

College Logo



NAAC Accredited. "B" Grade

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR)**

2016

**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

2016

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:

94363 13532 / 8837402107

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.45	2011	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th 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 _____ (DD/MM/YYYY)
- iii. AQAR 2014 submitted to NAAC on _____ (DD/MM/YYYY)
- iv. AQAR 2015 submitted to NAAC on _____ (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)

- Certificate course on English Language Proficiency
- Certificate Course on Soft Skill Development

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

-

DST-FIST

--

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

-

2.4 No. of Management representatives

3

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

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

5

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

Staff Orientation Programme on IQAC and NAAC
Institutional Staff orientation Programme

2.14 Significant Activities and contributions made by IQAC

- The IQAC team re-structured with more specific committees, organized various programmes, preparing for NAAC 2nd cycle -accreditation.
- Organized Orientation Programme for Faculty
- Organised Seminar on NAAC/IQAC
- Encouraged & initiated industrial/ institutional/ bio-sanctuary & other important field visit
- Research Consultancy cell and Women Cell are functional.
- Organised English Orientation Programme for High School Teachers of Garo Hills.

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.	Under process
To introduce DBT Star College Scheme	Proposal in the prescribed Proforma has been submitted
To organise Workshop	Staff Development workshop was organised
To conduct Student Career Development Programme	Seminar for Competitive examination was conducted

* 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

- Construction of sports facility is 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				
Total	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	3
Trimester	-
Annual	4

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.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	33	15	NIL	

2.2 No. of permanent faculty with Ph.D.

12

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
0	6					0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	10	2
Presented papers	1	3	
Resource Persons	0	3	0

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

Field Visit, Video, internet based teaching, quiz, student exhibition, model preparation, subject seminar, workshop, Group discussion, etc. have been adopted.

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

196

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

4

2.10 Average percentage of attendance of students

64.81

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	263		4.2	16.7	26.6	53
BSc	55		27.3	52.7	0	80
BCom	51		0	7.8	56.9	64.7
BBA	4		0	100	0	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 problems.

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	1
Orientation programmes	22
Faculty exchange programme	0
Staff training conducted by the university	
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	4
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			1
Technical Staff	5			1

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 encouraged to apply for Ph D registration, teachers and Students given training in research methodology, Faculty encouraged to take up research projects, faculty participation in advisory and editorial board of journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		33 Lakhs		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2			1
Outlay in Rs. Lakhs				1.5 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	6	0
Non-Peer Review Journals			
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 Lakhs	6 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)				
Total				

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		1			
Sponsoring agencies		Various 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
- Conducted outreach programmes for school level students
- Evaluation of Answer Scripts of various Institutes / Board / University
- Students were taken for Field Trips, Science museum, visit of scientific institution.
- Providing writing material for blind students
- Adoption of village for overall socio-economic development

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		120	30642	21877	
Reference Books	4574		149	11754	4723	
e-Books	750 GB					
Journals	16					
e-Journals	2				2	
Digital Database						
CD & Video	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.
- ICT Training for Teaching Staff conducted.

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
Total :	3.5 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- English Proficiency Program
- Participation in inter and intra culture and sports programmes
- Personality development program
- Developing social awareness, Computer skill
- Participation of leadership training programme
- Counselling, mentoring, etc
- Participated in summer school on functional biology

5.2 Efforts made by the institution for tracking the progression

- Constituted various committees of faculties for implementing.
- Regular conducting of meetings, monitoring and reporting to IQAC and Principal.
- Individual student progression on academic aspect.
- Further entry of library books for digitalization is undergoing.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2014			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	872	43.29		1142	56.71

Last Year	This Year
-----------	-----------

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
107	37	1817	29	4	1994	102	38	1852	22	0	2014

Demand ratio 1:1.75 Dropout % 1.49

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

Conducted Coaching in competitive exams.

No. of students beneficiaries

66

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

- Counselling
- Career guidance like Soft skill, Interview Skill, SWAT, English proficiency & other courses introduced as optional.

No. of students benefitted

67

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

Women Cell has organised talk/ lectures on gender issue for the staff and planned other strategies for safety and welfare of women.
Participated in the International Women's day organised by Bakdil & Tura Diocesan women commission.

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
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

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: NIL

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. and.

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, ICT Training for Staff , field trips, study tours, assignment, quiz & seminar, class tests, etc. conducted.

6.3.3 Examination and Evaluation

Class tests, extra-curricular academic activities – debates, Quiz, Projects to evaluate for internal assessment. Teacher involved in paper setting, solving model question papers

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, regular meetings / committee –wise

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, permitting staff for higher studies, feed back from students & parents.

6.3.7 Faculty and Staff recruitment

teaching methods, department/committee-wise meeting, reviews and discussions.

6.3.8 Industry Interaction / Collaboration

Visit to centres of industry, career guidance talks,

6.3.9 Admission of Students

- An admission committee is constituted for admission purpose.
- Certain criteria have created for admission.
- Prospectus for admission is circulated along with the forms.

6.4 Welfare schemes for

Teaching	CPF
Non teaching	CPF
Students	Scholarships, 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.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No visible effort by the university

6.11 Activities and support from the Alumni Association

Online/Direct meeting, organising medical camps, program on Mother Teresa conducted.

6.12 Activities and support from the Parent – Teacher Association

Meetings held for overall development of students like improving attendance, discipline, performance, etc. held with parents

6.13 Development programmes for support staff

Orientation programme conducted.

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

Maintaining green campus, garden, plantation of trees, encouraging proper waste disposal, use of dustbins, maintaining plastic free campus and strengthening of Campus Committee.

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.
- Green Club committee conducted quiz, essay, painting & plantation programmes.
- Research cell, publishing committees, etc are working effectively.
- Azolla training programme as Out reach programmes for adopted villages.
- Outreach programme on Plant Tissue culture Techniques for High School in adopted villages.
- Training on Plant Tissue Culture conducted for Hr Sec. & College Lecturers & HS/UG Students.

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 extended beyond regular duration (9.30 am to 3.15 pm).
- Gender sensitive talk was conducted.
- Fund proposal of RUSA & DBT Star Scheme have been submitted.
- Plantation programme in the campus has been done.
- Industrial visit & other local student trips conducted.

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

- Introduction of “Add on Courses” – Courses that help the students towards entry to service providers.
- Preparing/grooming HS students for UG level within the institution.

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

7.4 Contribution to environmental awareness / protection

- Environmental cleanliness drive & camps were organised.
- Plantation programmes were conducted in the campus.
- Model chart competition, popular lectures for environment conducted.
- Disaster management team organised Disaster Management system & its committee strengthened.
- Photography competition conducted.

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: Don Bosco being international organisation, effective management bodies by experts & dedicated personals.

WEAKNESS: Majority of students belong to poor economic background. Lack of scientific temper and outside exposure.

OPPORTUNITIES: Healthy, obedient disciplined students & congenial study environment

THREATS: Students from rural vernacular background, 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
- Academic Audit & Environment Audit
- Complete construction of Auditorium & start Girls Hostel building.
- Student progression programmes.
- Seminar/Workshop/Training & outreach programmes for staff, students & society.
- Biotech Hub to arrange exposure training for high school students.
- Humanities departments are to arrange workshops for high school students.

Name: *Dr. J. C. Dang*

Fr. (Dr.) George Plathottam

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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
