YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Don Bosco College, Tura
• Name of the Head of the institution	Fr. Bivan Rodriques Mukhim, SDB
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9402152496
• Mobile No:	9435594511
• Registered e-mail	principaldbct@gmail.com
• Alternate e-mail	principal@donboscocollege.ac.in
• Address	Sampalgre, Chandmari
• City/Town	Tura
• State/UT	Meghalaya
• Pin Code	794002
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**NORTH-EASTERN HILL UNIVERSITY**	
• Name of the IQAC Coordinator	**Dr. Arindam Ghosh**	
• Phone No.		
• Alternate phone No.		
• Mobile	**7005243233**	
• IQAC e-mail address	**iqac.dbc@gmail.com**	
• Alternate e-mail address	**principal@donboscocollege.ac.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)

https://donboscocollege.ac.in/public/frontend/aqar/EC_57_AA_18-dated-30-Nov-2011-Don-Bosco-College-Tura-Meghalaya-2019-20.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

www.donboscocollege.ac.in/public/frontend/calendar/DBC%20Year%20Planner%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.45**	**2011**	**30/11/2011**	**29/11/2016**

6.Date of Establishment of IQAC

01/12/2011

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Don Bosco College, Tura	**Salary March 2020 to May 2020**	**Office of the Director of Higher and Technical Education Meghalaya**	**2020 3 months**	**1,29,88,180/-**
Don Bosco College,	**Salary June 2020 to**	**Office of the Director**	**2020 3 months**	**1,25,62,818/-**

Tura	August 2020	of Higher and Technical Education Meghalaya		
Don Bosco College, Tura	Partial deferment of the salaries due to COVID - 19	Office of the Director of Higher and Technical Education Meghalaya	2020	12,57,549/-
Don Bosco College, Tura	Salary September 2020 to November 2020	Office of the Director of Higher and Technical Education Meghalaya	2020 3 months	1,25,72,238/-
Don Bosco College, Tura	Arrear Revised Pay	Office of the Director of Higher and Technical Education Meghalaya	2020	4,74,150/-
Don Bosco College, Tura	Miscellaneous Arrears	Office of the Director of Higher and Technical Education Meghalaya	2020	55,212/-
Don Bosco College, Tura	Marginally note grant-in-aid Bill	Office of the Director of Higher and Technical Education Meghalaya	2021	3,34,800/-
Don Bosco College,	Salary December	Office of the Director	2021 3 months	1,26,81,807/-

Tura	2020 to February 2021	of Higher and Technical Education Meghalaya		
Don Bosco College, Tura	Miscellaneous Arrears	Office of the Director of Higher and Technical Education Meghalaya	2021	11,05,960/-
Don Bosco College, Tura	Miscellaneous Arrears	Office of the Director of Higher and Technical Education Meghalaya	2021	17,98,324/-
Don Bosco College, Tura	Zonal Level Red Ribbon Club Quiz Competition 2020	Meghalaya Aids Control Society	2021	56,800/-
Don Bosco College, Tura	State Fund (additional fund)	Meghalaya Aids Control Society	2021	8,000/-
Don Bosco College, Tura	National Youth Day	Meghalaya Aids Control Society	2021	50,000/-

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**3**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

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

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

• Routine-wise online classes was undertaken during the pandemic after giving adequate training to the faculty of the college. • Fire-safety equipments were bought and also fire-safety pipe lines were fitted in the college building (in all the floors). • International Web Conference on Basic Sciences was conducted in collaboration with Department of Physics and departmental webinars by Chemistry, Education, English, Political Science, Economics, Sociology, Philosophy. Besides, Training cum Workshop was conducted on the efficient use of ICT technologies for the faculty. • 4 (four) sanctioned post teachers were upgraded – 2 (two) from Assistant Professor (Selection Grade, Scale III) to Associate Professor (Scale IV) and 2 from Assistant Professor (Scale I) to Assistant Professor (Senior Grade, Scale II). • KOHA was introduced in the Library and also many books were bought for the library in excess of the library budget. The college also introduced uniforms for the students.

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

Plan of Action	Achievements/Outcomes
To introduce KOHA open source software in the library	KOHA is now operational in the library
To fix fire safety pipe lines and equipment in the college campus	Fire-safety pipe lines and equipment successfully installed in the college
To start short term and bridge courses	Short term and bridge courses are yet to be implemented due to pandemic situation.
Refurnishing of science laboratories	Chemistry and Zoology laboratories had been refurnished, but, Botany and Physics are in progress
Training of faculty for efficient use of ICT technologies	Training cum Workshop was conducted on the efficient use of ICT technologies for the faculty
To encourage teachers to participate in Rc, Oc, FDP, MOOCH, MOODLE, short term courses, etc.	Most of the teachers have participated participate in Rc, Oc, FDP, MOOCH, MOODLE, short term courses, etc. in Online mode.
To encourage various departments to conduct national and international level seminars/webinars and other programmes	The Department of Physics organized International Web Conference on Basic Sciences and department English too organized and International Webinar. The departments of Chemistry, Education, Political Science, Economics, Sociology, Philosophy also have conducted national webinars.

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

- Name of the statutory body

Name	Date of meeting(s)
Management and IQAC	14/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	28/02/2022

15.Multidisciplinary / interdisciplinary

Being a constituent College of North-Eastern Hill University (NEHU), the academic curriculum is governed by the University guidelines. The institution is preparing to adopt the vision of the NEP 2020. The College is preparing for a multi-disciplinary programme for B.A., B.Sc. and B.Com. Bachelor's degree for Business Administration and Master's degree for Education, English and Garo are on the anvil.

16.Academic bank of credits (ABC):

As a constituent College of NEHU, the institution's readiness to implement the Academic Bank of Credits is largely determined by the University guidelines. Once the University adopts the same, the College is ready to introduce the Academic Bank of Credits under the NEP 2020.

17.Skill development:

The College is planning to introduce courses on Tourism and Hospitality, crocheting and embroidery, mushroom cultivation, floriculture, etc, to keep up with the requirements of the industry. The College plans to form linkages with industries and sign MOUs once the relevant courses and subjects are in place. The College already offers value-added certificate courses on traditional Garo Folk Art, English Proficiency and Basic Computer Skills. The institution also conducts career guidance, personality development and wellness programmes for the students.

The College offers vocational courses and plan to collaborate with Don Bosco Job Placement Network (DBJPN) and Googolplex Academy for job placements. The College is already collaborating with Ministry of Employment for career guidance.

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

The College offers courses in Garo, Hindi, Bengali, Assamese, etc.

The institution also offers classes on Yoga and certificate course in Garo folk art.

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

The College is ready to implement the OBE once the parent University implements the same. However, Since the University has not provided any Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs), the various departments of the College have drafted and implemented the same which is available in the college website.

20.Distance education/online education:

The pandemic changed the mode of traditional learning, and 'blended mode' of teaching and learning has become a trend in educational pedagogy. The College has ensured the continuity of teaching-learning process by creating a separate digital domain identity for the College (donboscocollege.ac.in) with faculty members being given individual email addresses on this domain. The College has conducted regular online classes, online examinations, webinars and meetings via Google Meet during the lockdowns. To ensure transition towards virtual online interactions and content sharing, the IQAC has conducted technical training sessions from time to time. The e-content material prepared by faculty members is available on the College website for the students.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**178**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**2146**

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**705**

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

2.3 Number of outgoing/ final year students during the year	**438**

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

3.Academic

3.1 Number of full time teachers during the year	**63**

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

3.2 Number of Sanctioned posts during the year	**66**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**33**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**57.78898**
4.3 Total number of computers on campus for academic purposes	**110**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College is affiliated to North Eastern Hill University (NEHU), Shillong. The College duly follows and implements the curriculum prescribed and set by the University. The College prepares the Academic Calendar based on the calendar received from the University. 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, the Principal holds a meeting where the academic calendar and syllabus unitization for the year is discussed and a plan of action is formulated. There is a regular meeting of the management and the head of departments to discuss the progress and next plan of action for the effective delivery of the curriculum. Due to the Covid-19 pandemic and lockdown imposed by the State Government, regular offline classes could not be held for the entire year of 2020 and half of the year 2021. In order to ensure that the learning process continues, the college has adopted online mode as a method of delivering education. The College has used Google Meet App in order to conduct online classes. The teaching faculty facilitates the teaching-learning process by using Google Classroom, WhatsApp, email, etc.

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

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

The College strictly adheres to the Academic Calendar prepared by the Academic Committee based on the calendar received from the University, with dates set and fixed for the internal exams, external exams, and extracurricular events. Out of the total 100 Marks, 25 Marks are based on Internal Assessment conducted by the College where 10 Marks are allocated for Assignment and 15 Marks for Internal Tests. The Attendance Monitoring Committee of the College regularly monitors student's attendance and the admit card for the

end-semester exams is issued only to those students who fulfill the required minimum attendance. Special attention is given to cater to the needs of both the slow and fast learners. 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College strives to provide a holistic education for the all

round development of the students. It offers several courses which integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into its Curriculum. The College offers various courses which have contents related to gender inequality, status of women, ethics and moral concepts such as good, right, duty and virtue, role of education in the development of human values, human rights education, sustainable development, human rights, value education, environmental ethics, role of individual in prevention of pollution, conservation of natural resources, conservation of natural resources, resources and their management with a view to integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. In addition to the different courses it offers, the College has Green Club, Women Cell, and Anti Ragging, Dress Code and Discipline Committee which are entrusted with the task of creating awareness among the students on issues related to gender, human values and environmental issues making them socially responsible citizens. The NCC and NSS unit of the college conduct programs and activities which address issues related to gender, human values, environment and sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

NA 0

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://donboscocollege.ac.in/pages/Feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1145

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

867

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The admission policy of the college is deliberately made liberal (no cut-off marks for admission) to cater to students coming from the rural areas besides those from Tura town. Another reason is that it is the only deficit college in town to offer Science and Commerce

programs along with Arts program. In the previous years, entrance tests were conducted for students below a certain minimum threshold of marks to ensure merit-based admission process as well as to test slow learners on their inclination and to recommend remedial measures but no such practices were conducted in the present session due to the pandemic. To provide ample opportunity for learning, the library remained open for certain hours even during the pandemic. Regular mentoring, both group and individual are conducted to assess the difficulties faced by the students in their learning and to suggest methods to overcome them. Departments are encouraged to organize departmental seminars where the slow learners as well as the advanced learners get to develop their presentation skills and also to familiarize them with the usage of various online mediums. The topics chosen are from within the syllabus which has further utility in their semester exam preparation.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2146	63

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

With the advancement in technologies even the teaching methods are also evolving. With rapid change in technology, the institution is also coping with these changes. The students of the institution are prepared to face these challenges. In addition to traditional chalk and board methods, the institution is adapting to various ICT methods. For experiential learning, students are taken on field trips and study tours. Various local environmental problems are made to address by Final semester students of all streams by assigning them topics that requires site-visits which are done by the

individual students themselves. Before the pandemic, students were encouraged to participate in various academic events such as Consumers' Day, National Science Day etc. Open book class assignments are used by many teachers as a method to boost the problem-solving methodologies of students and at the same time learn the social skill needed to work in groups. Students are also encouraged to make class presentations on topics from their respective syllabus.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

With the advancement in technologies even the teaching methods are also evolving. With rapid change in technology, the institution is also coping with these changes. The students of the institution are prepared to face these challenges. In addition to traditional chalk and board methods, the institution is adapting to various ICT methods. For experiential learning, students are taken on field trips and study tours. Various local environmental problems are made to address by Final semester students of all streams by assigning them topics that requires site-visits which are done by the individual students themselves. Before the pandemic, students were encouraged to participate in various academic events such as Consumers' Day, National Science Day etc. Open book class assignments are used by many teachers as a method to boost the problem-solving methodologies of students and at the same time learn the social skill needed to work in groups. Students are also encouraged to make class presentations on topics from their respective syllabus.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://donboscocollege.ac.in/public/uploads/filemanager/ICT%20Enabled%20Tools.pdf

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

2.3.3.1 - Number of mentors

63

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

2.4 - Teacher Profile and Quality

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

63

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

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

795

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

In order to ensure transparency, the system of internal assessment is communicated to the students well in advance. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process in accordance with the affiliating University guidelines. The examination Committee coordinates the internal and external examination activities and communicate relevant information to the students, teachers and administrative staff.

Students are assessed continuously through various evaluation processes such as internal tests, assignments, field-visits/field-works and seminar presentation. Students in 5th and 6th semesters, in particular, presents papers on relevant topics in class and Departmental seminars. Following the internal assessment, faculty members discuss the questions asked in the exam and show students the best ways to answer; this also ensures that the students are made aware of their mistakes and the scoring mechanism adopted. The scores obtained in assignments are also discussed with students. If any student is not able to appear for internal test due to medical or any other genuine reason, the student is allowed to sit for a rescheduled test, provided that he/she submits application with proper documents.The college strives for an examination system that is free from all biasness

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

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

The internal assessment test schedules are prepared by the College and communicated to the students well in advance. Evaluation is done by the faculties handling the course within a week from the date of examination. The corrected answer scripts are verified by the Head of Department (HoD) at random to ensure the standard evaluation process. Any student who is not satisfied with the assessment and award of marks may approach the concerned HoD who can intervene and seek opinion of another course Teacher. In case the student is still not satisfied, he can approach the grievance redressal cell. To facilitate grievance redressal, there is a mechanism for submission of grievance online directly in the college website (https://donboscocollege.ac.in/grievances). Corrections in marks as identified by students and approved by the HoD are immediately acted upon. Cases of misconduct and grievances during the conduct of internal examinations are considered and resolved in consultation with the Principal and the examination committee. If a student is not able to appear for examination due to genuine reasons, retests are conducted provided he/she submits application with proper documents.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Don Bosco College, Tura, being an affiliated college is not directly involved in the process of syllabus preparation, but, the College has, in consultation with its faculties identified a list of skills and outcomes that a student on undergoing a particular programme for three years or a paper for one semester is likely to achieve. Apart from the marks obtained in the exam, this will help in the self-evaluation by the students as to whether they have achieved the

promised outcomes after the completion of the course.

The CO, PO and PSO are prominently shown in the website of the college and are also communicated directly to the students in the class.The CO, PO and PSO are also kept along with a copy of the syllabus in the college library and are also displayed in a prominent location in the department.

The college ensures that the listed outcomes are achieved to the maximum extent and teachers are encouraged to monitor the progress in the achievement of the set goals through class assignments, class quizzes and internal tests.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://donboscocollege.ac.in/public/fronten d/pdf/PO-PSO-CO.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The college uses the results obtained by the students in their internal tests as an objective measure of the attainment of the PO, PSO and COs by the students. However, the ultimate yardstick for the assessment of the learning outcomes of a student remains his/her performance in the final examination of the university. Post declaration of results, analysis is done to delineate strengths and areas that need strengthening. Subjective measures like the interaction of the students during class teaching and/or quizzes are another way to ascertain the level of attainment by the respective teachers.

Other means of qualifying the level of attainment of students is through academic activities like classwork, homework, assignments, student seminars, which are a regular feature of the academic activities of the college.

After the assessment, remedial measures like review classes, rediscussion on the relevant topics are conducted by teachers if there is requirement. Feedback from students in the form of Student Satisfaction Survey are conducted to identify areas that require improvement and to get insight into the students' perception about

their attainment of the various learning outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

438

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://donboscocollege.ac.in/public/frontend/annual_reports/ANNUAL%20REPORT%202020.pdf

2.7 - Student Satisfaction Survey

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

https://donboscocollege.ac.in/public/uploads/filemanager/SSS-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

4

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

The current year saw a significant change in the way the extension activities are carried out by the Institution through NSS and NCC units of the college to adapt to the changes caused by the pandemic to deal with the social issues and bring about holistic development in the students of the college. National Service Scheme of the College organized the following programmes: a National Webinar on the theme 'Relevance of Mahatma Gandhi for the Youth of Today' 3rd October 2020; World Earth Day was observed on 22nd April 2021 by NCC Unit which makes them aware of the climate change and its effects; Observation of Swarnam Vijay Varsh to commemorate the Golden Jubilee of India's victory in 1971 war by NCC cadets of the college instill a sense of patriotism and sacrifice for one's country in their young hearts and teach them about courage and bravery in the midst of chaos of society. Covid-19 Awareness Program cum Cleaning Drive at Babadam village by NSS volunteers inspires the students to adapt to

the changing scenario and how to play a significant role in the society and help them develop life skills and leadership quality.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

8

File Description	Documents
Any additional information	[View File]
Number of awards for extension activities in last 5 year(Data Template)	[View File]
e-copy of the award letters	[View File]

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

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

5

File Description	Documents
Reports of the event organized	[View File]
Any additional information	[View File]
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File]

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

481

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

In keeping with the motto of the College "Pursuit of Excellence", the institution provides adequate facilities for teaching-learning to orient the institution in general and students in particular towards achieving an all-round excellence.

There are:

1) 31 classrooms.

2) 6 Laboratories

3) 3 Laboratory Stores

4) 1 Library, 1 Reading Room, 1 General Staff Room, 1 NCC & NSS Office Room, 1 RUSA office Room, 1 IQAC Office Room, 1 Counseling Room, 1 Boys' Common Room, 1 Girls' Common Room, 1 Generator Room, 1 Boys' Toilet Block, 1 Staff Toilet Block, 1 Audio Visual Conference Room, 1 Computer Hardware Room, 1 Administrator cum Accounts Officer (AO) Room, 1 Sport's Room, 1 Security Room, 1 Examination Strong Room, and 1 Placement Cell

5) 16 Departmental Staff Rooms,

6) 2 Conference Halls,

7) 2 Computer Laboratory

8) 2 Guest Rooms, 2 Girls' Toilet Block, 2 Computer system analysts Room. 2 Vice Principal's Rooms

9) 5 Office Rooms

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo

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

Don Bosco College, Tura is run by the Salesian Congregation whose founder Don Bosco used to urge his students "Run, jump, shout, but do not sin." The college believes in the all-round development of its students and believes that recreation grounds are places of physical relaxation, recreation and contribute greatly to sound personality development. Sports and games, both outdoor and indoor go a long in developing healthy mind in a healthy body. Accordingly, the college has made all efforts to provide recreational spaces for its students. The most prominent edifice in the college campus after the college building itself is the amphitheatre surrounding the basket ball court on three sides. Most of the cultural activities take place in the amphitheatre. There is a permanent Sports and Cultural Committee in the college and they make maximum use of the amphitheatre. The amphitheatre is most alive during college week days when one event after another is conducted here. Students get the opportunity to showcase their talents in singing, dancing, acting and even their fashion sense in this space. Besides this, there is a gym, and sizable space for indoor games. Academic programmes like seminar, debate, elocution are held in the seminar halls.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo

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

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

4.29

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

4.2 - Library as a Learning Resource

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

Library is integral for academic excellence. Theobjective for setting up of library is to facilitate effective use of learning resources and to support the objective of the college.

The library has installed KOHA 18.11.00.000 Software in the year 2020 for issuing/renewing and recording the catalogues of books, members etc. Students can check the availability of books in the library without much hassle. The library uses barcode reader for issuing and renewing of books from the current academic session. The

use of library is recorded and computed electronically through scanning the RFID cards issued to both students and teachers.

OPAC Software is used in the library for the referencing books, magazines and journals.

The library resources are also made available in the college website. Links to various external sites such as NList, e-pathshala, National Digital Library of India (NDLI), previous year's question papers and the syllabi are given in the website. Other benefits such as open access to e-newspapers, e-journals and egyankosh are made open accessible to users.

There is a Library Committee that looks after the welfare of the library. Construction of a bigger library on the ground-floor is on the anvil.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://library.donboscocollege.ac.in/index.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

2.11

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

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

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

246

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

4.3 - IT Infrastructure

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

IQAC ensures the updation of the IT facilities in the Institute. Following are the computer and internet facility made available to the faculty and students on and off-campus:

- **Internet facility through Local Area Networking (LAN)&Wifi connectivity.**
- **Fully automated office**
- **Computerized office management system.**

The laboratories and classrooms are equipped with projectors which help in delivering an effective teaching. Students and teachers can avail of the facility of internet so as to keep themselves updated with the latest developments in their respective areas. The teachers adopt various strategies in order to ensure a better teaching-learning process. Usage of projectors is in place to deliver effective and at the same time enjoyable learning experience to the students. Unlimited Internet facility is available in the library and also in the campus through Wifi which enables the students to get access to a variety of learning materials online. The office and

department computers of the college are regularly updated and latest antivirus devices are installed to keep the systems run at maximum capacity. The college has two professional staff to maintain the computers, Office automation software& website in the college. The Institute has fibernet connection with a speed of 50 MB/s and the Institution consumes around 100GB a month. The library and the administrative systems are fully automated. An IT team is also available in the campus which helps in any ICT-related need.

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

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

48.15

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

The college has established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, and class rooms. These form part of the expected behavioral conduct and are associated with entry-exit, duration of use, maintenance, accepted forms of behavior in these spaces, etc. In general, good conduct and adherence to discipline is expected in all when these spaces are in occupation or in use. Laboratory, library, sports complex, computer rooms and class rooms are spaces that impart direct education. Sports complex is a very important component of Don Bosco system of education. These spaces are maintained clean and tidy so as to uplift the teaching-learning that is imparted and received here. Each of these spaces require systems and procedures that are common but at the same time distinct from each other. The College has established separate systems and procedures for maintaining and utilizing these physical, academic and support facilities which are uploaded in the College Website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo</u>

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year

533

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1

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

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

E. none of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

70

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

70

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

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

E. None of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	<u>View File</u>

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

5.2.2.1 - Number of outgoing student progression to higher education

213

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

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

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

examinations) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The College has a Student Welfare Association (SWA) which is actively engaged in all the activities of the college. The President and Vice President of the Students Council are invited in the meeting of the Academic council of the college whenever necessary.

In the administrative bodies the students of the Council are also actively involved in conducting various activities. The college tries to actively engage the student council members to develop their leadership qualities and to develop students' sense of belonging.

They assist in maintaining discipline in the college by helping the teachers.

They are actively engaged in maintaining cleanliness in the college by motivating all the students to throw waste materials in the right places.

With the guidance of the teachers they conduct the Fresher's social, Parting social and College Week. They organize the Teacher's Day programme all on their own and cook sumptuous meals for the teachers at the same time.

File Description	Documents
Paste link for additional information	https://www.donboscocollege.ac.in/pages/swa
Upload any additional information	**No File Uploaded**

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

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

2

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

5.4 - Alumni Engagement

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

An Alumni Association is an association of former students of the college.

The Alumni Association of Don Bosco College, Tura was first formed on 25th February, 2011 as a local unit. A good number of past pupils have registered as members of the association with a sum of Rs.100 as a membership fee. The Association conducted the election and the office bearers were selected.

Though the Alumni Association was not much functional for the next five years, a meeting of the Association was organized on 2nd August, 2016. New office bearers were elected after fresh election. The motto of the Alumni Association was decided to be the one given by Father and founder, Don Bosco,

" KNOW, LOVE, HELP ONE ANOTHER AND KEEP UNITED".

The financial contribution of the Alumni Association to the institution during the last five years was less than a lakh. The Alumni association has 368 registered members. The total bank balance of the Alumni association was Rs. 23,444.00 as on 31st March, 2021. The college is planning to put more emphasis on the expansion of the Alumni association.

File Description	Documents
Paste link for additional information	https://www.donboscocollege.ac.in/pages/alumni-association
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

"Inspired by the benign and noble teachings of the Lord Jesus Christ who said,

"Iam the Way, the Truth and the Life," and guided by the educational philosophy of St. John Bosco, the college has the avowed vision of bringing holistic, quality higher education within the reach of all."

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."

COAT OF ARMS

The Coat of Arms of the college contains the motto of the college, "In Pursuit of Excellence" and three distinct components – sun, eagle and mountains. The radiant sun is the source, the giver that bestows light, energy, inspiration and divine guidance. The soaring eagle is the seeker that looks for all that is good, noble and uplifting in the world of knowledge, skills and values. The green mountains and valleys represent the process whereby the seeker ascends, descends and strives until he/she arrives at the top. True to our motto, we are passionate about excellence in every sphere of our academic, professional and social life.

File Description	Documents
Paste link for additional information	https://www.donboscocollege.ac.in/pages/vision-mission
Upload any additional information	No File Uploaded

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

CASE STUDY OF THE ANNUAL COLLEGE WEEK

The Annual College Week reflects the decentralization and and participative management practiced in the institution. The decision to organise the Annual College Week is taken by the Academic Council where the date is fixed and later the Games and Sports Committee along with the Students Welfare Association (SWA) of the college is

entrusted the responsibility to organize the same. The students, teachers and non- teaching staff work together in managing the events. The committees of the college week su[ervise the division of the various events. The teacher execute his/her task effectively. Each event is supervised by a teacher and co- coordinators to assist the supervisor and 2 SWA members. The Finance Committee allocates and disburses funds to the various events based on the budget prepared by the event supervisor. The Games and Sports Committee prepares a chart for various events and the person in charges (including teaching and non teaching staff) and puts up on the notice board. The opening and closing ceremony of the college week is looked after by the Literary, Social and Cultural Committee.

Thus the effective leadership is visible in this college week such as decentralization and participative management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Organising of National and International Seminars and Webinars

Organising of seminars and webinars by the various departments help an individual teacher expose to various topics through presentations and discussions and an ideal opportunity to equip oneself with wide range of knowledge in a specific field. It also helps to fulfil professional and academic goals.

Webinars are the latest term employed by most of the teaching-learning institutions. It helps the teachers to update their skills with the recent trends and technologies related to their respective fields. As there is an ample opportunity for the participants to attend webinars simply from home without spending money, it really benefitted the teaching faculties.

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

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

The College organization is composed of the Governing Body, The Academic Council, The Heads of the Departments, the IQAC and the College committees.

The Governing Body is responsible for policy making and strategic plans; while the Academic Council is responsible for proposals of the policies and plans for taking appropriate decisions. The Heads of the Departments are responsible for the implementation of the decisions in the department and reports to the academic council. The Internal Quality Assessment Cell (IQAC) is constituted in the institution under the chairmanship of head of the institution with teachers of academic unit and one or two members from administrative units and a few teachers and a few distinguished educationists/ representatives of local committee. The College committees are formed with convenors and it member to cater to the needs of the academics and non-academics.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://donboscocollege.ac.in/pages/Administrative%20Set%20up
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Don Bosco College, Tura has well-placed Welfare schemes for Teaching Staff. To begin with the College

(a) maintains Contributory Provident Fund (CPF)

(b) Public Provident Fund (PPF).

(c) loan facilities from the bank through Principal's recommendation to the bank

(d) loan facilities to the teaching and non teaching staff without interest from the College.

(e) incentives for College Financed teachers with M. Phil, Ph.D, NET/SLET, etc.

(f) Extension of Maternity Leave/Paternity Leave,

(g) Staff quarters for the non teaching at 50 % subsidized rate

(h) Oral and Medical Check ups

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

1

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

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

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

10

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

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

The institution has performance appraisal system for both teaching and non-teaching staff. Feed back in the form of questionnaires is prepared by IQAC and circulated to students of all the semesters. The students evaluate the performance of the teachers on various parameters. Besides, the Principal and Academic Council hold a meeting to analyze the result for every semester. The IQAC regulate, monitor and conduct Administrative & Academic Audit (AAA) to evaluate the performance of the department and the individual staff members.

With regards to the Semester Examinations, the Principal holds a meeting with the Academic Council to review and analyze the performance of students after the declaration of each semester results.

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

6.4 - Financial Management and Resource Mobilization

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

The college 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 and Shillong in accordance with the rules of Government Audit. The college has not encountered any major audit objections so far.

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

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File]()

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

The College has worked out a resource mobilization policy and procedures in order to aid functioning and development of the institution. The college management collects development fees from students for college development needs. The college also mobilizes financial resources by renting DBCTE Seminar Hall and Basketball Court. Besides the above, the College also rents its Computer Centre to other institutions like Sikkim Manipal University, State Bank of India, Medical Departments etc. for conducting their exam. All the contributions and payments accruing from various sources are properly accounted.

In addition, the college also avails of the Chief Minister's Funds for excursion. The College gets small fundings to celebrate various International days. For instance, the Social Welfare Department, Govt. of Meghalaya financially assisted the college for the

celebration of International Women's Day. The District Administration too allotted some funds to observe the World Environment Day.

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

6.5 - Internal Quality Assurance System

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

The two practices institutionalized by IQAC are:

1.Organising of National and International Seminars and Webinars

Organizing of seminars and webinars help an individual teacher expose to various topics through presentations and discussions and an ideal opportunity to equip oneself with wide range of knowledge in a specific field. It also helps to fulfil professional and academic goals.

Webinars are the latest term employed by most of the teaching-learning institutions. It helps the teachers to update their skills with the recent trends and technologies related to their respective fields. As there is an ample opportunity for the participants to attend webinars simply from home without spending money, it really benefitted the teaching faculties.

2. Encouraging of Faculty members to participate in online FDP, RC, OC, MOOCS, MOODLE

IQAC encourages the faculty members to participate in various FDP, RC, OC etc. so that it not only helps to gain their knowledge in their own disciplines but also to obtain wide information on various pedagogy, creating LMS and sharing ideas through participation in short term programs.

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

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

The key function and role of IQAC is to ensure, monitor and regulate the mechanism of providing quality education to the students through effective pedagogy. The institutional reviews are obtained by conducting Academic Audits and by collecting feed-back from students and teachers.

To begin with the IQAC Conducts Annual Academic Audits, wherein departments make an analysis of their Strengths, Weaknesses, Opportunities, Challenges (SWOC) of their performance based on students' results, any research projects taken up, course coverage and use of ICT-related pedagogical methodologies. Based on the audit, the Academic Audit Coordinator and IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement.

In addition to this, feedback from stakeholders like students, and staff to facilitate teaching-learning reforms are procured which helps in obtaining an honest reflection about the teachers and the coverage of course contents especially in academics. Student feed-back on teachers is conducted regularly. A careful analysis of the feed-back received is done and communicated to the teachers to enable them to improve in the required area. The implementation of the above two practices help the departments as well as the institution to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes. IQAC suggests innovative pedagogical methodologies for effective Teaching-Learning.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://donboscocollege.ac.in/public/frontend/annual_reports/ANNUAL%20REPORT%202020.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute conducts regular gender equity promotion and gender-sensetization programs in various ways. The most relevant of such programmes is the celebration of the International Women's Day by the college, International Women's Day was celebrated on 8 March, 2021. On the occasion, the services of two women who the College Maintainence Staff - Smt. Lakji Sangma and Justa M. Sangma were acknowledged and they were given special honour as Chief Guests of the function. Tokens of appreciation were also given to them.

Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community, as is evident by the following facilities -Security guards at the college entries. Extensive surveillance network with 24x7 monitored control rooms. Strict implementation of Anti-Ragging, Anti-Smoking, No Eve-Teasing and Mobile Free Campus. Separate hostels for women with dedicated wardens.

- **The separate common rooms have been allocated for women in the college.**

Additional initiatives ensure active participation of students in cocurricular activities including sports, quiz competitions, etc.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://donboscocollege.ac.in/pages/Geo%20tagged%20photo

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Don Bosco College Tura has reliable system for the management various types of wastes. The college has segregated waste into one part: College facilitates several techniques for the management of degradable and non-degradable waste. The college has waste-baskets for collection of various wastes like papers and food-packages, etc. There is a committee that deals with the minimization of wastes. Every day the waste is collected in bins and disposed at a place where it can be converted into manure.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at

the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation.

The college has set up a recycling programme to meet the need of recycling the waste. The college is trying to get in touch with the top level administration and their support to ensure that the waste is properly recycled. Moreover, the college is also looking for the possible substitutes to deduce the waste to the best possible extent.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://donboscocollege.ac.in/pages/Geo%20tagged%20photo
Any other relevant information	View File

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Any other relevant documents	[View File]()

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File]()
Certification by the auditing agency	[View File]()
Certificates of the awards received	[View File]()
Any other relevant information	[View File]()

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

D. Any 1 of the above

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

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

The college makes efforts and takes initiatives in providing an inclusive environment- resulting in tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Such efforts and initiatives get translated programmes detailed below: (i) 5 NCC Cadets from the college participating in the Online Ek Bharat Shrestha Bharat Camp on 6 and 7 July 2020, initiated by NCC Directorate North Eastern Region in collaboration with the NCC Directorate, Delhi being the Guest State. (ii) The NSS Volunteers of Don Bosco College organized an awareness programme on Covid 19 and Japanese Encephalitis (JE) collaboratively with the Babadam PHC at Chibrasongma village on the outskirt of Tura Town on 2nd October,2020. (iii) Cleanliness Drive was also carried out in Chibragre Picnic Spot by the NSS volunteers. (iv) The NSS of Don Bosco College ,Tura organized a National Webinar on the theme 'The Relevance of Mahatma Gandhi for the Youth ofToday' on the 3rd of October 2020 and (v) "Interactive Session" with Shri Ram Singh, IAS, Deputy Commissioner, West Garo Hills and Shri Jagdish Chelani, SDO, Dadenggre Block West Garo Hills and the faculty members from Science Stream of the college on11 March, 2021.

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

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

The Institution endeavors to inculcate values that will help students to become responsible citizens as reflected in the Constitution of India through programmes where the students of the college participated with great enthusiasm; such as- (i) Red Ribbon Quiz Competition organized by the Meghalaya Aids Control Society on November 11, 2020 and 18 November 2020, (ii) A training programme from 22nd to 26th February, 2021 by Meghalaya Battalion at Shillong for all NCC cadets. (iii) The election SWA (Students Welfare Association) leasers whereby the student body gets a share in the duties and responsibilities of the College. (iv) Cleanliness Drive of the Garo Labour Corps Memorial monument at Babupara, Tura on 15 August, 2021 by the NCC Unit of Don Bosco College, Tura. (v) A short farewell programme was organized for the outgoing NCC cadets on 27 September, 2021 as a token of appreciation for the services rendered by them.

The sense of responsibility of the college is proved when the college received the award "One District One Green Champion" from the Mahatma Gandhi National Council of Rural Education under the aegis of the Department of Higher Education, Ministry of Education, and Government of India for a green and clean campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

The institution makes efforts to celebrate/organize as many national and international commemorative days. Thus, (i) Women's Day was celebrated on 8 March, 2021, the NCC Unit of Don Bosco College, Tura observed World Earth Day on 22nd April, 2021, (ii) the English Language Day and the birthday William Shakespeare was celebrated at the college by the Department of English on 23rd April 2021, (iii) the NCC Cadets of the college observed Swarnim Vijay Varsh as part of the Golden Jubilee of India's Victory in the 1971 war on 27 April, 2021, (iv) the NCC Unit of Don Bosco College,Tura observed Gandhi Jayanti on 2nd October,2021 and (v) International Day of National Disaster Reduction was observed by the NCC Unit of Don Bosco College, Tura on 13 October, 2021.

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

7.2 - Best Practices

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

1. **Title:Mentoring and Supervision**
2. **Objectives:For an effective and regular teaching-learning process, the College has triple-tiered supervision system and mentoring of each student.**

3. **The Context:**The students are in their formative period. They need close and careful supervision and mentoring especially the great number of them from outside town – staying in rented houses and hostels.
4. **The practice:**An office staff oversees the beginning of every period and teachers leave no class unattended. The Principal/Vice Principal takes rounds several times during the day ensuring the students of their presence. This caring supervision is augmented by mentoring that is conducted to students in groups and individually.
5. **Evidence of Success:**The triple-tiered supervision and the official introduction of mentoring system have made the students aware of the College's is interest in their over-all welfare. This has resulted in improvement of class attendance and over-all learning.
6. **Problems Encountered and Resources Required:**Sometimes students are absent during mentoring and moreover the teachers are not equipped with formal counseling skills. However, there is no problem regarding the practice of three-tiered supervision of teaching-learning.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Don Bosco College, Tura: Institutional Distinctiveness

2020-2021

Work Ethics

Don Bosco College, Tura with its motto "Pursuit of Excellence" is distinct for its work-ethics. The institution strives to objectify its motto by striving to achieve continuous and optimum level of teaching and learning. The effort to optimize this process is seen in a two-tiered assistance given on the part of the Management.

Accordingly, the Institute ensures that no class is left unattended. The students receive regular classroom teaching and supervision. The College has Committees that looks after the attendance and over-all discipline of the students.

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. Everyone in College participates in the process of evolution through education. Supervision and care, in the true sense, is received by all. 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 year 2020-2021 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College is affiliated to North Eastern Hill University (NEHU), Shillong. The College duly follows and implements the curriculum prescribed and set by the University. The College prepares the Academic Calendar based on the calendar received from the University. 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, the Principal holds a meeting where the academic calendar and syllabus unitization for the year is discussed and a plan of action is formulated. There is a regular meeting of the management and the head of departments to discuss the progress and next plan of action for the effective delivery of the curriculum. Due to the Covid-19 pandemic and lockdown imposed by the State Government, regular offline classes could not be held for the entire year of 2020 and half of the year 2021. In order to ensure that the learning process continues, the college has adopted online mode as a method of delivering education. The College has used Google Meet App in order to conduct online classes. The teaching faculty facilitates the teaching-learning process by using Google Classroom, WhatsApp, email, etc.

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

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

The College strictly adheres to the Academic Calendar prepared by the Academic Committee based on the calendar received from the University, with dates set and fixed for the internal exams, external exams, and extracurricular events. Out of the total 100 Marks, 25 Marks are based on Internal Assessment conducted by the College where 10 Marks are allocated for Assignment and 15 Marks

for Internal Tests. The Attendance Monitoring Committee of the College regularly monitors student's attendance and the admit card for the end-semester exams is issued only to those students who fulfill the required minimum attendance. Special attention is given to cater to the needs of both the slow and fast learners. 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.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College strives to provide a holistic education for the all round development of the students. It offers several courses which integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into its Curriculum. The College offers various courses which have contents related to gender inequality, status of women, ethics and moral concepts such as good, right, duty and virtue, role of education in the development of human values, human rights education, sustainable development, human rights, value education, environmental ethics, role of individual in prevention of pollution, conservation of natural resources, conservation of natural resources, resources and their management with a view to integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. In addition to the different courses it offers, the College has Green Club, Women Cell, and Anti Ragging, Dress Code and Discipline Committee which are entrusted with the task of creating awareness among the students on issues related to gender, human values and environmental issues making them socially responsible citizens. The NCC and NSS unit of the college conduct programs and activities which address issues related to gender, human values, environment and sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

NA 0

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	*View File*
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	*View File*
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	*View File*
URL for feedback report	*https://donboscocollege.ac.in/pages/Feedback*

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1145

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

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

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

867

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The admission policy of the college is deliberately made liberal (no cut-off marks for admission) to cater to students coming from the rural areas besides those from Tura town. Another reason is that it is the only deficit college in town to offer Science and Commerce programs along with Arts program. In the previous years, entrance tests were conducted for students below a certain minimum threshold of marks to ensure merit-based admission process as well as to test slow learners on their inclination and to recommend remedial measures but no such practices were conducted in the present session due to the pandemic. To provide ample opportunity for learning, the library remained open for certain hours even during the pandemic. Regular mentoring, both group and individual are conducted to assess the difficulties faced by the students in their learning and to suggest methods to overcome them. Departments are encouraged to organize departmental seminars where the slow learners as well as the advanced learners get to develop their presentation skills and also to familiarize them with the usage of various online mediums. The topics chosen are from within the syllabus which has further utility in their semester exam preparation.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2146	63

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

2.3 - Teaching- Learning Process

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

With the advancement in technologies even the teaching methods are also evolving. With rapid change in technology, the institution is also coping with these changes. The students of the institution are prepared to face these challenges. In addition to traditional chalk and board methods, the institution is adapting to various ICT methods. For experiential learning, students are taken on field trips and study tours. Various local environmental problems are made to address by Final semester students of all streams by assigning them topics that requires site-visits which are done by the individual students themselves. Before the pandemic, students were encouraged to participate in various academic events such as Consumers' Day, National Science Day etc. Open book class assignments are used by many teachers as a method to boost the problem-solving methodologies of students and at the same time learn the social skill needed to work in groups. Students are also encouraged to make class presentations on topics from their respective syllabus.

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

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

With the advancement in technologies even the teaching methods are also evolving. With rapid change in technology, the institution is also coping with these changes. The students of the institution are prepared to face these challenges. In addition to traditional chalk and board methods, the institution is adapting to various ICT methods. For experiential learning, students are taken on field trips and study tours. Various local environmental problems are made to address by Final semester students of all streams by assigning them topics that requires site-visits which are done by the individual students themselves.

Before the pandemic, students were encouraged to participate in various academic events such as Consumers' Day, National Science Day etc. Open book class assignments are used by many teachers as a method to boost the problem-solving methodologies of students and at the same time learn the social skill needed to work in groups. Students are also encouraged to make class presentations on topics from their respective syllabus.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://donboscocollege.ac.in/public/uploads/filemanager/ICT%20Enabled%20Tools.pdf

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

2.3.3.1 - Number of mentors

63

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

2.4 - Teacher Profile and Quality

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

63

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

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

795

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

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

In order to ensure transparency, the system of internal assessment is communicated to the students well in advance. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process in accordance with the affiliating University guidelines. The examination Committee coordinates the internal and external examination activities and communicate relevant information to the students, teachers and administrative staff.

Students are assessed continuously through various evaluation processes such as internal tests, assignments, field-visits/field-works and seminar presentation. Students in 5th and 6th semesters, in particular, presents papers on relevant topics in class and Departmental seminars. Following the internal assessment, faculty members discuss the questions asked in the exam and show students the best ways to answer; this also ensures that the students are made aware of their mistakes and the scoring mechanism adopted. The scores obtained in assignments are also discussed with students. If any student is not able to appear for internal test due to medical or any other genuine reason, the student is allowed to sit for a rescheduled test, provided that he/she submits application with proper documents.The college strives for an examination system that is free from all biasness

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The internal assessment test schedules are prepared by the College and communicated to the students well in advance. Evaluation is done by the faculties handling the course within a week from the date of examination. The corrected answer scripts are verified by the Head of Department (HoD) at random to ensure the standard evaluation process. Any student who is not satisfied with the assessment and award of marks may approach the concerned HoD who can intervene and seek opinion of another course Teacher. In case the student is still not satisfied, he can approach the grievance redressal cell. To facilitate grievance redressal, there is a mechanism for submission of grievance online directly in the college website

(https://donboscocollege.ac.in/grievances). Corrections in marks
as identified by students and approved by the HoD are immediately
acted upon. Cases of misconduct and grievances during the conduct
of internal examinations are considered and resolved in
consultation with the Principal and the examination committee. If
a student is not able to appear for examination due to genuine
reasons, retests are conducted provided he/she submits
application with proper documents.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the
Programmes offered by the institution.

Don Bosco College, Tura, being an affiliated college is not
directly involved in the process of syllabus preparation, but,
the College has, in consultation with its faculties identified a
list of skills and outcomes that a student on undergoing a
particular programme for three years or a paper for one semester
is likely to achieve. Apart from the marks obtained in the exam,
this will help in the self-evaluation by the students as to
whether they have achieved the promised outcomes after the
completion of the course.

The CO, PO and PSO are prominently shown in the website of the
college and are also communicated directly to the students in the
class.The CO, PO and PSO are also kept along with a copy of the
syllabus in the college library and are also displayed in a
prominent location in the department.

The college ensures that the listed outcomes are achieved to the
maximum extent and teachers are encouraged to monitor the
progress in the achievement of the set goals through class
assignments, class quizzes and internal tests.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://donboscocollege.ac.in/public/frontend/pdf/PO-PSO-CO.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The college uses the results obtained by the students in their internal tests as an objective measure of the attainment of the PO, PSO and COs by the students. However, the ultimate yardstick for the assessment of the learning outcomes of a student remains his/her performance in the final examination of the university. Post declaration of results, analysis is done to delineate strengths and areas that need strengthening. Subjective measures like the interaction of the students during class teaching and/or quizzes are another way to ascertain the level of attainment by the respective teachers.

Other means of qualifying the level of attainment of students is through academic activities like classwork, homework, assignments, student seminars, which are a regular feature of the academic activities of the college.

After the assessment, remedial measures like review classes, rediscussion on the relevant topics are conducted by teachers if there is requirement. Feedback from students in the form of Student Satisfaction Survey are conducted to identify areas that require improvement and to get insight into the students' perception about their attainment of the various learning outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

the year

438

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	*View File*
Upload any additional information	*View File*
Paste link for the annual report	*http://donboscocollege.ac.in/public/frontend/annual_reports/ANNUAL%20REPORT%202020.pdf*

2.7 - Student Satisfaction Survey

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

https://donboscocollege.ac.in/public/uploads/filemanager/SSS-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

4

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The current year saw a significant change in the way the extension activities are carried out by the Institution through NSS and NCC units of the college to adapt to the changes caused by the pandemic to deal with the social issues and bring about holistic development in the students of the college. National Service Scheme of the College organized the following programmes: a National Webinar on the theme 'Relevance of Mahatma Gandhi for the Youth of Today' 3rd October 2020; World Earth Day was observed on 22nd April 2021 by NCC Unit which makes them aware of the climate change and its effects; Observation of Swarnam Vijay Varsh to commemorate the Golden Jubilee of India's victory in 1971 war by NCC cadets of the college instill a sense of patriotism and sacrifice for one's country in their young hearts and teach them about courage and bravery in the midst of chaos of society. Covid-19 Awareness Program cum Cleaning Drive at Babadam village by NSS volunteers inspires the students to adapt to the changing scenario and how to play a significant role in the society and help them develop life skills and leadership quality.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

8

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

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

5

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

481

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

In keeping with the motto of the College "Pursuit of Excellence", the institution provides adequate facilities for teaching-learning to orient the institution in general and students in particular towards achieving an all-round excellence.

There are:

1) 31 classrooms.

2) 6 Laboratories

3) 3 Laboratory Stores

4) 1 Library, 1 Reading Room, 1 General Staff Room, 1 NCC & NSS Office Room, 1 RUSA office Room, 1 IQAC Office Room, 1 Counseling Room, 1 Boys' Common Room, 1 Girls' Common Room, 1 Generator Room, 1 Boys' Toilet Block, 1 Staff Toilet Block, 1 Audio Visual Conference Room, 1 Computer Hardware Room, 1 Administrator cum Accounts Officer (AO) Room, 1 Sport's Room, 1 Security Room, 1 Examination Strong Room, and 1 Placement Cell

5) 16 Departmental Staff Rooms,

6) 2 Conference Halls,

7) 2 Computer Laboratory

8) 2 Guest Rooms, 2 Girls' Toilet Block, 2 Computer system analysts Room. 2 Vice Principal's Rooms

9) 5 Office Rooms

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo

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

Don Bosco College, Tura is run by the Salesian Congregation whose founder Don Bosco used to urge his students "Run, jump, shout, but do not sin." The college believes in the all-round development of its students and believes that recreation grounds are places of physical relaxation, recreation and contribute greatly to sound personality development. Sports and games, both outdoor and indoor go a long in developing healthy mind in a healthy body. Accordingly, the college has made all efforts to provide recreational spaces for its students. The most prominent edifice in the college campus after the college building itself is the amphitheatre surrounding the basket ball court on three sides. Most of the cultural activities take place in the amphitheatre. There is a permanent Sports and Cultural Committee in the college and they make maximum use of the amphitheatre. The amphitheatre is most alive during college week days when one event after another is conducted here. Students get the opportunity to showcase their talents in singing, dancing, acting and even their fashion sense in this space. Besides this, there is a gym, and sizable space for indoor games. Academic programmes like seminar, debate, elocution are held in the seminar halls.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo

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

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

4.29

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

4.2 - Library as a Learning Resource

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

Library is integral for academic excellence. The objective for setting up of library is to facilitate effective use of learning resources and to support the objective of the college.

The library has installed KOHA 18.11.00.000 Software in the year 2020 for issuing/renewing and recording the catalogues of books, members etc. Students can check the availability of books in the library without much hassle. The library uses barcode reader for issuing and renewing of books from the current academic session.

The use of library is recorded and computed electronically through scanning the RFID cards issued to both students and teachers.

OPAC Software is used in the library for the referencing books, magazines and journals.

The library resources are also made available in the college website. Links to various external sites such as NList, e-pathshala, National Digital Library of India (NDLI), previous year's question papers and the syllabi are given in the website. Other benefits such as open access to e-newspapers, e-journals and egyankosh are made open accessible to users.

There is a Library Committee that looks after the welfare of the library. Construction of a bigger library on the ground-floor is on the anvil.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://library.donboscocollege.ac.in/index.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

2.11

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

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

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

246

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

4.3 - IT Infrastructure

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

IQAC ensures the updation of the IT facilities in the Institute. Following are the computer and internet facility made available to the faculty and students on and off-campus:

- Internet facility through Local Area Networking (LAN)&Wifi connectivity.
- Fully automated office
- Computerized office management system.

The laboratories and classrooms are equipped with projectors which help in delivering an effective teaching. Students and teachers can avail of the facility of internet so as to keep themselves updated with the latest developments in their respective areas. The teachers adopt various strategies in order to ensure a better teaching-learning process. Usage of projectors is in place to deliver effective and at the same time enjoyable learning experience to the students. Unlimited Internet facility is available in the library and also in the campus through Wifi

which enables the students to get access to a variety of learning materials online. The office and department computers of the college are regularly updated and latest antivirus devices are installed to keep the systems run at maximum capacity. The college has two professional staff to maintain the computers, Office automation software& website in the college. The Institute has fibernet connection with a speed of 50 MB/s and the Institution consumes around 100GB a month. The library and the administrative systems are fully automated. An IT team is also available in the campus which helps in any ICT-related need.

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

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

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

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

48.15

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

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

The college has established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, and class rooms. These form part of the expected behavioral conduct and are associated with entry-exit, duration of use, maintenance, accepted forms of behavior in these spaces, etc. In general, good conduct and adherence to discipline is expected in all when these spaces are in occupation or in use. Laboratory, library, sports complex, computer rooms and class rooms are spaces that impart direct education. Sports complex is a very important component of Don Bosco system of education. These spaces are maintained clean and tidy so as to uplift the teaching-learning that is imparted and received here. Each of these spaces require systems and procedures that are common but at the same time distinct from each other. The College has established separate systems and procedures for maintaining and utilizing these physical, academic and support facilities which are uploaded in the College Website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

533

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

70

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

70

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**E. None of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

213

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

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

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

government examinations) during the year

8

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	*View File*
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	*View File*

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

The College has a Student Welfare Association (SWA) which is actively engaged in all the activities of the college. The President and Vice President of the Students Council are invited in the meeting of the Academic council of the college whenever necessary.

In the administrative bodies the students of the Council are also actively involved in conducting various activities. The college tries to actively engage the student council members to develop their leadership qualities and to develop students' sense of

belonging.

They assist in maintaining discipline in the college by helping the teachers.

They are actively engaged in maintaining cleanliness in the college by motivating all the students to throw waste materials in the right places.

With the guidance of the teachers they conduct the Fresher's social, Parting social and College Week. They organize the Teacher's Day programme all on their own and cook sumptuous meals for the teachers at the same time.

File Description	Documents
Paste link for additional information	https://www.donboscocollege.ac.in/pages/swa
Upload any additional information	No File Uploaded

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

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

2

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

5.4 - Alumni Engagement

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

An Alumni Association is an association of former students of the college.

The Alumni Association of Don Bosco College, Tura was first formed on 25th February, 2011 as a local unit. A good number of past pupils have registered as members of the association with a sum of Rs.100 as a membership fee. The Association conducted the election and the office bearers were selected.

Though the Alumni Association was not much functional for the next five years, a meeting of the Association was organized on 2nd August, 2016. New office bearers were elected after fresh election. The motto of the Alumni Association was decided to be the one given by Father and founder, Don Bosco,

" KNOW, LOVE, HELP ONE ANOTHER AND KEEP UNITED".

The financial contribution of the Alumni Association to the institution during the last five years was less than a lakh. The Alumni association has 368 registered members. The total bank balance of the Alumni association was Rs. 23,444.00 as on 31st March, 2021. The college is planning to put more emphasis on the expansion of the Alumni association.

File Description	Documents
Paste link for additional information	https://www.donboscocollege.ac.in/pages/alumni-association
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

"Inspired by the benign and noble teachings of the Lord Jesus Christ who said,

"Iam the Way, the Truth and the Life," and guided by the educational philosophy of St. John Bosco, the college has the avowed vision of bringing holistic, quality higher education within the reach of all."

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."

COAT OF ARMS

The Coat of Arms of the college contains the motto of the college, "In Pursuit of Excellence" and three distinct components – sun, eagle and mountains. The radiant sun is the source, the giver that bestows light, energy, inspiration and divine guidance. The soaring eagle is the seeker that looks for all that is good, noble and uplifting in the world of knowledge, skills and values. The green mountains and valleys represent the process whereby the seeker ascends, descends and strives until he/she arrives at the top. True to our motto, we are passionate about excellence in every sphere of our academic, professional and social life.

File Description	Documents
Paste link for additional information	https://www.donboscocollege.ac.in/pages/vision-mission
Upload any additional information	**No File Uploaded**

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

CASE STUDY OF THE ANNUAL COLLEGE WEEK

The Annual College Week reflects the decentralization and and participative management practiced in the institution. The decision to organise the Annual College Week is taken by the Academic Council where the date is fixed and later the Games and Sports Committee along with the Students Welfare Association (SWA) of the college is entrusted the responsibility to organize the same. The students, teachers and non- teaching staff work together in managing the events. The committees of the college week su[ervise the division of the various events. The teacher execute his/her task effectively. Each event is supervised by a teacher and co- coordinators to assist the supervisor and 2 SWA members. The Finance Committee allocates and disburses funds to the various events based on the budget prepared by the event supervisor. The Games and Sports Committee prepares a chart for various events and the person in charges (including teaching and non teaching staff) and puts up on the notice board. The opening and closing ceremony of the college week is looked after by the Literary, Social and Cultural Committee.

Thus the effective leadership is visible in this college week such as decentralization and participative management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Organising of National and International Seminars and Webinars

Organising of seminars and webinars by the various departments help an individual teacher expose to various topics through presentations and discussions and an ideal opportunity to equip oneself with wide range of knowledge in a specific field. It also helps to fulfil professional and academic goals.

Webinars are the latest term employed by most of the teaching-learning institutions. It helps the teachers to update their skills with the recent trends and technologies related to their respective fields. As there is an ample opportunity for the participants to attend webinars simply from home without spending money, it really benefitted the teaching faculties.

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

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

The College organization is composed of the Governing Body, The Academic Council, The Heads of the Departments, the IQAC and the College committees.

The Governing Body is responsible for policy making and strategic plans; while the Academic Council is responsible for proposals of the policies and plans for taking appropriate decisions. The Heads of the Departments are responsible for the implementation of the decisions in the department and reports to the academic council. The Internal Quality Assessment Cell (IQAC) is constituted in the institution under the chairmanship of head of the institution with teachers of academic unit and one or two members from administrative units and a few teachers and a few distinguished educationists/ representatives of local committee. The College committees are formed with convenors and it member to cater to the needs of the academics and non-academics.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://donboscocollege.ac.in/pages/Administrative%20Set%20up
Upload any additional information	No File Uploaded

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Don Bosco College, Tura has well-placed Welfare schemes for Teaching Staff. To begin with the College

(a) maintains Contributory Provident Fund (CPF)

(b) Public Provident Fund (PPF).

(c) loan facilities from the bank through Principal's recommendation to the bank

(d) loan facilities to the teaching and non teaching staff without interest from the College.

(e) incentives for College Financed teachers with M. Phil, Ph.D, NET/SLET, etc.

(f) Extension of Maternity Leave/Paternity Leave,

(g) Staff quarters for the non teaching at 50 % subsidized rate

(h) Oral and Medical Check ups

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

10

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

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

The institution has performance appraisal system for both teaching and non-teaching staff. Feed back in the form of questionnaires is prepared by IQAC and circulated to students of all the semesters. The students evaluate the performance of the teachers on various parameters. Besides, the Principal and Academic Council hold a meeting to analyze the result for every semester. The IQAC regulate, monitor and conduct Administrative & Academic Audit (AAA) to evaluate the performance of the department and the individual staff members.

With regards to the Semester Examinations, the Principal holds a meeting with the Academic Council to review and analyze the performance of students after the declaration of each semester results.

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

6.4 - Financial Management and Resource Mobilization

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

The college 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 and Shillong in accordance with the rules of Government Audit. The college has not encountered any major audit objections so far.

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

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<u>View File</u>

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

The College has worked out a resource mobilization policy and procedures in order to aid functioning and development of the institution. The college management collects development fees from students for college development needs. The college also mobilizes financial resources by renting DBCTE Seminar Hall and Basketball Court. Besides the above, the College also rents its Computer Centre to other institutions like Sikkim Manipal University, State Bank of India, Medical Departments etc. for conducting their exam. All the contributions and payments accruing from various sources are properly accounted.

In addition, the college also avails of the Chief Minister's Funds for excursion. The College gets small fundings to celebrate various International days. For instance, the Social Welfare

Department, Govt. of Meghalaya financially assisted the college for the celebration of International Women's Day. The District Administration too allotted some funds to observe the World Environment Day.

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

6.5 - Internal Quality Assurance System

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

The two practices institutionalized by IQAC are:

1.Organising of National and International Seminars and Webinars

Organizing of seminars and webinars help an individual teacher expose to various topics through presentations and discussions and an ideal opportunity to equip oneself with wide range of knowledge in a specific field. It also helps to fulfil professional and academic goals.

Webinars are the latest term employed by most of the teaching-learning institutions. It helps the teachers to update their skills with the recent trends and technologies related to their respective fields. As there is an ample opportunity for the participants to attend webinars simply from home without spending money, it really benefitted the teaching faculties.

2. Encouraging of Faculty members to participate in online FDP, RC, OC, MOOCS, MOODLE

IQAC encourages the faculty members to participate in various FDP, RC, OC etc. so that it not only helps to gain their knowledge in their own disciplines but also to obtain wide information on various pedagogy, creating LMS and sharing ideas through participation in short term programs.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]

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

The key function and role of IQAC is to ensure, monitor and regulate the mechanism of providing quality education to the students through effective pedagogy. The institutional reviews are obtained by conducting Academic Audits and by collecting feed-back from students and teachers.

To begin with the IQAC Conducts Annual Academic Audits, wherein departments make an analysis of their Strengths, Weaknesses, Opportunities, Challenges (SWOC) of their performance based on students' results, any research projects taken up, course coverage and use of ICT-related pedagogical methodologies. Based on the audit, the Academic Audit Coordinator and IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement.

In addition to this, feedback from stakeholders like students, and staff to facilitate teaching-learning reforms are procured which helps in obtaining an honest reflection about the teachers and the coverage of course contents especially in academics. Student feed-back on teachers is conducted regularly. A careful analysis of the feed-back received is done and communicated to the teachers to enable them to improve in the required area. The implementation of the above two practices help the departments as well as the institution to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes. IQAC suggests innovative pedagogical methodologies for effective Teaching-Learning.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://donboscocollege.ac.in/public/frontend/annual_reports/ANNUAL%20REPORT%202020.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute conducts regular gender equity promotion and gender-sensetization programs in various ways. The most relevant of such programmes is the celebration of the International Women's Day by the college, International Women's Day was celebrated on 8 March, 2021. On the occasion, the services of two women who the College Maintainence Staff - Smt. Lakji Sangma and Justa M. Sangma were acknowledged and they were given special honour as Chief Guests of the function. Tokens of appreciation were also given to them.

Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community, as is evident by the following facilities –Security guards at the college entries. Extensive surveillance network with 24x7 monitored control rooms. Strict implementation of Anti-Ragging, Anti-Smoking, No Eve-

Teasing and Mobile Free Campus. Separate hostels for women with dedicated wardens.

- **The separate common rooms have been allocated for women in the college.**

Additional initiatives ensure active participation of students in cocurricular activities including sports, quiz competitions, etc.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://donboscocollege.ac.in/pages/Geo%20tagged%20photo

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Don Bosco College Tura has reliable system for the management various types of wastes. The college has segregated waste into one part: College facilitates several techniques for the management of degradable and non-degradable waste. The college has waste-baskets for collection of various wastes like papers and food-packages, etc. There is a committee that deals with the minimization of wastes. Every day the waste is collected in bins and disposed at a place where it can be converted into manure.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation.

The college has set up a recycling programme to meet the need of recycling the waste. The college is trying to get in touch with the top level administration and their support to ensure that the waste is properly recycled. Moreover, the college is also looking for the possible substitutes to deduce the waste to the best possible extent.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://donboscocollege.ac.in/pages/Geo%20 tagged%20photo
Any other relevant information	View File

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

B. Any 3 of the above

3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

The college makes efforts and takes initiatives in providing an inclusive environment- resulting in tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Such efforts and initiatives get translated programmes detailed below: (i) 5 NCC Cadets from the college participating in the Online Ek Bharat Shrestha Bharat Camp on 6 and 7 July 2020, initiated by NCC Directorate North Eastern Region in collaboration with the NCC Directorate, Delhi being the Guest State. (ii) The NSS Volunteers of Don Bosco College organized an awareness programme on Covid 19 and Japanese Encephalitis (JE) collaboratively with the Babadam PHC at Chibrasongma village on the outskirt of Tura Town on 2nd October,2020. (iii) Cleanliness Drive was also carried out in Chibragre Picnic Spot by the NSS volunteers. (iv) The NSS of Don Bosco College ,Tura organized a National Webinar on the theme 'The Relevance of Mahatma Gandhi for the Youth ofToday' on the 3rd of October 2020 and (v) "Interactive Session" with Shri Ram Singh, IAS, Deputy Commissioner, West Garo Hills and Shri Jagdish Chelani, SDO, Dadenggre Block West Garo Hills and the faculty members from Science Stream of the college on11 March, 2021.

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

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

The Institution endeavors to inculcate values that will help students to become responsible citizens as reflected in the Constitution of India through programmes where the students of the college participated with great enthusiasm; such as- (i) Red Ribbon Quiz Competition organized by the Meghalaya Aids Control Society on November 11, 2020 and 18 November 2020, (ii) A training programme from 22nd to 26th February, 2021 by Meghalaya Battalion at Shillong for all NCC cadets. (iii) The election SWA (Students Welfare Association) leasers whereby the student body gets a share in the duties and responsibilities of the College. (iv) Cleanliness Drive of the Garo Labour Corps Memorial monument at Babupara, Tura on 15 August, 2021 by the NCC Unit of Don Bosco College, Tura. (v) A short farewell programme was organized for the outgoing NCC cadets on 27 September, 2021 as a token of appreciation for the services rendered by them.

The sense of responsibility of the college is proved when the college received the award "One District One Green Champion" from the Mahatma Gandhi National Council of Rural Education under the aegis of the Department of Higher Education, Ministry of Education, and Government of India for a green and clean campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

The institution makes efforts to celebrate/organize as many national and international commemorative days. Thus, (i) Women's Day was celebrated on 8 March, 2021, the NCC Unit of Don Bosco College, Tura observed World Earth Day on 22nd April, 2021, (ii) the English Language Day and the birthday William Shakespeare was celebrated at the college by the Department of English on 23rd April 2021, (iii) the NCC Cadets of the college observed Swarnim Vijay Varsh as part of the Golden Jubilee of India's Victory in the 1971 war on 27 April, 2021, (iv) the NCC Unit of Don Bosco College,Tura observed Gandhi Jayanti on 2nd October,2021 and (v) International Day of National Disaster Reduction was observed by the NCC Unit of Don Bosco College, Tura on 13 October, 2021.

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

7.2 - Best Practices

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

> 1. **Title:Mentoring and Supervision**
> 2. **Objectives:For an effective and regular teaching-learning process, the College has triple-tiered supervision system**

and mentoring of each student.

3. **The Context:**The students are in their formative period. They need close and careful supervision and mentoring especially the great number of them from outside town – staying in rented houses and hostels.

4. **The practice:**An office staff oversees the beginning of every period and teachers leave no class unattended. The Principal/Vice Principal takes rounds several times during the day ensuring the students of their presence. This caring supervision is augmented by mentoring that is conducted to students in groups and individually.

5. **Evidence of Success:**The triple-tiered supervision and the official introduction of mentoring system have made the students aware of the College's is interest in their over-all welfare. This has resulted in improvement of class attendance and over-all learning.

6. **Problems Encountered and Resources Required:**Sometimes students are absent during mentoring and moreover the teachers are not equipped with formal counseling skills. However, there is no problem regarding the practice of three-tiered supervision of teaching-learning.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Don Bosco College, Tura: Institutional Distinctiveness

2020-2021

Work Ethics

Don Bosco College, Tura with its motto "Pursuit of Excellence" is distinct for its work-ethics. The institution strives to objectify its motto by striving to achieve continuous and optimum level of teaching and learning. The effort to optimize this process is seen in a two-tiered assistance given on the part of

the Management.

Accordingly, the Institute ensures that no class is left unattended. The students receive regular classroom teaching and supervision. The College has Committees that looks after the attendance and over-all discipline of the students.

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. Everyone in College participates in the process of evolution through education. Supervision and care, in the true sense, is received by all. 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 year 2020-2021 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The IQAC envisages the following plans for the Academic Session 2021-2022.

1. To start Local Area Network (LAN) connecting all departments, offices, library and IQAC with Administrative Block in order to save time and maintain accuracy in obtaining the data related to the college.
2. To start construction of a building (annexe) at the back of the main building with the aim to aim to shift the existing library to its ground floor; the auditorium on the first floor with rooms for permanent counseling centre and also some class-rooms. It is hoped that this construction will help increase the intake capacity of the students.
3. To upgrade and refurnish the Botany and Physics laboratories.
4. To install rain-water harvesting facility
5. To start Short-Term Certificate and Bridge Courses especially in Computer Skills and English Proficiency.
6. To fill in the sanctioned posts – 2 (two) in Philosophy and

1 (one) in English which has been lying vacant for many years along with the other recently vacant posts (both deficit and college posts).

7. To start Student and Faculty Exchange Programmes with other colleges especially with the colleges in and around the Town.
8. To start a journal in literature, culture and translation.