



ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2018-19

Don Bosco College, Tura

West Garo Hills

Meghalaya – 794002

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution DON BOSCO COLLEGE

- Name of the Head of the institution : Fr. Bivan Rodrigues Mukhim, SDB
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 03651-202806 / 222361
- Mobile no.: 9436313532 / 8837304026
- Registered e-mail: principaldbct@gmail.com
- Alternate e-mail :
- Address :Sampalgre, Chandmari
- City/Town : Tura
- State/UT : Meghalaya
- Pin Code : 794002

2. Institutional status:

- Affiliated / Constituent: Affiliated College
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify)
UGC 2f and 12 (B), Grants-in aid, Self financing
- Name of the Affiliating University: NORTH-EASTERN HILL UNIVERSITY
- Name of the IQAC Co-ordinator : Mr. Habul Chandra Das
- Phone no. :
- Alternate phone no.
- Mobile: 9436995649

- IQAC e-mail address: iqac.dbc@gmail.com
- Alternate Email address:

3. Website address: www.donboscocollege.ac.in

Web-link of the AQAR: (Previous Academic Year): http://www.donboscocollege.ac.in/wp-content/uploads/2019/11/EC_57_AA_18-dated-30-Nov-2011-Don-Bosco-College-Tura-Meghalaya-2018-19.pdf

http://www.donboscocollege.ac.in/wp-content/uploads/2019/11/EC_57_AA_18-dated-30-Nov-2011-Don-Bosco-College-Tura-Meghalaya-2018-19.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <http://donboscocollege.ac.in/wp-content/uploads/2019/05/Calender-2018-19-converted.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.45	2011	from:30/11/2011 to: 29/11/2016
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 01/12/2011

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Orientation Programme for newly admitted students of 1 st semester B.A, B. Sc. and B. Com. was conducted where the students were also briefed about the syllabus and semester system as it is new to them.	02/07/2018 & 03/07/2018 (2 Days)	662
Student Satisfaction Survey (SSS) according to the NAAC guidelines were conducted, analyzed and actions were taken accordingly.	26/11/2018 to 30/11/2018 (5 days)	1390
Regular meeting of Internal Quality Assurance Cell (IQAC) for better monitoring of the quality initiatives for the welfare of the students and the society.	04/10/2019, 09/10/2019, 04/02/2019, 11/02/2019, 03/04/2019, 17/04/2019 (1 year)	23

Parent's Association of the college was formed after a long time. Election of office bearers was done during the Parent's meeting so as to have a close contact with them and to have a meaningful discussion for their wards' future.	13/04/2019	85
Counselling for students was initiated at the time of admission in order to help students choose the best combination of subjects benefiting them in the future career.	08/05/2019 to 06/06/2019 (30 days)	1150

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Principal, Don Bosco College	Demonstration of Azola Pinnata (Bio Manure) and construction activity	Integrated Basin Development and Livelihood Promotion Programme	07/06/2018	Rs. 1,00,000/-
Principal, Don Bosco College	Meeting the expenditure in connection with NSS Regular Activities	North-Eastern Hill University	13/06/2018	Rs. 32,850/-
Principal, Don Bosco College	Special Camping 2018-2019	North-Eastern Hill University	28/11/2018	Rs. 29,250/-
Department of Geography and Education, Don Bosco College	Study Tour	Chief Minister, Government of Meghalaya	02/11/2018	Rs. 2,00,000/-

Principal, Don Bosco College	Implementation of Red Ribbon Club in the College	Meghalaya AIDS Control Society	20/02/2019	Rs. 4,000/-
Principal, Don Bosco College	Salary for the month of March 2018 to May 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	30/05/2018	Rs. 89,02,854/-
Principal, Don Bosco College	Miscellaneous Arrears	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	21/06/2018	Rs. 1,05,257/-
Principal, Don Bosco College	Salary for the month of June 2018 to August 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	19/9/2018	Rs. 94,17,446/-
Principal, Don Bosco College	Salary for the month of March 2018 to August 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	10/10/2018	Rs. 2,51,758/-
Principal, Don Bosco College	Arrear Revised Pay	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	06/12/2018	Rs. 5,01,326/-
Principal, Don Bosco College	Salary for the month of September 2018 to November 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	11/12/2018	Rs. 96,00,792/-
Principal, Don Bosco College	Salary for the month of December 2018	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	16/01/2019	Rs. 32,09,466/-
Principal, Don Bosco College	Salary for the month of January 2019 to February 2019	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	11/03/2019	Rs. 78,58,686/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

<http://donboscollege.ac.in/wp-content/uploads/2019/06/Notification-of-formation-of-IQAC.pdf>

10. No. of IQAC meetings held during the year: 8

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No: Yes

(Please upload, minutes of meetings and action taken report)

Web-link: <http://donboscocollege.ac.in/wp-content/uploads/2019/05/MINUTES-OF-THE-IQAC-MEETING-2018-19.pdf>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No ✓

If yes, mention the amount: N/A Year: N/A

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

- * IQAC has completed student's feedback on faculty and consolidated the report by external agency; Principal had further taken action according to the report.
- * Periodical meetings of different departments were conducted. Different committee meetings were also conducted to collate the data pertaining to various activities of the college. These were initiated by IQAC.
- * For periodic assessment of the departments and the college for a timely, efficient and progressive performance, internal academic and administrative audit (AAA) was initiated by IQAC which will be verified by external experts soon. In the same manner, internal Green Audit has been completed and it will also be verified by external agencies within a month or two. IQAC had initiated and chosen some experienced faculties to carry out the above tasks.
- * IQAC had contributed to the revamping of the Alumni Association by holding fresh elections and the Alumni Association became active which was evident from the various programmes taken up by the Association throughout the year.
- * A proper waste disposal mechanism from Science Laboratories has been initiated by IQAC by constructing a soak pit and will be completed by the next academic session.

13. 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
<ul style="list-style-type: none"> • Pending AQARs of previous years to be completed and sent to NAAC by 12th October, 2018 • To revive and renew the placement cell which was inactive • A new Don Bosco College App to be developed for easy accessibility for all • Library to be digitalized • Academic and Administrative Audit (AAA) and Green Audit to be verified / authenticated by External Body / Members • Parent's Association to be formed 	<ul style="list-style-type: none"> • All AQARs for the last 5 (five) years successfully completed and sent to NAAC by 1st Week of December • Placement cell has been given a permanent room and has become active with few institutions / companies visiting the college • Don Bosco College App has been developed and is available in Play Store • Library is in the process of digitalization • The process of verification of the AAA and the Green Audit of 2018-19 is in full swing and most probably it will be completed by November 2019 • Parent Association was formed on 13th April, 2019.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the statutory body: Management and IQAC Date of meeting(s): 28/09/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: N/A

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018-19

Date of Submission: 30/03/2019

17. Does the Institution have Management Information System?

Yes No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Bosco Soft Technologies is providing an integrated management information system and Enterprise Resource Planning solution to the college.

Higrade is an administration / communication system to maintain and manage information related to college. **Higrade** is a comprehensive application that integrates and synchronizes the working of all departments, and provides the reports related to any department at any time.

Offered Modules

- Academics
- Admin (settings)
- Student
- Student Attendance
- Staff
- Staff Attendance
- Admission
- Course Registration
- Fee
- Library Management
- Internal Assessment
- SMS
- Timetable
- Feedback
- Front Office
- Semester Examinations
- Eblis 2.0 (Library ERP) – An Add on package

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
<p>The college duly follows and implements the curriculum prescribed and set by the North-Eastern Hill University. The college prepares the Academic Calendar based on the calendar received from the University, with dates set and fixed for the internals, exams, and extracurricular events. The calendar is prepared for the whole college with various departmental activities and maintained and followed by each department accordingly. At the beginning of the year, Principal holds a meeting where the academic calendar and lesson plan for the year is discussed and a plan of action is formulated. First week of every year, an orientation course is conducted to ensure that all the students share the same knowledge levels and everyone is at par with each other. Once the year commences, the teachers identify the slow learners and fast learners through direct and indirect assessment and take remedial classes for slow learners and arrange for additional support for advanced learners. Weekly meetings are held with the HOD in the department level to discuss the progress and next plan of action in effective delivery of the curriculum by the college. The college also offers training for placement and gets the students ready for the professional world through career counselling and training. The students have mentors who they can approach in case of issues or counselling. The college offers various certificate courses such as English Proficiency Course, Basic Course on Computer Skills (BCCS) etc. to improve the skill set of students and make them competent, hence increasing their employability, though this was not possible in this academic year due to lack of sufficient number of students. The students can use mobile app to access and download course materials, take tests and assignments, and hence learning is not restricted just within the boundaries of the classroom.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NIL	NIL	N/A	N/A	N/A	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
Nil	N/A		N/A	N/A	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL	N/A	N/A	N/A	N/A	N/A
Already adopted (mention the year)				N/A	N/A
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	N/A		N/A		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
NIL		N/A		N/A	

1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
Field Visit by Department of Zoology to Chibol / Do.bul Lake, Damalgre, West Garo Hills, Meghalaya		16		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>The students were supplied with a set of 10 questions with four options for each question to test their general knowledge along with the actual feedback. The questions which were asked are as follows:</p> <ol style="list-style-type: none"> 1. Who said the following? “When the whole world sleeps, India awakes to life and freedom.” 2. 1, 2, 3, 5, 8, 13, ? Predict the next number in the sequence. 3. Who is the first person to land on moon? 4. A.B. Vajpayee, Narasimha Rao, Sonia Gandhi, Indira Gandhi, Manmohan Singh. Who does not belong in the group? 5. The year 2020 has how many days? 6. How many bones are there in the human body? 7. How many pairs of chromosomes are there in the human body? 8. Which is the correct formula of water? 9. If the price of apple increases, the demand _____. 10. How many districts are there in Garo Hills? <p>The students who scored above 7 are taken for assessing the teachers. These following students are regular with their classes and have higher IQ than those who scored below 7.</p> <p>Teachers were assessed by the students on the following points:</p> <ul style="list-style-type: none"> • Time Sense (Punctuality, Regularity, Completes Syllabus or not, etc.) • Subject Command (Focus on the syllabus, self confidence, clear concept, etc.) • Use of Teaching Aids / Methods (Use of ICT or Innovative teaching methods, etc.) • Helping Attitude (provides study material, help in facing emotional & learning challenges, etc) • Laboratory Interaction • Classroom Control <p>The feedback thus obtained is analyzed by the third party and they put a score for each and every teacher based on this feedback.</p> <p>The principal of the college utilized this feedback score to advice and guide each and every teacher individually to improve in the area they are lacking behind so that the students can get their full benefit out of it.</p>				

CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
B.A.(Honours) Bachelor of Arts (Honours)	465	868		421	
B.Sc. (Honours) Bachelor of Science (Honours)	130	236		136	
B.Com. Bachelor of Commerce	110	152		105	
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	1672	N/A	56	N/A	N/A
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
56	40	Desktops, Laptops, LCD Projectors	10	Nil	Laptops, LCD Projectors, PowerPoint Presentations, E-notes, Matlab, Latex, Google site, Geogebra etc.
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>Mentoring is a guidance program which comes under Student Support & Progression Cell. To conduct this program, general information is sent out to all students of the department informing them of the services extended by the cell and inviting them to meet the faculty coordinators of the departments. The departments already had conducted two cycles or rounds of mentoring. The Mentoring Coordinator provided guidelines for the mentors on which the mentees can be assisted or mentored. The students are encouraged to seek guidance on academic, general or psychological issues, if necessary. Also, semester wise results are discussed to find out the students who are below average or poor. The students are advised to improve performance and are given suggestions for clearing their arrear papers. The advising process also helps to identify and solve problems the student may be confronting in achieving the educational objectives. The students are encouraged to meet the teachers to seek guidance on any matter related to academic performance to discuss any issues related to the course, student problems, and advice them on all matters as desired related to academic, placement, industrial training and career goals.</p>					

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1672	56	1:30

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
59	56	3	9	1

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

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

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Bachelor of Arts (Honours)	BA	1 st Semester	25/10/2018	16/04/2019
Bachelor of Arts (Honours)	BA	3 rd Semester	25/10/2018	26/04/2019
Bachelor of Arts (Honours)	BA	5 th Semester	29/10/2018	1/5/2019
Bachelor of Science (Honours)	BSc	1 st Semester	25/10/2018	28/02/2019
Bachelor of Science (Honours)	BSc	3 rd Semester	23/10/2018	28/02/2019
Bachelor of Science (Honours)	BSc	5 th Semester	29/10/2018	28/02/2019
Bachelor of Commerce	BCom	1 st Semester	11/10/2018	13/02/2019
Bachelor of Commerce	BCom	3 rd Semester	12/10/2018	13/02/2019
Bachelor of Commerce	BCom	5 th Semester	12/10/2018	13/02/2019

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

As a part of sound educational strategy, the college adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis every semester. Students are made aware of the evaluation process through

- The orientation program at the beginning of each semester.

- Through Academic Calendar with Continuous Internal Examination Dates printed on it.
- By displaying in the college and department notice boards.

Result Analysis is done by the faculty members, the performance of the students is monitored by the Principal, the Academic Council and the concern departments and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. A criterion of 75% attendance is followed in each semester as the eligibility to appear for semester-end University Examination. The process of attendance is always discussed in the Academic Council.

Remedial Classes are conducted for the slow learners and absentees which helps them to catch up with their peers. Many faculty members are members in the University Board of Studies (BOS) and they suggest evaluation reforms in the concerned meetings. Students are informed of the Revaluation procedure available if they like to go for it.

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

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

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution <http://donboscollege.ac.in/wp-content/uploads/2019/08/PO-PSO-CO.pdf>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BA	Bachelor of Arts (Honours)	514	185	35.99
BS	Bachelor of Science (Honours)	77	71	92.21
BC	Bachelor of Commerce	96	79	82.29

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) <http://donboscollege.ac.in/wp-content/uploads/2019/06/STUDENT-SATISFICATION-SURVEY-2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other(Specify) Seminar	On 29/04/2019	Department of Zoology, Don Bosco College	Rs. 2014/-	Rs. 2014/-
Total			Rs. 2014/-	Rs. 2014/-
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
-	-		-	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Start-Up India	Bishnu Kant Panthi & Koyal Saha	Directorate of Commerce and Industries, Government of Meghalaya and Invest India	23/02/2019	Business Ideas and Farming Practices for Sustainable Living
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
-	-		-	
Name of the Start-up	Nature of Start-up		Date of commencement	
-	-		-	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
-	-		-	
3.3.2 Ph.Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				

Name of the Department		No. of Ph.Ds Awarded				
N/A		N/A				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	-	-	-			
International	Zoology	1	-			
	Botany	3	0.476			
	Physics	1	-			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
English		1				
Economics		2				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Antioxidant and antibacterial evaluation of medicinal plants used in the starter culture (Wanti) of fermented rice beverage in West Garo Hills, Meghalaya	Nalanda Bala Murugan, Birendra Kumar Mishra and Biswajit Paul	Journal of Pharmacognosy and Phytochemistry	2018	Google Scholar	NEHU, Tura Campus	2
Surface Sterilization Protocol for Invitro Propagation of Artocarpus heterophyllus	Shyantani Das, Jiten Chandra Dang, Binu Mathew	Environment and Ecology (ICI)	2018	NIL	NEHU, Tura Campus	0
Plant Pathogens and Soil Microbes associated with Citrus indica in Nokrek Biosphere reserve of Meghalaya	Lily Bell Ch Marak, Lolly S Periera, R Chakraborty and D Mazumder	Research on Crops (SCOPUS, ICI)	2019	NIL	NEHU, Tura Campus	0

Relationship between soil microbes and plant pathogens of <i>Baccaurea ramiflora</i> in Nokrek Biosphere Reserve of Meghalaya	Lily Bell Ch Marak, Lolly S Periera, R Chakraborty and D Mazumder	Plant Archives (SCOPUS, ICI)	2019	NIL		NEHU, Tura Campus	0
Indoor Radon Measurement in some villages of West Khasi Hills District of Meghalaya	A, Khardewsaw, D. Maibam, Yubaraj Sharma, A Saxena	Journal of Emerging Technologies and Innovative Research	2019	NIL		NEHU, Shillong	0

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1	3	1	
Presented papers		3		
Resource Persons		1		

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
“Beat Plastic Pollution” - Cleaning Drive at Edenbari river source, West Garo Hills on 05/07/2018	NCC and NSS unit of the college	3	85
Seminar on Swatchta on 01/08/2018	NSS unit of the college	3	154
Cleaning the college campus on 02/08/2018 (Swatchta Pakhwada cleanliness drive launched)	NSS unit of the college	1	25
Cleaning the college campus and road from college to Chandmari on 03/08/2018	NSS unit of the college	1	107
Visit to the adopted village on 07/08/2018	NSS unit of the college	1	52
Cleaning the TB hospital on 10/08/2018	NSS unit of the college	1	19
Rally for cleanliness on 14/08/2018	NSS unit of the college	1	150

Selection Camp for Republic Day Parade, 2019 on 14/09/2018	NSS unit of the college	1	4
PowerPoint Presentation on Anemia on 19/09/2018	NSS unit of the college	2	150
NSS Day Celebration in NEHU, Shillong on 24/09/2018	NEHU, Shillong	1	5
A Blind Walk on 11/10/2018		1	
Mock Drill on Earthquake on 1/11/2018	Disaster Management Unit of Tura	5	50
Pre RD Camp held in USTM from 4/11/2018 to 13/11/2018	USTM, Meghalaya	1	2
Excursion from 3/1/2019 to 9/1/2019	NSS unit of the college	1	23
Special Camp organised from 9/12/2018 to 15/12/2018	NSS Unit of the college	1	44
Selection Procedure of National Youth Parliament on 22/1/2019	NSS unit of the college	1	10
District and State level selection of National Youth Parliament on 6/2/2019	Durama College & NEHU, Shillong	1	4
Start Up Meghalaya yatra on 18/2/2019		1	126
Boot Camp on 20/2/2019	Tura Government College	1	66
Start Up Meghalaya yatra on 22/2/2019 & 23/2/2019	IIM Shillong	1	4
National Youth Parliament on 26/2/2019 & 27/2/2019	New Delhi	1	1
National Integration Camp from 8/3/2019 to 14/3/2019	Assam Don Bosco University, Tapesia	1	4
National Youth Festival from 23/3/2019 to 27/3/2019	Don Bosco College, Itanagar	1	8
NSS Volunteers join poll duty on 10/4/2019	Election Commission of Meghalaya	1	100
Blood Donation Camp on 25/4/2019	IQAC and NSS unit of the college	3	150
World Environment Day celebrated on 5/6/2019	IQAC of the college	12	192

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
StartUp Meghalaya	Cash Prize of Rs. 15,000/- and Certificate of Appreciation	Directorate of Commerce and Industries, Government of Meghalaya and Invest India	4
National Youth Parliament Festival, 2019	An amount of Rs. 10,000/- is awarded in appreciation of such participation	Ministry of Youth Affairs and Sports, Government of India	1

3.4.3 Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
One-day Training Program	BIF, NEHU, Tura campus / sponsored by DBT	One-day training on “Role of Bioinformatics in Understanding Biology”	2	24
Election Awareness	Chief Electoral Officer, Meghalaya & Don Bosco College, Tura	Talk show “Tura Talks” with the theme “Empowering the voter, powering the Nation”	2	1
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
Orientation Programme for Teachers		4	Ramkrishna Mission Secondary School, Zekabari	1 day (20/02/2019)
Student exchange with Bishop Heber College, Tiruchirapalli, Tamilnadu		3	Biotech Hub, Don Bosco College, Tura	1 month 15 days
Student exchange with Tura Government College		2	Biotech Hub, Don Bosco College, Tura	24 days (04.06.2019)
Faculty Exchange		2	Don Bosco CTE, Tura	1 week
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
On-the-job training	Orientation Programme for Teachers	Ramkrishna Mission Secondary School, Zekabari	20/02/2019	4
Internship	Student Internship in Biotech Hub	Bishop Heber College, Tiruchirapalli, Tamilnadu	16/5/2019	3
Internship	Student Internship in Biotech Hub	Tura Government College	04.06.2019	2
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Don Bosco CTE, Tura (DBCTE)	14/09/2018 04/06/2019	Library Sharing, Use of Science laboratories, Avail Canteen facilities, Avail Parking facilities, Use of Basket Ball Court, Use of Computer Centre and Faculty exchange in teaching.		

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
Rs. 35,00,000/-			Rs. 34,37,803/-			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing			Newly added		
Campus area	7 Bigha (2.314 Acre)			Nil		
Class rooms	31			Nil		
Laboratories	17			Nil		
Seminar Halls	2			Nil		
Classrooms with LCD facilities	6			4		
Classrooms with Wi-Fi/ LAN	31			Nil		
Seminar halls with ICT facilities	2			Nil		
Video Centre	-			-		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				51 pcs.		
Value of the equipment purchased during the year (Rs. in Lakhs)				2,73,778/-		
Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated { Integrated Library Management System -ILMS }						
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation	
Eblis (an addon with Higrade)	Fully		2.0		2017	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22225		59	Rs. 37,536.05/-	22284	
Reference Books	4873		40	Rs. 28,267.00/-	4913	
e-Books						
Journals						
e-Journals	N-LIST	Rs. 5,900/-	N-LIST (Renewed)	Rs. 5,900/-		
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	65	3 Labs (12 Computers)	-	1 Centre (3 Computers)	1 Centre (17 Computers)	7 Offices (16 Computers)	15 Departments (13 Computers)	1.5 (NE Line) 2.5 (Jio)	Library (4 Computers)

Added	35	16 Computers	-	1 Computer	12 Computers	1 Computer	2 Computers	-	3 Computers
Total	100 Computers	28 Computers	-	4 Computers	29 Computers	17 Computers	15 Computers	4.5 MBPS	7 Computers

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

- 1.5 MBPS (S.S NETCOM PVT. LTD.)
- 2.5 MBPS (Reliance JIO)

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N/A	N/A

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
-	-	-	-

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 58,10,000/-	Rs. 70,52,913/-	Rs. 83,42,000/-	Rs. 61,15,429/-

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

<http://donboscocollege.ac.in/wp-content/uploads/2019/05/Procedures-and-policies-for-maintaning-and-utilizing-physical-academic-and-support-facilities.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Field visit by Department of Zoology	16	1,000/-
	Seminar by Zoology Department	16	2,014/-
	National Workshop on Conservation of Biodiversity	20	8,000/-

Financial support from other sources

a) National	Demonstration of Azola Pinnata (Bio Manure) and construction activity		1,00,000/-
	Meeting the expenditure in connection with NSS Regular Activities		32,850/-
	Special Camping 2018-2019	65	29,250/-
	Study Tour through Chief Minister's Fund	30	2,00,000/-
	Implementation of Red Ribbon Club in the College		4,000/-
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	03/08/2018	1327	Various departments of the college
Personal Counselling	01/08/2018	20	Counsellor of the college
Mentoring	25/02/2019	1672	Teaching staffs of the college
Soft Skill Development	08/04/2019	167	College & Bosco Mount, Rongkhon

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Career Guidance Programme by Mr. Neeraj Singh Rathore		116		
2018	Career Guidance Programme by Sky Aviation Academy		340		
2018	Career Guidance by XIDAS, Jabalpur		152		
2019	Career Programme by TISS		456		
2019	Career Awareness Programme by DBC Alumni Association & District Administration		137		

2019	Seminar on Career Guidance, Interview Skill Development by Kaziranga University		119		
2019	Value Education through magic show by Prof. Fernando		393		

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
-	-	-

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
					5

5.2.2 Student progression to higher education in percentage during the year **2018-19**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	7	BA	History	NEHU, Tura Campus	MA
2018	1	BA	History	Royal Global University, Guwahati	MA
2018	8	BA	Economics	USTM, Khanapara	MA
2018	1	BA	Economics	NEHU, Shillong	MA
2018	3	BA	Economics	Annamalai University	MA
2018	3	BA	Political Science	Synod College, Shillong	MA
2018	4	BA	Political Science	William Carey University, Shillong	MA
2018	3	BA	Political Science	USTM, Khanapara	MA
2018	3	BA	Political Science	IIPS, Shillong	MA
2018	1	BA	Political Science	Mizoram University, Aizawl	MA
2018	1	BA	Political Science	IGNOU, Tura Study Centre	MA
2018	8	BA	Education	NEHU, Tura Campus	MA
2018	3	BA	Education	USTM, Khanapara	MA

2018	2	BA	Education	Institute of Photography, Guwahati	MA
2018	1	BA	Education	Annamalai University	MA
2018	2	BA	Education	William Carey University, Shillong	MA
2018	6	BA	Garo	NEHU, Tura Campus	MA
2018	1	BSc	Chemistry	IIT, Kharagpur	M.Sc.
2018	5	BSc	Chemistry	NEHU, Shillong	M.Sc.
2018	1	BSc	Chemistry	Mizoram University, Aizawl	M.Sc.
2018	3	BSc	Chemistry	Assam Don Bosco University, Guwahati	M.Sc.
2018	1	BSc	Chemistry	USTM, Khanapara	M.Sc.
2018	1	BSc	Chemistry	Royal Global University, Guwahati	M.Sc.
2018	2	BSc	Zoology	Amity University, Noida	M.Sc.
2018	3	BSc	Zoology	Assam Don Bosco University, Guwahati	M.Sc.
2018	3	BSc	Zoology	Garhwal University	M.Sc.
2018	1	BSc	Zoology	Mahatma Gandhi University, Meghalaya	M.Sc.
2018	1	BSc	Zoology	Royal Global University, Guwahati	M.Sc.
2018	1	BSc	Zoology	IGNOU	M.Sc.
2018	1	BSc	Zoology	USTM, Khanapara	M.Sc.
2018	5	BSc	Botany	Bishop Herber College, Tamilnadu	M.Sc.
2018	4	BSc	Botany	Dolphin Institute, Dehradun	M.Sc.
2018	6	BSc	Botany	Doon PG College of Agricultural Science and Technology, Dehradun	M.Sc.
2018	4	BSc	Botany	Annamalai University	M.Sc.
2018	3	BSc	Botany	USTM, Khanapara	M.Sc.
2018	1	BSc	Botany	NEHU, Shillong	M.Sc.
2018	2	BSc	Botany	Royal Global University, Guwahati	M.Sc.
2018	4	BCom	Commerce	NEHU, Shillong	M.Com
2018	5	BCom	Commerce	Martin-Luther Christian University, Shillong	M.Com
2018	6	BCom	Commerce	ICFAI, Shillong	M.Com
2018	6	BCom	Commerce	ICFAI, Tura	M.Com
2018	4	BCom	Commerce	USTM, Khanapara	M.Com
2018	1	BCom	Commerce	Modern College, Pune	M.Com
2018	1	BCom	Commerce	TISS, Guwahati	M.Com

2018	8	BCom	Commerce	NERIM, Guwahati	M.Com
2018	3	BCom	Commerce	Assam Don Bosco University, Guwahati	M.Com

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

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

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

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
-	-	-	-	-	-	-

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

The Students' Welfare Association of the college, also known as SWA, is a students' body council formed by the students of Don Bosco College, Tura. The SWA is a body that has been formed with the noble intention of catering to the needs and welfare of the students and the institution as a whole. This association acts as a connecting medium between the students and the authorities of the college. The body is formed by the students on the basis of yearly elections, where the contesting members bearing strong influential characters and leadership qualities are elected by the students of the college itself. The association consists of members such as, the president, the general secretary, and leaders of several other sub- committees, who take care of various disciplines of work that are entrusted to them. The SWA of Don Bosco College, Tura, is an independent body which has no affiliation with organizations outside the college. It functions solely for the college and is at the disposal of the needs

of the college as seen by the students as well as the institution. The body functions as a strong agent in bridging the gap between the professors and the students. The Association works in close collaboration with the teachers and the management.

This Association plays an active role in various activities organized by the college. It is the responsibility of the SWA members to organize the freshers' social, teachers' day and the parting social. They also assist in any programme that will be organized in the college. Members of the SWA are included in various committees of the college. They took part in the activities of those committees.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of registered enrolled Alumni:

712

5.3.3 Alumni contribution during the year (in Rupees) :

6,200/-

5.3.4 Meetings/activities organized by Alumni Association :

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

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The Governing Body decides all the academic decisions and other non-academic related issues based on the resolutions passed at the Academic Council Meet. The Principal together with the members of the Academic Council meet regularly and take necessary steps to formulate and implement strategic plans of the institution. They get the feedback from all the staff and students and take steps for further improvements.

The institution practices decentralization and participative management through various committees, cells, associations and clubs for the smooth functioning of the college.

The College Administration is systematically decentralized with the sole aim of holding every single stakeholder responsible for the maintenance of standards. Major administrative decisions of institution are taken in the meeting of the College Council. Decentralization ensures wider deliberations on the issues and maximum acceptance. Departments are given autonomy in decision making regarding academic programmes and later the decisions are put forth before the Principal for his approval. Admission process of the students is decentralized to respective departments under Admission Committee headed by the principal. Our institution believes in collaborative and effective team work.

It tries to involve each and every member of the teaching and non-teaching in building the institution.

The qualities of leadership responsibilities are inculcated and developed by assigning tasks to all the members of the management, faculty members and students. The Management is committed to incorporate new ideas, new suggestions which help both the faculty members and students. The Management staffs devote their time and energy to the institution through active involvement in the overall development of the college. The institution decentralizes the administration procedures by entrusting responsibilities with the management staff. The Principal along with the Academic Council and IQAC Coordinator discuss academic and non-academic issues, future plans of the departments, new proposals and final resolutions which are taken for implementation. The Principal along with the help of senior teachers frame committees, clubs, cells, associations for the smooth functioning of the college.

The Principal periodically convenes meetings of various bodies like Academic Council, HODs, IQAC, NSS, NCC, Alumni, Seminar, Workshops, Green Club, Women's Cell etc. during the academic year. Decisions of the meeting at the Academic Council are communicated to faculty members through General Staff Meeting. The various committees headed by a convener carry out their tasks and activities and at the end of the activity the conveners submit the report of the activity executed to the Principal.

The Head of the Departments are assigned departmental duties and activities and they pursue the matters with the departmental peer members. The HODs take the initiative of holding a departmental meeting in their respective departments. Decisions and discussions of the meeting are recorded and minutes are submitted to the Principal. The decisions taken are then communicated to students.

The faculty members are involved in various academic activities and other committees. Students have the ample freedom to coordinate the co-curricular and extra-curricular activities of the college. The office administration of the college is headed by the Administrator through the Principal. The Management office has one administrative Head Assistant (UDA).

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

Yes/No/Partial:

Yes

6.2 Strategy Development and Deployment

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

❖ Curriculum Development

❖ Teaching and Learning

❖ Examination and Evaluation

❖ Research and Development

❖ Library, ICT and Physical Infrastructure / Instrumentation

❖ Human Resource Management

❖ Industry Interaction / Collaboration

❖ Admission of Students

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

❖ Planning and Development

❖ Administration					
❖ Finance and Accounts					
❖ Student Admission and Support					
❖ Examination					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year 2018-19					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
-	-	-	-	-	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non- teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019		Computer Training Programme	On 22/05/2019		15
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme			Number of teachers who attended	Date and Duration (from – to)	
Workshop (Seven days workshop on Data Analytics & Business Research Dimensions)			1	03/08/2018 – 09/08/2018 (7 days)	
Short Term Course in SPSS			1	29/10/2018 – 03/11/2018 (6 days)	
Workshop (Maximal Usage of Foldscope to Explore Miniatures in the world)			4	11/09/2018 (1 day)	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
		9			
6.3.5 Welfare schemes for					
Teaching			<ul style="list-style-type: none"> (i) Contributory Provident Fund (CPF) (ii) Public Provident Fund (PPF) (iii) Loan facilities from the bank through Principal's recommendation to the bank (iv) Loan facilities without interest from the Principal (v) An incentive for College Financed teachers with B. Ed, M. Phil, Ph. D, NET. (vi) Wi-Fi facility 		

	(vii) Maternity Leave (viii) Staff quarters (ix) Eye Camp (x) Oral Check-up (xi) Medical Check-up			
Non teaching	(i) Loan facilities from the bank through Principal's recommendation to the bank (ii) Loan facilities without interest from the Principal (iii) Wi-Fi facility (iv) Maternity Leave (v) Staff quarters (vi) Eye Camp (vii) Oral Check-up (viii) Medical Check-up			
Students	Students Welfare Association			
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (within 100 words each) The college conducts internal and external financial audits regularly. The internal financial audit is carried out in the financial year by the Chartered Accountant. External audit is conducted by the Office of the Accounts (local audit) Tura in accordance with the rules of Government Audit. Objections mentioned by the auditors are rectified with proper evidence.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)				
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose		
Management, Don Bosco College, Tura	50,00,000/-	Emergency		
6.4.2 Total corpus fund generated Rs. 50,00,000/-				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External	Internal		
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NEHU, Tura Campus	Yes	IQAC, DBC
Administrative	Yes	NEHU, Tura Campus	Yes	IQAC, DBC
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
Nil				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"> Computer Training Programme conducted for Non-Teaching Staffs on 22/05/2019 				
6.5.4 Post Accreditation initiative(s) (mention at least three)				

6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) Yes				
b. Participation in NIRF : (Yes /No) Yes				
c. ISO Certification : (Yes /No) No				
d. NBA or any other quality audit : (Yes /No) No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-- ---to-----)	Number of participants
2018	Orientation Programme for newly admitted students of 1 st semester B.A, B. Sc. and B. Com. was conducted where the students were also briefed about the syllabus and semester system as it is new to them.	02/07/2018 & 03/07/2018	2 days (02/07/2018 to 03/07/2018)	662
2018	Student Satisfaction Survey (SSS) according to the NAAC guidelines were conducted, analyzed and actions were taken accordingly.	26/11/2018 to 30/11/2018	5 days (26/11/2018 to 30/11/2018)	1390
2018 - 2019	Regular meeting of Internal Quality Assurance Cell (IQAC) for better monitoring of the quality initiatives for the welfare of the students and the society.	04/10/2019, 09/10/2019, 04/02/2019, 11/02/2019, 03/04/2019, 17/04/2019	1 year (01/07/2018 to 30/06/2019)	23
2019	Parent's Association of the college was formed after a long time. Election of office bearers was done during the Parent's meeting so as to have a close contact with them and to have a meaningful discussion for their wards' future.	13/04/2019	1 day (13/04/2019)	85
2019	Counselling for students was initiated at the time of admission in order to help students choose the perfect combination of subjects benefiting them in the future career.	08/05/2019 to 06/06/2019	30 days (08/05/2019 to 06/06/2019)	1150

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Presentation on Anaemia	19/09/2018	150	0
International Womens' Day Celebration and Talk on Women's Safety & Women's Health	08/03/2019	1012	660

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources Renewable energy source is present, but power requirement of the college met by the renewable energy is NIL.						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No	No. of Beneficiaries		
Physical facilities			Yes	Nil		
Provision for lift			No	Nil		
Ramp/ Rails			Yes	Nil		
Braille Software/facilities			No	Nil		
Rest Rooms			Yes	Nil		
Scribes for examination			Yes	Nil		
Special skill development for differently abled students			No	Nil		
Any other similar facility			No	Nil		
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
-	-	-	-	-	-	-
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)		Number of participants		
World Population Day under the theme “Family Planning is a Human Right”		11/07/2018		115		
Swatchta Pakhwada Cleanliness drive launched		01/08/2018		200 NSS Volunteers		
Rally for Cleanliness in Tura		14/08/2018		200 NSS Volunteers		
Independence day Celebration		15/08/2018		250 NCC & NSS Volunteers		
‘Blind Walk’ at Tura on World Sight Day		11/10/2018		152		
International Student’s Day		19/11/2018		114		
Republic Day Celebration		26/01/2019		75		
World Consumer Rights Day		15/03/2019		185		
Tura Talks		29/03/2019		233		

Awareness meet on EVM, VVPAT organised	30/03/2019	192
Blood Donation Camp	24/04/2019	167 Students & 8 Teachers
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> • College celebrates World Environment Day • College conducts Green Audit and practice a self sustainable green campus 		
7.2 Best Practices		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link http://donboscollege.ac.in/wp-content/uploads/2019/11/Holistic-Education.pdf http://donboscollege.ac.in/wp-content/uploads/2019/11/Mentoring.pdf http://donboscollege.ac.in/wp-content/uploads/2019/11/Promotion-of-a-Clean-and-Green-Campus.pdf http://donboscollege.ac.in/wp-content/uploads/2019/11/Publication-of-National-Peer-Reviewed-Journals.pdf		
7.3 Institutional Distinctiveness		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words http://donboscollege.ac.in/wp-content/uploads/2019/09/7.3-Institutional-Distinctiveness.pdf		

8. Future Plans of action for next academic year (500 words)

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



Signature of the Coordinator, IQAC

Name: Fr. Bivan Rodriques Mukhim, SDB



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution



ANNEXURE II

6.2.1 Quality improvement strategies adopted by the institution for each of the following

Curriculum Development

The Curricular Aspects committee focuses on how the college inculcate the curriculum set by the university in the college. This comprises of the planning, implementation and the results obtained through the planning. This also pertains to the practices that the college follow to implement the latest programmes and courses, in tune with the global trends and the local needs of the college. The academic flexibility, feedback system, multi-skill development, involvement of the stakeholders in curriculum implementation, etc. are gauged in this committee.

Teaching and Learning

Teaching, Learning and Evaluation committee plays a role to promote excellence and innovation in teaching, learning and assessment in the college; to promote innovation in teaching learning and assessment; to enhance student engagement in other co-curricular activities into the formal academic programmes; implementation of systems to evaluate the quality of programmes, including mechanisms for student feedback and evaluation of student engagement and the student experience; oversee the standards of student achievement.

Examination and Evaluation

The Examination committee of the college headed by Principal carries out examinations, publish results of various examinations, keep a record of each and every issue related to the examination system. The Examination Committee plans and organizes all internal as well external examinations in the college. Teaching, Learning and Evaluation committee serves as the advisory body about practices for the evaluation of student learning outcomes in the undergraduate programs. The Committee also coordinates, but does not implement, the overall program for the assessment of general education learning outcomes.

Research and Development

The college through the Research, Consultancy & Extension committee encourages the faculty members to register for M. Phil and Ph. D Programmes, apply for minor research projects, encourages the faculty members and students to present research papers at State, National and International level seminars and conferences, to conduct seminars/ workshops in the college and also to publish research articles in National and International journals.

Library, ICT and Physical Infrastructure / Instrumentation

Library Advisory committee of the college guide the Librarian in formulating general library policies which governs the functions of the library, provide proper documentation of library services and updating the library collection, work towards the modernization and improvement of library and documentation services, formulate policies and procedures for efficient use of the library, adopt measures to promote the reading habits of the students, review the collection of books and subscription of journals, prepare budget and proposal for the development of library, seek feedback of library from the users and ensure the facilities like reprographic section and internet facilities are available in the library.

Human Resource Management

The College has adopted a mandatory Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programmes. At the end of the academic year every teacher is given a Self Appraisal form on the basis of the UGC regulations. The form requires the teacher to give his/her self-evaluation of the academic, co-curricular and extra-curricular work done during that year. It also requires the teacher to enumerate the papers presented at conferences, seminars, refresher courses and orientation programmes he/she has attended. The report to be filled in by each teacher is also evaluated and it analyses the duties performed with respect to lectures completed as per the teacher's planned lecture schedules, lectures taken. The Principal appreciates during monthly staff meetings notable performance of any faculty member and then persuades the other faculty members to follow such best practices in the interest of the College and self-development. The evaluation of teaching faculty by the student and the peers has been adopted in our college which helps in self-evaluation and development.

Industry Interaction / Collaboration

Experts are invited from various fields to deliver lectures in seminars and interact with the teaching staff. The placement Cell organized various career guidance programmes during the academic year. The placement Cell also conducted various industry visits and field trips for the students. The college also signed a number of MoUs with other institutions of national repute.

Admission of Students

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

For Communication with NAAC

The Director

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