

**College Logo**



**NAAC Accredited. "B" Grade**

**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR)**

**2015**

**Don Bosco College  
West Garo Hills, Tura  
Meghalaya-794 002**

## The Annual Quality Assurance Report (AQAR) of the IQAC

### Part – A

AQAR for the year

2015

#### I. Details of the Institution

1.1 Name of the Institution

DON BOSCO COLLEGE

1.2 Address Line 1

Sampalgre

Address Line 2

Chandmari

City/Town

Tura

State

Meghalaya

Pin Code

794002

Institution e-mail address

principal@dbctura.net

Contact Nos.

03651-202806 / 222361

Name of the Head of the Institution:

Fr. (Dr.) George Plathottam, SDB

Tel. No. with STD Code:

03651-202806 / 222361

Mobile:

9868203197

Name of the IQAC Co-ordinator:

Dr. J C Dang,  
Associate Professor

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.45	2011	5 Years
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2012 submitted to NAAC on 12-12-2012 (DD/MM/YYYY)
- ii. AQAR 2013 submitted to NAAC on 12-12-2017 (DD/MM/YYYY)
- iii. AQAR 2014 submitted to NAAC on \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

NORTH EASTERN HILL  
UNIVERSITY (NEHU)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 3

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The IQAC team re-structured with more specific committees, organized various programmes, preparing for NAAC 2<sup>nd</sup> cycle -accreditation.
- Enhanced the number of committees for effective organisation
- Encouraged & initiated industrial/ institutional/ bio-sanctuary & other important field visit
- Research Consultancy cell is created

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
For introducing more new subjects/ courses at the Under Graduate (U.G.) level.	University team inspected to introduce the departments of Geography and Sociology
To introduce RUSA in the institution	Proposal for RUSA fund has been submitted
To organise Workshop	Staff Development workshop was organised

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

1. Extension of College hostels has been taken up

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	4		2	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	4		2	
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Instead of Annual System, semester system has been introduced by the university with two semesters per year whereby syllabi have been enriched and upgraded by the university

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Proposal from IQAC is for new departments of Sociology and Geography.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
50	35	15	NIL	

2.2 No. of permanent faculty with Ph.D.

11

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	4								

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2	15	1
Presented papers	1	9	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Field Visit, Video, internet based teaching, quiz, model preparation, subject seminar, workshop, spontaneous exams (objective type), discussion by student groups, senior students teaching juniors etc

2.7 Total No. of actual teaching days during this academic year

223

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Distribution of corrected assignments & test copies to the students

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

7

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

63.36



2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	358		1.68	10.89	47.49	60.06
BSc	23		30.43	60.87	4.34	95.65
B Com	55		3.64	12.73	69.09	85.46
BBA	4		75	25	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Preliminary exams conducted, research revived, poor performing students given special guidance, university exam results reviewed, concerned faculty asked to explain if results are poor, question banks are created and circulated, students made to answer model question papers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	26
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15			
Technical Staff	5			

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Research cell created, Faculty asked to apply for Ph D registration, Faculty encouraged to take up research projects, in house project encouraged, encouraged collaboration in research, etc.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		6.5		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rs. Lakhs	1.5 Lakhs			

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	4	
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5	DBT	6.5 Lakhs	6.5 Lakhs
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	1	Zoology Dept	5000	NIL
Total	6			

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
1				PhD		

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Hands on Training on Plant Tissue Culture Technique for BSc students of Tura
- Hands on Training on Plant Tissue Culture Technique for HS students of Tura
- Evaluation of Answer Scripts of various Institutes / Board / University
- Students were taken for Field Trip,
- Providing writing material for visually impaired (Braille) student.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 Acres			
Class rooms	31			
Laboratories	16			
Seminar Halls	2			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Administration is already computerized.  
Library computerisation is in progress.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21757		-	-	21757	
Reference Books	4557		17	19938	4574	
e-Books	750 GB					
Journals	16				16	
e-Journals						
Digital Database						
CD & Video	52				52	
Others (specify)	10				10	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	98	1	Wifi	4	1	8	15	
Added								
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Internet Lab consisting of 40 computers available for students to access training.
- Training on use of soft ware, internet based research, accessing e-journals, citing internet references

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.0 Lakhs
ii) Campus Infrastructure and facilities	1.0 lakh
iii) Equipments	
iv) Others	0.5 lakh
<b>Total:</b>	3.5 lakhs

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- participation in inter and intra culture and sports programmes, personality development program,
- developing social awareness & Computer skill amongst students
- counselling, mentoring, conducting Tour and field visits etc.

5.2 Efforts made by the institution for tracking the progression

- Constituted various committees of faculties for implementation
- Conducting meetings and monitoring by IQAC and Principal
- Individual student progression on academic aspect

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1994			

(b) No. of students outside the state

44

(c) No. of international students

Men	No	%	Women	No	%
	876	44		1118	56

						2015					
						General	SC	ST	OBC	Physically Challenged	Total
						107	37	1817	29	4	1994

Demand ratio 1:1.69      Dropout % 1.51

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NA

No. of student beneficiaries:

5.5 No. of students qualified in these examinations

NET       SET/SLET       GATE       CAT   
 IAS/IPS etc       State PSC       UPSC       Others

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution		
Financial support from government		1,76,620
Financial support from government	45	30,750
Financial support from other sources		
Number of students who received International/ National recognitions	5	2,60,750

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision:** “Inspired by the benign and noble teachings of Lord Jesus Christ who declared, ‘*I am the Way, the Truth and the Life*’, and guided by the educational philosophy of St. John Bosco, the College has the avowed vision of bringing holistic, quality higher education within the reach of all.”

**Mission:** “To provide an education that is participatory in nature, intellectually competent, multi-skill oriented, value based and socially committed, for the development of persons and enrichment of society.”

#### 6.2 Does the Institution has a Management Information System

Yes, through periodic meetings, written notes, periodicals, website, mailings, sms etc.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Remedial Classes to enrich the content.

##### 6.3.2 Teaching and Learning

Hands on training, field trips, study tours, project based learning, assignment, subject quiz, class test etc

##### 6.3.3 Examination and Evaluation

Class tests, extra-curricular academic activities – debates, Quiz, Projects to evaluate for internal assessment

##### 6.3.4 Research and Development

- Biotech Hub lab is established and research collaboration with NEHU, Tura Campus.
- Research and publication of papers have been encouraged through journals, meetings / committee -wise
- Research consultancy Cell is constituted

##### 6.3.5 Library, ICT and physical infrastructure / instrumentation

New addition of books, maintaining records of library footfall, sending students to library for studying in off periods

##### 6.3.6 Human Resource Management

Encouraging hard work, staff orientations, biometric system of attendance for staff

##### 6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

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6.3.9 Admission of Students

Prospectus for admission is circulated along with the forms
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6.4 Welfare schemes for

Teaching	CPF
Non teaching	CPF
Students	Scholarships, mentoring, counselling, remedial classes

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Academic Council
Administrative	Yes	Chartered Accountant	Yes	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Exams are conducted by the University as per university rules
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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No visible effort by the university
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6.11 Activities and support from the Alumni Association

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6.12 Activities and support from the Parent – Teacher Association

Meetings held for overall development of students like improving attendance, discipline, performance, etc.
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6.13 Development programmes for support staff

Orientation programme conducted
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6.14 Initiatives taken by the institution to make the campus eco-friendly

- Maintaining plantation of trees
- Using dustbins
- Maintaining plastic free campus

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- Specific committees have been created and positive results have been obtained.
- Committees like journals, Research cell, publishing committees, etc are working effectively.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- College timings have been presented
- Fund proposal of RUSA have been submitted.
- Plantation programme in the campus has been conducted.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Supplying practical records to Montfort for blind students
- World Aids Day is celebrated Dec 01 2015

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- World Environment Day was observed

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**STRENGTH:** Facility of Building & infrastructure, strong management.  
**WEAKNESS:** Majority of first generation learners/students belong to tribal areas.  
**OPPORTUNITIES:** Disciplined students.  
**THREATS:** Lack of competitive mindset among the majority of rural students.

## 8. Plans of institution for next year

To conduct:

- Strategise Action Plans of various committees & their effective implementation.
- National / Regional level seminar on NAAC / IQAC.
- Various Student progression programmes to be conducted
- Seminar, Workshop, Training & Out-reach programmes for staff, students & society.
- Various educational & socioeconomic programmes in adopted village.

Name: *Dr. J. C. Dang*

*Fr.( Dr.) George Plathottam*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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### Annexure I

#### **Abbreviations:**

CAS	-	Career Advanced 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

UPE - University with Potential Excellence  
UPSC - Union Public Service Commission

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