on regular work and attendance. Keeping in mind the Gospel values taught by Jesus Christ, the College gives precedence to discipline and good conduct and encourages healthy relationships.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- i) Maintenance of the existing vegetation ii) Plantation of fruit trees iii) Plantation of seasonal flowers iv) Maintenance of Plastic-free Campus v) Maintenance of overall Clean and Green campus

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Don Bosco College, Tura: Best Practice I: Holistic Education In the pre-pandemic years, Don Bosco Tura had regular classes and conducted various activities for the students. The holistic approach to education is one of the best practices of the college. The college not only imparts academic education, but the national and social values are inculcated in the students through the NCC and NSS. The psychological and spiritual needs of the students are well looked into. The college has a full-time counselor and each student is assigned a mentor. Every first Friday of the month is dedicated to inter-religious devotional practices. When regular classes and other activities could not take place because of COVID-19 Pandemic, the college looked for avenues to be in touch with the students. The College tried its best to teach the students through on-line mode, mainly with the help of Google Class and simple audio classes whenever there was network problem. The teachers shared relevant notes through emails and WhatsApp. Assignments were also written and submitted through Google Class, Email or Whatsapp and class tests conducted with the use of Googleforms. In the given situation, the College had taken recourse to every possible means to reach out to the students and conduct lectures. One of the best efforts of the College during the year 2019-2020 was conducting a number of International and National Webinars by the departments: i) National Webinar organized by the Department of Chemistry on 15 June, 2020 ii) A two-day (International) Web Conference on Recent Advances in Science (IWCRAS 2020) conducted on 30-31st July 2020 by the Internal Quality Assurance Cell (IQAC) and the Department of Physics, Don Bosco College iii) The Department of Education organized a National Webinar on the 3rd of August, 2020 on the theme

iv) The Department of English organized a National Webinar on the theme "Sajinma-Sagop (Pandemic): Covid 19 and Culture" on 17th August 2020 v) The Department of Sociology, conducted a National Webinar on the theme, "Approaches to Development: the Trajectory in International Development" on 28 August, 2020 vi) The Department of Philosophy, Don Bosco College, Tura organized a National Webinar on the 4th of September, 2020 on the theme "Worldview of Tribes and Communities of North East" vii) The Department of Political Science conducted a National Webinar on the theme 'Journalism at the Crossroads' on 5th September, 2020 and viii) On September 12, 2020, the Department of Economics, Don Bosco College, Tura organized a webinar on the theme "Importance of Political Economy in Economics". Don Bosco College Tura: Best Practice II: Response to Situations Don Bosco College, Tura has always been trying its best to act and respond according to time and situations. Earlier, the college has got itself involved with the Swachh Bharat Mission and initiated cleaning drives in a number of localities in and outside the town. During the period of lockdown due to COVID-19 pandemic, the College got itself involved in contributing towards containing the pandemic and lent a hand towards ameliorating the situation. On 8 April, 2020, Don Bosco College, Tura handed over 900 hand-sewn masks to the District Administration, West Garo Hills, Meghalaya. The hand-sewn masks were received by Shri Ram Singh, IAS, Deputy Commissioner, West Garo Hills in the presence of Dr. Ivonne M. Sangma, Senior Medical Officer District Medical and Health Office (DMHO), West Garo Hills and Senior Medical Officers. The College was used as a Quarantine Centre for students from Garo Hills returning from other states. The District Administration, West Garo Hills identified Don Bosco College, Tura as a safe place for the students and workers. Shri Ram Singh, IAS, Deputy Commissioner, with the issue of requisition order dated Tura the 21st April 2020 vide No. DOMA/WGH/COVID 19/2020/170 requisitioned Don Bosco College with immediate effect until further notice. An academic institution like Don Bosco College could not have been put to better use during a pandemic lockdown such as the one in 2020. In the given situation this positive response to the call of time was the best practice of the college.

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

<https://donboscocollege.ac.in/public/uploads/filemanager/BEST%20PRACTICES.pdf>

### 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

Don Bosco College, Tura: Institutional Distinctiveness 2019-2020 Work Ethics Don Bosco College Tura is distinct for its work-ethics. Providing education to about two-thousand students, the College realizes that it is not only book-learning but the whole gamut of actions and inputs that go to make the students attain wholesome personalities by believing in themselves. Belief system is said that the greatest motivation comes from a person. The motto of the college, "Pursuit of Excellence" has generated the primary belief in the ability of its stakeholders and has become a shared belief to achieve excellence. This is reminded constantly during the programmes, morning assemblies, college week events, etc. The college is primarily an academic institution. Don Bosco College strives to objectify its motto "Pursuit of Excellence" by exploring ways and means to achieve optimum level of class attendance and this is on an ongoing process. The effort to optimize attendance is seen in a two-tiered assistance given on the part of the Management. The College follows a system that ensures that no class is left unattended and that teachers are well-oriented towards dedicated teaching and accountability. It appears that the requirements enshrined in the NAAC Guidelines cohere with the

principles of Don Bosco College, Tura. The college believes that the best way to practice preventive system of Don Bosco, its founder and to keep abreast of its motto "Pursuit of Excellence" is to be there with the students and for the students. A convivial work-ethics is seen at operation in the College. To begin with since the inception of the College in 1987, the classes are being run smoothly. Today the same work ethics that has been imbibed by the management and teachers is being passed on to the students and everyone in College participates in the process of evolution through education. Supervision and care, in the true sense, is received and felt by one and all, whether the classes are held online or offline. The basic sense of work added by the call to supervise, monitor and mentor according to one's position and level call for accountability on the part of everyone. The students receive regular classroom teaching and are supervised in the proper manner while they are in the classroom. The College has a Committee that looks after the over-all discipline of the students and the students are helped by this Committee so long as they remain in the College Campus. At the second level the teachers are guided and supervised by the Principal and others in the College Administration. A congenial and responsible work-culture has been at force in the College ever since its inception. The year 2019-2020 had been an unexpected one but the College had risen to the occasion and had made extra efforts to keep learning as an educational institution.

Provide the weblink of the institution

<https://donboscollege.ac.in/public/uploads/filemanager/Institutional.%20Distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

Future Plans of action for academic year 2020-21 Keeping in mind that the constraints that the country has been going through because of COVID-19 pandemic, the future plans of action of college for the upcoming academic year has to be more in consonance with the online mode as compared to the offline mode. To add to the online plans, there were also some other plans which was deemed necessary for the overall development of the college. Though there was a halt in many activities of the college following the sudden lockdown, yet the college could come up with some plans. The following are some of the future plans of the college for the upcoming academic session: 1. To re-open the BBA stream which was closed down few years earlier due to various factors 2. To conduct webinars - the college encouraged all the departments and also NSS to conduct webinars 3. To conduct international web conference where researchers could present their findings as all offline or physical seminars/ conferences has been cancelled due to the pandemic 4. To have the online (live) classes in a structured way with proper routine, attendance, tests, etc. for this to happen the teaching faculties may be given training if required 5. To conduct internal assessment test online which will prepare the students for the final university examinations which will probably be online 6. To conduct 'feedback on teachers' in online mode for the coming academic year (2020-2021) as it was not possible in offline mode in the present academic year (2019-2020) due to the pandemic 7. While some of the science laboratories has already been renovated/ upgraded/ repaired, more departmental laboratories have to be renovated or upgraded or furnished or repaired in the coming academic year 8. The college library to be upgraded and automatic biometric systems to be operational so as to save time in entering and also to go for contactless entry 9. Digitization of question papers will be in place and scanned question papers to be made available in the computers existing in the library 10. The college internet service to be upgraded and internet connections to be provided to each department 11. The online learning infrastructure to be strengthened, enhanced and enriched with the use of graphic tablets, google suite etc.



