



# **ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**2019-20**

**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, TURA

- Name of the Head of the institution: Fr. Bivan Rodriques Mukhim, SDB
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.:
- Mobile no.:9435594511 / 9402152496
- 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:

- Affiliated / Constituent: Affiliated College
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban: Semi-Urban
- 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 : Dr. Arindam Ghosh
- Phone no. :  
  
Alternate phone no.
- Mobile: 7005243233

- IQAC e-mail address: iqac.dbc@gmail.com
- Alternate Email address: principal@donboscocollege.ac.in

3. Website address: [www.donboscocollege.ac.in](http://www.donboscocollege.ac.in)

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](https://donboscocollege.ac.in/public/frontend/aqar/EC_57_AA_18-dated-30-Nov-2011-Don-Bosco-College-Tura-Meghalaya-2019-20.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/public/frontend/calendar/Calendar-2019-2020.pdf>

5. Accreditation Details:

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

6. Date of Establishment of IQAC: DD/MM/YYYY: 1/12/2011

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
Tobacco and Drugs Awareness Programme was organized by the IQAC of the College in collaboration with Alumni Association, Red Ribbon Club and Rashtriya Kishor Swasthya Karyakram (RKSK)	19 August 2019 1 day	<b>105</b>
The Outreach Programme for Rural Children on Career Counselling and Personality Development	21 August 2019 1 day	<b>300</b>
A Lecture on Periodic Table of Chemical Elements for Human	30 August 2019 1 day	<b>250</b>

Welfare		
Soft Skill Programme on Personal Development	26 September 2019 1 day	<b>196</b>
Participated in NIRF		<b>1809 students and 56 teachers</b>
Internal Quality Assurance Cell (IQAC) conducted meetings regularly for better monitoring of the quality initiatives for the welfare of the students and the society	1/6/2019 to 31/5/2020 365 days	<b>1809 students and 56 teachers</b>
Annual Quality Assurance Report (AQAR) of 2018-19 submitted successfully	18/12/2019	<b>1809 students and 56 teachers</b>

***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, Tura	Institutional Biotech Hub (IBT Hub) of DBT	Dept. of Biotechnology, Ministry of Science & Technology, Government of India	27/5/2019	Rs. 6,50,000/-
Principal, Don Bosco College, Tura	World Consumer Rights Day	Office of the Deputy Commissioner, West Garo Hills, Tura	13/3/2020	Rs. 25,000/-
Don Bosco College, Tura	Unnat Bharat Abhiyan	Ministry of Education,	18/7/2019	Rs. 50,000/-

	(UBA)	Government of India		
Principal, Don Bosco College, Tura	Capacity Building of Youth on Leadership and Personality Development through Life Skills	Ministry of Youth Affairs & Sports, Regional Directorate of NSS, Guwahati	2/11/2019 30/3/2020	Rs. 2,50,104/-
Principal, Don Bosco College, Tura	North-East NSS Festival	Ministry of Youth Affairs & Sports, Regional Directorate of NSS, Guwahati	21/12/2019 30/3/2020	Rs. 27,20,125/-
Principal, Don Bosco College, Tura	NSS		6/11/2019 6/12/2019 12/3/2020	Rs. 1,28,200/-
Principal, Don Bosco College, Tura	Arrear Revised Pay	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	24/4/2019	Rs. 99,73,707/-
Principal, Don Bosco College, Tura	Salary for the month of March 2019 to May 2019	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	18/6/2019	Rs. 1,17,94,494/-
Principal, Don Bosco College, Tura	Arrear Revised Pay	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	24/6/2019	Rs. 99,73,707/-
Principal, Don Bosco College, Tura	Salary for the month of June 2019 to August 2019	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	19/9/2019	Rs. 1,17,18,248/-
Principal, Don Bosco College, Tura	Salary for the month of September 2019 to November 2019	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	5/12/2019	Rs. 1,17,97,512/-
Principal, Don Bosco College,	Arrear Revised Pay	Office of the Director of Higher	20/12/2019	Rs. 5,30,929/-

Tura		and Technical Education, Meghalaya, Shillong		
Principal, Don Bosco College, Tura	Arrear Revised Pay	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	23/1/2020	Rs. 8,08,049/-
Principal, Don Bosco College, Tura	Salary for the month of December 2019 to February 2020	Office of the Director of Higher and Technical Education, Meghalaya, Shillong	9/3/2020	Rs. 1,16,72,652/-

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

\*upload latest notification of formation of IQAC

<https://donboscocollege.ac.in/public/uploads/filemanager/iqac.pdf>

**10.** No. of IQAC meetings held during the year:7

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)

<https://donboscocollege.ac.in/public/uploads/filemanager/IQAC%20meetings%202019-20.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:

Year:

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

- \* Periodical meetings of different departments were conducted. Different committee meetings were also conducted to collate the data pertaining to various activities of the college. These were initiated by IQAC.
- \* IQAC conducted Orientation Programme for students of 1st semester B.A, B. Sc. and B. Com. to acquaint them with the Semester-system and UG syllabus. Staff Orientation Programme for teaching staff and Computer Training programme on e-governance for non-teaching support staff were arranged.
- \* The IQAC conducted Public Awareness Programme on Road Safety in collaboration with Alumni Association of the College. The Committee also conducted Blood Donation Camp in collaboration with District Blood Bank, Tura Civil Hospital.

- \* Soft Skill Programme for Personal Development in collaboration with IIT Kharagpur was organised. Career Guidance Programme was also conducted in collaboration with Kaziranga University and Meghalaya Police.
- \* The Canteen, Conference Hall, Gymnasium and Chemistry Lab were renovated. Digitization of Library was initiated.

**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"> <li>• Digitalization of library to be completed</li> <li>• To construct a gymnasium which can be used by all</li> <li>• Green audit to be completed for the Academic Year</li> <li>• To make the College Campus fully Wifi operational</li> <li>• Academic and Administrative Audit (AAA) to be carried out</li> <li>• Uniform for students to be implemented from the Academic Year 2019-2020</li> </ul>	<ul style="list-style-type: none"> <li>• The library has been fully digitalized</li> <li>• A fully furnished gymnasium with a variety of equipments has been made functional</li> <li>• Green Auditing was done by a team of experts from Meghalaya State Pollution Control Board, Shillong</li> <li>• Free Wifi facilities are available to the staff and the students</li> <li>• AAA could not be completed because of the COVID-19 Pandemic</li> <li>• Almost all students barring a few first semester students have got their uniform stitched</li> </ul>

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

Name of the Statutory body: Management and IQAC      Date of meeting(s): 26/02/2021

**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: 2019-20

Date of Submission: 28/5/2020

**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
- Transport
- Feedback
- Front Office
- Semester Examinations
- Eblis 2.0 (Library ERP) – An Add on pack



## **Part-B**

### **CRITERION I–CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

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

The college is affiliated to North Eastern Hill University (NEHU), Shillong. The college duly follows and implements the curriculum prescribed and set by the North-Eastern Hill University. The college prepares the Academic Calendar based on the calendar received from the University, with dates set and fixed for the internal exams, exams, and extracurricular events. The calendar is prepared for the whole college keeping in view the various departmental activities and maintained and followed by each department accordingly. At the beginning of the year, Principal holds a meeting where the academic calendar and syllabus unitization for the year is discussed and a plan of action is formulated. In the first week of every academic session an orientation course is conducted for the first semester students, to ensure that all the students share the same knowledge levels and everyone is at par with each other. Once the year commences, the teachers identify the slow learners and fast learners through direct and indirect assessment and take remedial classes (wherever feasible) for slow learners and arrange for additional support for advanced learners. Meetings are held regularly between the management and the head of departments to discuss the progress and next plan of action for the effective delivery of the curriculum by the college. The college also offers training for placement and gets the students ready for the professional world through career counselling and training. The college has a trained counsellor whom the students could approach in case of issues or counselling. The college offers various certificate courses such as English Proficiency Course, Basic Course on Computer Skills (BCCS) etc. to improve the skills of students and make them competent, thus increasing their employability; though this was not possible in this academic year due to the Covid-19 lockdown imposed in the month of March 2020 in the state and throughout the country. During the lockdown period, all educational institutions were shut down and this has affected the academic calendar drastically. In order to ensure that the learning process continues, the college has adopted online mode as method of delivering education. The college has used Google Meet App in order to conduct online classes. Lecture notes and reading materials were also made available to the students via college website, where the students can access them using their roll number. Several other applications were also used to keep in contact with the students. The teaching faculty facilitates teaching-learning process by using Google Classroom, WhatsApp, email, etc.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

#### **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
		<b>Geography Paper V</b>	<b>July 2019</b>
		<b>Geography Paper VI</b>	<b>July 2019</b>
		<b>SOC UG 501</b>	<b>July 2019</b>
		<b>SOC UG 502</b>	<b>July 2019</b>
		<b>Geography Paper VII</b>	<b>March 2020</b>
		<b>Geography Paper VIII</b>	<b>March 2020</b>

		<b>SOC UG 601</b>		<b>March 2020</b>	
		<b>SOC UG 602</b>		<b>March 2020</b>	
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	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
NIL	<b>NIL</b>	<b>NIL</b>	NIL	<b>NIL</b>	<b>NIL</b>
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	NIL		NIL		
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
NIL		NIL		NIL	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Field visit to All India Radio (AIR), Tura			27		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Due to the Covid-19 lockdown in the state and throughout the country feedback could be taken only from the teachers and not from other stakeholders As per NAAC guidelines regarding teacher's feedback, the college prepared questionnaires in 5 point Likert method. The college collects information relating to curriculum design and development, teaching, learning & evaluation, infrastructure and governance of the college. Altogether there are 20 questions. The data collected through the questionnaire is then compiled and analyzed by the IQAC office and shared to the Principal. The Principal of the college then utilized the analysis of the feedback to take necessary steps to improve the areas the college is lagging behind so that the college, teachers and students can reap full benefit from it.					
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>					
<b>2.1 Student Enrolment and Profile</b>					
<b>2.1. 1 Demand Ratio during the year</b>					
Name of the Programme	Number of seats available		Number of applications received		Students Enrolled
Arts	465		823		469
Commerce	110		111		88
Science	130		216		165
<b>2.2 Catering to Student Diversity</b>					
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
2019-20	1809	NIL	56	NIL	56

### 2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT ( <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)

Mentoring is a guidance program which comes under Student Support & Progression Cell. To conduct this program, general information is sent out to all students of the department informing them of the services extended by the cell and inviting them to meet the faculty coordinators of the departments. The department conducted two cycles or rounds of mentoring. The Mentoring Coordinator provides guidelines for the mentors to help the effective mentor-mentee relationship and progress. The students are encouraged to seek guidance on academic, general or psychological issues and if necessary, even outside the usual mentoring sessions. The results of students are reviewed and discussed Semester-wise, and remedial prospects discussed, specifically to address the problems of the students who performed below average. Equal attention is given to attendance of students. The students are advised to improve performance and are given suggestions for clearing their arrear papers. The counseling process also helps to identify and solve problems the student may be confronting in achieving the educational objectives. The students are encouraged to meet the teachers to seek guidance on any matter related to academic performance and to discuss any issues related to the course, student problems, and they are advised on all matters related to academic, higher-education, placement, industrial training and career goals. A trained counselor is available in the campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1809	56	1:32.3

### 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 PhD
59	56	3	6	17

**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
2019	Dr. Arindam Ghosh	Assistant Professor	Best Keynote Speaker in National Conference on innovation in Indian Education, 2019

**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 <sup>st</sup> Semester	10-02-2020	07-08-2020
Bachelor of Arts (Honours)	BA	3 <sup>rd</sup> Semester	10-02-2020	10-08-2020
Bachelor of Arts (Honours)	BA	5 <sup>th</sup> Semester	11-02-2020	10-08-2020
Bachelor of Science (Honours)	BSc	1 <sup>st</sup> Semester	07-12-2019	10-07-2020
Bachelor of Science (Honours)	BSc	3 <sup>rd</sup> Semester	10-02-2020	15-07-2020
Bachelor of Science (Honours)	BSc	5 <sup>th</sup> Semester	11-02-2020	15-07-2020
Bachelor of Commerce	BCom	1 <sup>st</sup> Semester	05-12-2019	05-03-2020
Bachelor of Commerce	BCom	3 <sup>rd</sup> Semester	04-12-2019	16-03-2020
Bachelor of Commerce	BCom	5 <sup>th</sup> Semester	04-12-2019	01-06-2020

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

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

- The orientation program at the beginning of each semester.
- Through Academic Calendar with Continuous Internal Examination Dates printed on it.
- By displaying in the college and department notice boards.

Result Analysis is done by the faculty members, the performance of the students is monitored by the Principal, the Academic Council and the concerned departments and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. An aggregate of 75% attendance is the eligibility norm for semester-end University Examinations. Matters concerned with attendance, sick leaves or any other waivers are invariably discussed in the Academic Council.

One of the drawbacks of catering to outstation students is that the attendance is usually poor, hence to encourage attendance among students, 2% of the internal evaluation marks is allotted for attendance also. A separate "ATTENDANCE MONITORING COMMITTEE" exists for this purpose.

Assignments and/or students' seminar presentations are made part of the internal evaluation process. Remedial Classes are conducted for the slow learners and absentees which help them to catch up with their peers. Many faculty members are members in the University Board of Studies (BOS) and they suggest evaluation reforms in the concerned meetings. Students are informed of the Revaluation procedure available if they like to go for it. College conducts field trips on regular basis.

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

The college prepares the academic calendar before the commencement of each session wherein tentative dates for the conduct of internal tests and final examinations apart from other important College events like sports, cultural and academic events, holidays etc. are mentioned. The Academic calendar of the college is prepared by Principal in consultation with Calendar Committee to mark important days, activities and events along with national, state and local holidays. At the beginning of the academic session, the students are made aware of the academic calendar and the same is uploaded on college website, printed in College Handbook and displayed on notice boards. Only the Principal in consultation with Calendar committee can make changes to the academic calendar.

The schedule of all Internal and University Examinations is given in the academic calendar. A time-bound evaluation of the answer scripts and time bound declaration of internal marks is requested from the teachers and HODs. The examination committee, after proper verification duly sends the internal evaluation marks to the university on time.

University examinations as mentioned in North-Eastern Hill University academic calendar were as per schedule in October 2019-March 2020 academic period. Departmental seminars and workshops were also conducted as per the schedule given in the college academic calendar 2019 -20.

Annual College Week, Alumni Meet, Parents Meet etc. were all held in accordance with the schedule as per the academic calendar 2019-20. College Foundation Day, Bosco *Jayanti*, Republic Day, Independence Day and other important events were also observed according to the academic calendar.

## **2.6 Student Performance and Learning Outcomes**

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

<https://donboscocollege.ac.in/public/frontend/pdf/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
	Arts	335	211	62.99
	Commerce	53	43	81.13
	Science	62	50	80.65

<b>2.7 Student Satisfaction Survey</b>					
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) <a href="https://donboscocollege.ac.in/public/uploads/filemanager/Students%20Satisfaction%20Survey%202019-20.pdf">https://donboscocollege.ac.in/public/uploads/filemanager/Students%20Satisfaction%20Survey%202019-20.pdf</a>					
<b>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</b>					
<b>3.1 Resource Mobilization for Research</b>					
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	0	NIL	0	0	
Minor Projects	0	NIL	0	0	
Interdisciplinary Projects	0	NIL	0	0	
Industry sponsored Projects	0	NIL	0	0	
Projects sponsored by the University/ College	0	NIL	0	0	
Students Research Projects ( <i>other than compulsory by the College</i> )	0	NIL	0	0	
International Projects	0	NIL	0	0	
Any other(Specify)	0	NIL	0	0	
Total	0	NIL	0	0	
<b>3.2 Innovation Ecosystem</b>					
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)	
NIL		NIL		NIL	
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
NIL	NIL		NIL	NIL	NIL
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year					
Incubation Centre		Name		Sponsored by	
NIL		NIL		NIL	
Name of the Start-up		Nature of Start-up		Date of commencement	
NIL		NIL		NIL	
<b>3.3 Research Publications and Awards</b>					
3.3.1 Incentive to the teachers who receive recognition/awards					
State		National		International	

0			0			0	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)							
Name of the Department				No. of Ph. Ds Awarded			
NIL				NIL			
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	Geography	1		NIL			
International	Botany	2		NIL			
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			
Education				2			
English				1			
Physics				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	
NIL	NIL	NIL	NIL	0	NIL	NIL	
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
NIL		NIL	NIL	NIL	NIL	NIL	NIL
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		1		
Presented papers			1				
Resource Persons							
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/		Number of teachers		Number of	



	collaborating agency	co-ordinated such activities	students participated in such activities
Cleanliness Awareness Programme	NCC Unit	1	52
Tree Plantation Programme	NCC Unit	1	50
Inauguration of Swachhta Pakhwada	NSS Unit	1	60
Awareness Programme on Solid Waste Management and Environment Enrichment	NSS Unit in collaboration with Don Bosco High School Tura	2	76
Cleanliness Drive at Babadam village	NSS Unit	1	32
Cleanliness Drive at District TB Hospital, Tura	NSS Unit	1	29
Tobacco and Drugs Awareness Programme	IQAC Unit, Alumni Association, Red Ribbon Club in collaboration with St. James Memorial School Sampalgre and Rashtriya Kishor Swasthya Karyakram	5	105
Outreach Programme for Rural Children on Career Counselling and Personality Development	IQAC Unit of Don Bosco College in collaboration with Dalu Bengali Higher Secondary School	2	300
Observation of Fit India Movement	NSS Unit	2	73
Poster Writing Competition on World Heart Day	NCC Unit of Don Bosco College	2	33
Fit India 2 km Plogging Programme	NSS Unit sponsored by Lion's Club	5	140
Observation of Swachh Bharat and Mega Pakhwada	NCC Unit in collaboration with District Administration Tura and The Municipal Board	1	140
Rashtriya Ekta Divas, the Unity Run Programme	IQAC Unit	2	200
5 Day Residential NSS Capacity Building of Youth in Leadership and Personality Development	NSS Unit in collaboration with District Administration	6	50
Health Camp at Matchikol, an adopted village	Alumni Association of Don Bosco College in collaboration with Matchakolgre UHC, National Health Mission, MMU, NMHP. NCB.	5	408
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
Parade Contingent (NCC) during celebration of 73 <sup>rd</sup> Independence Day		2 <sup>nd</sup> Position in Parade Contingent (NCC)	Government of Meghalaya	29
Parade Contingent (NCC) during celebration of 73 <sup>rd</sup> Independence Day		3 <sup>rd</sup> Position in Parade Contingent (NCC)	Government of Meghalaya	29
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 <b>coordinated</b> such activities	Number of students participated in such activities
	Don Bosco College in collaboration with District Blood Bank, Tura Civil Hospital	Blood Donation Camp	5	309
	Alumni Association in collaboration with IQAC Unit of Don Bosco College	Public Awareness Programme on Road Safety	4	174
<b>3.5 Collaborations</b>				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
Research		1	RDAP, NEHU	<b>5 years</b>
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
Agreement	Agreement between DBC and DBCTE, Tura (MoU)	Don Bosco College of Teachers Education, Tura	2/7/2019 to 31/5/2020	1959
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	
NIL	NIL	NIL	NIL	

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			
NIL			Rs. 13,489,235.74			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing		Newly added			
Campus area	7 Bigha (2.314 acres)					
Class rooms	31					
Laboratories	17					
Seminar Halls	2					
Classrooms with LCD facilities	10		1			
Classrooms with Wi-Fi/ LAN	31					
Seminar halls with ICT facilities	2		1			
Video Centre						
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			59			
Value of the equipment purchased during the year (Rs. in Lakhs)			Rs. 6,47,962.00			
Others			1			
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	
E-Blis 2.0		Fully			2017	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22284		651	88481		
Reference Books	4875		33	5919		
e-Books	750 GB		750 GB			
Journals						
e-Journals	N-List	5900				
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)	1200					
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	100	2	2	1	1	17	16	2.5 Mbps JIO 1.5 Mbps NE Line	3
Added	10	0	0	0	0	0	1		0
Total	110	2	2	1	1	17	17		3
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
2.5 Mbps JIO 1.5 Mbps NE Line									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL					NIL				
4.3.4 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	
NIL		NIL			NIL			NIL	

<b>4.4 Maintenance of Campus Infrastructure</b>			
<b>4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year</b>			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
NIL	Rs. 9929983.00	NIL	Rs. 9009648.00
<b>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)</b> <a href="https://donboscocollege.ac.in/public/frontend/pdf/Procedures-and-policies.pdf">https://donboscocollege.ac.in/public/frontend/pdf/Procedures-and-policies.pdf</a>			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
<b>5.1.1 Scholarships and Financial Support</b>			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	0	0
<b>Financial support from other sources</b>			
a) National	Umbrella Scheme for Education of ST Children-Post Matric Scholarship (PMS) for ST Students – Arunachal Pradesh	1	
	Umbrella Scheme for Education of ST	49	

	Children-Post Matric Scholarship (PMS) for ST Students – Meghalaya				
	Umbrella Scheme for Education of ST Children-Post Matric Scholarship (PMS) for ST Students – Tripura	1			
	Post Matric Scholarship Scemes Minorities CS	226			
	Post Matric Scholarship to ST Students – Assam	10			
	Post Matric Scholarship to ST Students – Manipur	5			
	Ishan Uday Special Scholarship Scheme for NER	5			
	Central Sector Scheme of Scholarships for College and University Students	1			
b) International	NIL	NIL	0		
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
SOFT SKILL PROGRAMME FOR PERSONAL DEVELOPMENT		26.9.2019	196	PROF B.N.SINGH, I.I.T, KHARAGPUR	
MENTORING		19 <sup>TH</sup> TO 24 <sup>TH</sup> AUGUST,2019	1809	DON BOSCO COLLEGE LECTURERS	
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
18.02. 2020	Career Guidance Kaziranga University	NIL	170	NIL	NIL
02.03. 2020	Career Guidance Meghalaya Police	NIL	200	NIL	NIL
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		
NIL		NIL	NIL		
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus		Off Campus			

Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	NIL	NIL	NIL	NIL	NIL

**5.2.2 Student progression to higher education in percentage during the year 55.42**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019	20	B.A	Economics	N.E.H.U,USTM Annamalai Univ	M.A
2019	21	B.A	Education	N.E.H.U,ICFAI...	M.A
2019	26	B.A	English	N.E.H.U, IGNOU, MLCU,WILLIAM CAREY, DBU ASSAM,USTM	M.A
2019	9	B.A	Garo	N.E.H.U, ICFAI TURA	M.A
2019	14	B.A	History	N.E.H.U, WILIAM CAREY, ANNAMALAI	M.A
2019	14	B.A	Philosophy	N.E.H.U, ICFAI, WILLIAM CAREY,MLCU	M.A
2019	16	B.A	Political Science	USTM, ICFAI,WILLIAM CAREY	M.A
2019	7	B.Sc	Botany	USTM, DBU Assam . Doon P.G.College	MSc
2019	4	B.Sc	Chemistry	DBU Assam , N.E.H.U, TRIPURA UNIV	MSc
2019	5	B.Sc	Mathematics	N.E.H.U, DBU Assam, USTM	MSc
2019	4	B.Sc	Physics	SMU, ROYAL GLOBAL UNIV, WILLIAM CAREY	MSc
2019	8	B.Sc	Zoology	USTM, Annamalai, DBU Assam .	MSc
2019	22	B.COM	COMMERCE	ICFAI,TURA, ANNAMALAI UNIV, DBU,ASSAM, USTM	M.Com

**5.2.3Students 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/	Registration number/roll
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	qualifying	number for the exam
NET	NIL	N.A
SET	NIL	N.A
SLET	NIL	N.A
GATE	NIL	N.A
GMAT	NIL	N.A
CAT	NIL	N.A
GRE	NIL	N.A
TOFEL	NIL	N.A
Civil Services	NIL	N.A
State Government Services	NIL	N.A
Any Other	NIL	N.A

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

Activity	Level	Participants
INTER CLASS BASKETBALL	COLLEGE LEVEL	180
NEHU INTER COLLEGE BASKETBALL TOURNAMENT	UNIVERSITY LEVEL	24
FRESHERS SOCIAL	COLLEGE LEVEL	1809
TEACHERS DAY	COLLEGE LEVEL	1809
COLLEGE WEEK	COLLEGE LEVEL	1809
PRE CHRISTMAS CELEBRATION	COLLEGE LEVEL	1809
INTERNATIONAL WOMENS DAY	COLLEGE LEVEL	1809

### 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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

Don Bosco College has a student council known as *Students Welfare Association (SWA)* which is actively engaged in all the activities of the college. The President and Vice President of the SWA are invited when their presence is necessary in the exclusive meetings of the Academic Council of the college whose members are only the heads of the departments.

The members of the SWA are also actively involved in conducting various activities related to College administration. The college tries to actively engage the SWA and inculcate in them leadership qualities and instill a sense of belonging. The students feel involved and realize that they are also an important part of the

college and also a part of decision making and monitoring different activities.

The SWA assists in maintaining discipline in the college by helping the teachers. They are asked to see that the students follow proper dress code, no long hair or earrings etc.

The SWA helps in maintaining discipline during the assembly.

The SWA members are actively engaged in maintaining cleanliness in the college by motivating all the students to throw packets, chewing gum etc in the proper places.

The SWA helps the Canteen Committee-teachers from time to time in checking of the canteen and if there is any problem in quantity, quality or prices they report to the teachers. The College feels that as the students are the main buyers in the canteen they should have a say in the running of the college canteen.

With the help of the teachers the SWA conducts the Freshers' Social, Parting Social and College Week, the three most important functions of the college. The SWA organises the Teachers' Day Programme without the help of teachers as it is a day when the teachers are honoured by the students. The students organize special meals for the staff on Parting Social and Teachers' Day.

During the College Week the SWA is actively involved in all the events, either as participants or by helping the teachers to organize and by motivating other students to take part in different activities. During the College Week, the students are divided into four houses and students are in charge of academic, cultural, outdoor and indoor games and athletics as leaders in their respective houses. This helps them to develop leadership qualities, team spirit and friendly bonding with other students.

The SWA helps in the alumni meets organized by the college from time to time.

The students in general are also actively engaged in NSS works where the active involvement of student representatives from the SWA makes the activities more successful.

In the inter class basketball matches their active participation always help the teachers to conduct the events successfully.

To conclude, the SWA plays an important role in bringing teachers and students together and improving the teacher-student relationship in the College.

### **5.3 Alumni Engagement**

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

**NO**

5.3.2 No. of ~~registered~~ enrolled Alumni:

**0**

5.3.3 Alumni contribution during the year (in Rupees) :

**0**

5.3.4 Meetings/activities organized by Alumni Association :

- Tobacco and Drugs Awareness Programme was organized by the Alumni Association of the college jointly with IQAC of the college, Red Ribbon Club and Rashtriya Kishor Swasthya Karyakram

(RKSK) on 19<sup>th</sup> August 2019.

- Alumni Association of the college organized the Health Camp at the adopted village, Matchikol, at the outskirts of Tura on 10<sup>th</sup> September 2019, in collaboration with Matchakolgre UHC, National Helath Mission (NHM), MMU, NOHP, NMHP, NPCB.

## **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

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

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

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

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

The qualities of leadership responsibilities are inculcated and developed by assigning tasks to all the members of the management, faculty members and students.

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

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

The Head of the Departments are assigned departmental duties and activities and they pursue the matters with the departmental peer members. The HODs take the initiative of holding a departmental meeting in



their respective departments. Decisions and discussions of the meeting are recorded and minutes are submitted to the Principal. The decisions taken are then communicated to students.

The faculty members are involved in various academic activities and other committees. Students have the ample freedom to coordinate the co-curricular and extra-curricular activities in the college.

The office administration of the college is headed by the Administrator through the Principal. 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):

- ❖ Curriculum Development: The colleges which are affiliated to North Eastern Hills University (NEHU) hold the meetings of the Board of Studies every year for various discussions with regards to the selection of topics for the curriculum. The subject experts from the colleges under NEHU are the members of the Board of Studies. The experts' views and opinions are taken into account and necessary modifications are made in the curriculum.
- ❖ Teaching and Learning: To improve the methods and techniques of teaching-learning, the college provides not just the specific subjects in the time table but also allotted a particular period for Library so as to collect and gather more information and knowledge related to their subject matter. Besides the lecture method for the content delivery, usage of MS Office PowerPoint for some topics is also emphasized to make the classroom teaching interesting. The students are also taken for field works and industrial sites so as to develop and inculcate in them the culture of work. Few topics from the syllabus are selected for the students to be presented in the form of seminar in order to develop and build confidence in them. In the year 2020 due to COVID 19 lockdown in the entire country, online classes for the odd semesters 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> were conducted using Google Meet, Google Classroom, You Tube and even WhatsApp too. Online Assignments and tests were conducted as well.
- ❖ Examination and Evaluation: The institution conducts both internal and external examinations. The college gives provision for the students to re evaluate their answer scripts in case of any anomaly. Internal assessment is conducted by the institution itself. In the year 2020, external exam evaluation and internal exams were done online.
- ❖ Research and Development: The college has a Research, Consultancy and Extension Committee to encourage the faculty to register for M. Phil and Ph D Programmes, apply for minor research projects, encourages the faculty members and students to present research papers at State, National and International level seminars and conferences, to conduct seminars/ workshops in the college and also to publish research articles in National and International journals. The college publishes two journals- Transient for Science Faculties and Source for Humanities to promote research works. In the year 2020, many teaching staffs attended Faculty Development Program, webinars, workshops online and also the Departments organised National Webinars, web Conference as well.
- ❖ Library, ICT and Physical Infrastructure / Instrumentation: The college library is fully automated (Integrated Library Management System-ILMS) with a software Eblis, an add-on with Higrade since the year 2017 with a version 2.0. The room has internet access. There are 22284 textbooks

with 651 additional books totaling to 22935. 4875 reference books are available in the library with 33 additional books totalling to 4908. E-journals and E-books are also available.

The college has 100 existing computers. There are 2 computer laboratories. The college has one browsing centre and one computer centre with 17 computers. There are 17 computers in the offices and 16 computers in the departments. 11 more computers are added totalling to 110 numbers of computers in the college. The entire college campus is under the surveillance of CCTV. The bandwidth available of internet connection in the institution (leased line) is 1.5 MBPS (S.S NETCOM PVT.LTD) and 2.5 MBPS (RELIANCE JIO).

Physical Infrastructure / Instrumentation • The college campus has a total area of 7 bigha (2.314 acre). The college has 31 classrooms, 17 laboratories, 2 Seminar halls with ICT facilities, 10 classrooms with LCD facilities, 31 classrooms with Wi-Fi. The college is also a centre for conducting Sikkim Manipal University exam and other Government exams.

- ❖ Human Resource Management: Our institution receives post approval from the Directorate of Higher & Technical Education, Shillong, Meghalaya; the Principal will call for application through advertisement in “Newspapers”. The interview panel list is prepared as per UGC regulation and interview panel conducts the interview to select the suitable candidate as per norms and recommend it to the Governing Body. It then approves the suitable candidate/s for appointment. If there is a vacancy for non-teaching staff, Institution will get a post approval from the Directorate of Higher & Technical Education, Shillong, Meghalaya. The Principal gives advertisement of the post in newspapers. Later, the interview is conducted by the Management for selecting the suitable Non teaching staff as per norms.

The college also encourages the teaching faculties to attend Refresher and Orientation Courses. The non-teaching staffs are also encouraged to attend the computer training programs and the college provides them with a day or two training programs.

The college also provides a mechanism for settlement of grievances/issues of the students’ academic problems and staff problems. The students can drop in their grievances in the complaint box placed at the lobby anytime. The complaint notes are analysed by the IQAC members along with the Principal in a strictly confidential manner. The IQAC then discusses with the Principal further action.

The teaching and non-teaching staff can meet the Principal in person to discuss their grievances any time.

- ❖ Industry Interaction / Collaboration: In an attempt to assist students in making and implementing informed educational and occupational choices *Career Guidance Programme* was conducted in collaboration with the Meghalaya Police on the 2<sup>nd</sup> of March, 2020. On the occasion, the Resource Person, Shri Deepak Kr. Palecha, IPS, Addl. Superintendent of Police, West Garo Hills said that there are various options available to the students after the graduation. He also emphasized on the important aspects of life that is ‘passion’ which stimulates a person to strive towards success. A total number of 200 students participated in the programme.

A one- day Seminar on the theme ‘*Rainbow Diet Campaign*’ was organized on 5<sup>th</sup> March, 2020 by the college in collaboration with Incubation Centre, NEHU on Promoting Tuber Crops based on

Diet for Food, Nutrition and Health Security and Creating Entrepreneurs. Dr. C. A. Jayaprakash, Principal, Scientist (Agric. Entomology) and Head Division Crop Production, ICAR-Central Tuber Crops Research Institute, Thiruvanthapuram gave the Keynote address on Rainbow Diet Campaign. In his explanation, he said that the institute is promoting the importance of tuber crop that is easily available in the market. Another speaker, Dr. Sevakumar Sethuraman, Principal Scientist ICAR, CTCRI also asserted that people from North Eastern State suffer from Vitamin A Deficiency 'Tuber Crops' like sweet potato can help in absorption of Vitamin A and help boost one's immune system. A rally was also held from Chandmary to Ringrey as part of the campaign on promoting tuber crops.

- ❖ Admission of Students: The Admission Committee sees to the admission process of the students. The admission process for the Bachelor's Degree courses commences after the declaration of the HSSLC examinations (Arts, Science and Commerce) of the Meghalaya Board. The forms are available at the college office on payment of a stipulated fee or may be downloaded from the college website.

The college provides direct admission to the students securing 1<sup>st</sup> division [60% marks and above] in Arts, Science and Commerce streams. The other students submit the forms during the next few days after the declaration of MBOSE [Meghalaya Board Of School Education] results. Those applying to study in Don Bosco College are offered an admission counselling before the submission of the forms to the office.

The students securing less than 60% marks are shortlisted and are called for the interview. Some students get admission directly and the rest of the students get admission after the written test.

Normally, in Humanities, around 425 students are admitted. Approximately, 50 students are admitted in each Honours subjects with the exception of Geography where a maximum of 25 students are admitted because of restricted laboratory facilities.

In Science stream around 130 students are admitted and in Commerce stream around 100 students are admitted every year.

The admission process is transparent in the college. In Arts, the students getting admission after written test are selected on the basis of their class XII marks [70% weightage] and written test [30% weightage].

In the year 2020, selection of students into the first semester was done by respective Departments and admission of the selected students was done online.

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

- ❖ Planning and Development: The College does not implement any e-governance in planning and development.
- ❖ Administration: Higrade manages the college administrative process efficiently with its advanced integrated technology. The user-friendliness ensures a pleasing experience while working with Higrade. Higrade can generate all types of reports. All modules like Learning management system, Fee payment, Leave management, Attendance, Classroom management, Student management, assessment are part of our ERP package. Higrade can be seamlessly integrated with Bosco Soft's accounting software Acme ERP so that use of other third-party accounting software can be eliminated.
- ❖ Finance and Accounts: For producing effective result in Finance & Account the college implements Tally, ERP 9 for our Accounts Department.

The software is used for generating various reports like Trial Balance, Balance Sheet, Day Book, Accounts Book, etc.					
<p>❖ Student Admission and Support: Higrade is a complete web-based solution from Bosco Soft Technologies to handle college's administrative and management functions smartly.</p> <p>The system is being implemented to meet the requirements of ISO, NAAC, NIRF, and NBC and provide the best studies to the students, which leads to the highest grade at the educational level. It organizes and manages the information of students, staff, and management team most economically and efficiently.</p>					
❖ Examination: The college uses NEHU web based software OASIS for examination.					
<b>6.3 Faculty Empowerment Strategies</b>					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year 2019-20					
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	
NIL	NIL	NIL	NIL	NIL	
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 e- governance and Microsoft Programme	30 August 2019		15
2020	Orientation Programme on the theme ' <i>Extending teaching Beyond theTextbooks</i> ' by Dr.(Fr) George Palamattam, SDB, Director of Siloam, Umiam		7- 8 February 2020	56	
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)	
FDP		2		2-14 March 2020	
Online Certificate Course on Research		1		18 April to 3 May	

Methodology for Ph.D Guides		2020
National Online FDP on 'Quality Enhancement in Higher Education Institutions-Future Vision'	1	4 May to 6 May 2020
FDP on HTML and ExpEYES software organised by SVP College, Bihar	1	14 May to 27 May 2020

#### 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
6	NIL	NIL	NIL

#### 6.3.5 Welfare schemes for

Teaching	<ol style="list-style-type: none"> <li>Contributory Provident Fund (CPF)</li> <li>Public Provident Fund (PPF)</li> <li>Loan facilities from the bank through Principal's recommendation to the bank</li> <li>Loan facilities without interest from the Principal</li> <li>An incentive for College Financed teachers with B. Ed, M. Phil, Ph. D, NET.</li> <li>Wi-Fi facility</li> <li>Maternity Leave</li> <li>Staff quarters</li> <li>Eye Camp</li> <li>Oral Checkup</li> <li>Medical Checkup</li> </ol>
Non teaching	<ol style="list-style-type: none"> <li>Loan facilities from the bank through Principal's recommendation to the bank</li> <li>Loan facilities without interest from the Principal</li> <li>Wi-Fi facility</li> <li>Maternity Leave</li> <li>Staff quarters</li> <li>Eye Camp</li> <li>Oral Checkup</li> <li>Medical Checkup</li> </ol>
Students	Free WiFi, Canteen and Gymnasium Facilities

### 6.4 Financial Management and Resource Mobilization

#### 6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

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

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

Name of the non government funding	Funds/ Grants received in Rs.	Purpose
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agencies/ individuals				
NIL		0		NIL
6.4.2 Total corpus fund generated 0				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	NIL
Administrative	No	NIL	No	NIL
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<div>1. Parents’ Meet was held for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semesters BA students at the college on the 10<sup>th</sup> of August 2019, in order to uplift students’ academic progress and social behaviour. A talk on the importance of mental health was also delivered by Miss Narbecca Momin, Clinical Psychologist, Tura Civil Hospital, Tura.</div> <div>2. Parents’ Meet for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> B.Sc and B.Com students was organized on 31<sup>st</sup> August, 2019. About 105 parents attended the meeting. The animation talk was delivered by Rev.Fr. Zachary Varickasseril SDB, Principal, Don Bosco College of Teacher Education, Tura on the Roles and Responsibilities of the Parents towards their children.</div> <div>3. Open Discussion</div>				
6.5.3 Development programmes for support staff (at least three)				
Computer Training programme on e- governance and Microsoft Programme on 30 August 2019				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
Incremental improvement is an approach to process of improvement in which our Institution focus on success. The following are the significant incremental improvements made during the last five years.				
<div>1. <b>Introduction of New Courses:</b> The institution has introduced 2 new Courses/Departments during last 5 years. They are Geography in the year 2017 and Sociology in the year 2017. A research department known as Bio-Tech Hub has been established in the academic year 2014.</div> <div>2. <b>Faculty Enrichment:</b> In the Pre-NAAC-accreditation period, there were only 6 teachers with PhD whereas in the Post-NAAC-accreditation, 12 more teachers have obtained Ph D degrees. Faculty members are currently pursuing their Ph D. Three teachers were approved by North Hills Eastern University as PhD supervisors or guides. One faculty member cleared NET Examination in the year 2018.</div> <div>3. <b>Library:</b> Internet facilities (Inflibnet) have been activated in our college campus since the year 2014. Ten E–Books and Eleven E-Journals are available in our library.</div>				
6.5.5				
<div>a. Submission of Data for AISHE portal : (Yes /No) Yes</div> <div>b. Participation in NIRF : (Yes /No) Yes</div> <div>c. ISO Certification : (Yes /No) No</div> <div>d. NBA or any other quality audit : (Yes /No) No</div>				
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



2019	Tobacco and Drugs Awareness Programme was organized by the IQAC of the College jointly with Alumni Association, Red ribbon Club and Rashtriya Kishor Swasthya Karyakram (RKSK)	19 August 2019	One day	105
2019	The Outreach Programme for Rural Children on Career Counseling and Personality Development	21 August 2019	One day	300
2019	A Lecture on Periodic Table of Chemical Elements for Human Welfare	30 August 2019	One day	250
2019	Soft Skill Programme on Personal Development	26 September 2019	One day	196

## **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
National Science Day on the theme “Women in Science”	28 February 2020	110	88
International Women’s Day	06 March 2020	950	650

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

**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	No	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	Number of initiatives taken	Date and duration of the	Name of the initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	to engage with and contribute to local community	initiative			students and staff
NIL	NIL	NIL	NIL	NIL	NIL	NIL

#### 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)
<b>PROSPECTUS-2019</b>	<b>14 May 2019</b>	The Prospectus spells out the vision of the College, which is to disseminate holistic, quality and higher education. The College has adopted the motto “Pursuit of Excellence” and taken on the mission to provide an education that is participatory in nature, intellectual competence, multi-skill oriented, value based and socially committed for the development of persons and enrichment of society. Accordingly, the College stresses on regular work and attendance. Keeping in mind the Gospel values taught by Jesus Christ, the College gives precedence to discipline and good conduct and encourages healthy relationships.

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Cleanliness Awareness Programme by the NCC wing of Don Bosco College	4 <sup>th</sup> of July 2019	52
NCC Training Seminar	9 July to 12 July, 2019.	2 teachers
World Population Day	11 July, 2019	45
<i>Swachhta Pakhwada</i>	1 <sup>st</sup> August 2019	60 students



Cleanliness Drive at the District T.B. Hospital, Tura	13 August, 2019	29
Tobacco and Drug Awareness conducted by the IQAC of the College jointly with Alumni Association, Red ribbon Club and Rashtriya Kishor Swasthya Karyakram (RKSK)	19 August 2019	105
Annual Elocution, Department of English	23 <sup>rd</sup> August 2019	120 students
Two-day Symposium on Integration of Social Media into Education	27 and 28 August, 2019.	135 students
Blood Donation Camp	28 August 2019	309
A Lecture on Periodic Table of Chemical Elements for Human Welfare	30 <sup>th</sup> August 2019	250 students and faculty members
Parents' Meet for the parents of 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> BSc and B Com students	31 <sup>st</sup> August, 2019	105
Field visit by Physics Honours students to the All India Radio (AIR)	3 <sup>rd</sup> September 2019.	25
Teachers' Day	5 <sup>th</sup> of September 2019,	1715
A Public Awareness Programme on Road Safety was organized by the Alumni Association of Don Bosco College jointly with the IQAC of Don Bosco College	12 September, 2019	174
CM's E-Challenge Seminar in collaboration with the District Administration, West Garo Hills.	23 <sup>rd</sup> September, 2019	137
Seminar by Department of History	1 <sup>st</sup> October 2019	109
'Fit India 2km Plogging' organized by the NSS Unit of Don Bosco College organized the	2 <sup>nd</sup> October 2019	140
'Residential NSS Capacity Building of Youth in Leadership and Personality Development through Life Skill' at Don Bosco College, Tura.	4 <sup>th</sup> -9 <sup>th</sup> November 2019	50

North-East National Service Scheme (NE NSS) Festival 2020	20 <sup>th</sup> to 24 <sup>th</sup> January 2020	300 NSS volunteers
Career Guidance Programme and Traffic-Etiquette	2 <sup>nd</sup> March, 2020.	200
One- day Seminar on the theme 'Rainbow Diet Campaign' and Rally	5 <sup>th</sup> March, 2020	75
International Women's Day	6 <sup>th</sup> March 2020	1600
World Consumer Rights	12 <sup>th</sup> March, 2020	150
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>		
i) Maintenance of the existing vegetation ii) Plantation of fruit trees iii) Plantation of seasonal flowers iv) Maintenance of Plastic-free Campus v) Maintenance of overall Clean and Green campus		
<b>7.2 Best Practices</b>		
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 <a href="https://donboscocollege.ac.in/public/uploads/filemanager/BEST%20PRACTICES.pdf">https://donboscocollege.ac.in/public/uploads/filemanager/BEST%20PRACTICES.pdf</a>		
<b>7.3 Institutional Distinctiveness</b>		
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 <a href="https://donboscocollege.ac.in/public/uploads/filemanager/Institutional.%20Distinctiveness.pdf">https://donboscocollege.ac.in/public/uploads/filemanager/Institutional.%20Distinctiveness.pdf</a>		

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

Keeping in mind that the constraints that the country has been going through because of COVID-19 pandemic, the future plans of action of college for the upcoming academic year has to be more in consonance with the online mode as compared to the offline mode. To add to the online plans, there were also some other plans which was deemed necessary for the overall development of the college. Though there was a halt in many activities of the college following the sudden lockdown, yet the college could come up with some plans. The following are some of the future plans of the college for the upcoming academic session:

1. To re-open the BBA stream which was closed down few years earlier due to various factors
2. To conduct webinars – the college encouraged all the departments and also NSS to conduct webinars
3. To conduct international web conference where researchers could present their findings as all offline or physical seminars/ conferences has been cancelled due to the pandemic
4. To have the online (live) classes in a structured way with proper routine, attendance, tests, etc.; for this to happen the teaching faculties may be given training if required
5. To conduct internal assessment test online which will prepare the students for the final university examinations which will probably be online
6. To conduct ‘feedback on teachers’ in online mode for the coming academic year (2020-2021) as it was not possible in offline mode in the present academic year (2019-2020) due to the pandemic
7. While some of the science laboratories has already been renovated/ upgraded/ repaired, more departmental laboratories have to be renovated or upgraded or furnished or repaired in the coming academic year
8. The college library to be upgraded and automatic biometric systems to be operational so as to save time in entering and also to go for contactless entry
9. Digitization of question papers will be in place and scanned question papers to be made available in the computers existing in the library
10. The college internet service to be upgraded and internet connections to be provided to each department
11. The online learning infrastructure to be strengthened, enhanced and enriched with the use of graphic tablets, google suite etc.

Name *Dr. Arindam Ghosh*



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

Name *Fr. Bivan Rodriques Mukhim, SDB*



\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**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

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For Communication with NAAC

**The Director**

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