



**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR)**

**2017-18**

**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

2017-18

### 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

principaldbct@gmail.com

Contact Nos.

9402152496

Name of the Head of the Institution:

Fr. Bivan Rodriques Mukhim, SDB

Tel. No. with STD Code:

03651-202806 / 222361

Mobile:

9436313532 / 8837304026

Name of the IQAC Co-ordinator:

Dr. Jiten C Dang

Mobile:

9863489647

IQAC e-mail address:

iqac.dbc@gmail.com

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)

EC\_57\_A&A\_18 dated 30-Nov-2011

1.5 Website address:

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

Web-link of the AQAR:

[http://donboscocollege.ac.in/wp-content/uploads/2018/11/EC\\_57\\_A&A\\_18\\_dated\\_30\\_Nov-2011\\_Don\\_Bosco\\_College,\\_Tura-Meghalaya\\_2017-18.pdf](http://donboscocollege.ac.in/wp-content/uploads/2018/11/EC_57_A&A_18_dated_30_Nov-2011_Don_Bosco_College,_Tura-Meghalaya_2017-18.pdf)

## 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

01/12/2011

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))

- AQAR 2012 submitted to NAAC on 12-12-2012 (DD/MM/YYYY)
- AQAR 2013-14 submitted to NAAC on 19-11-2018 (DD/MM/YYYY)
- AQAR 2014-15 submitted to NAAC on 19-11-2018 (DD/MM/YYYY)
- AQAR 2015-16 submitted to NAAC on 20-11-2018 (DD/MM/YYYY)
- AQAR 2016-17 submitted to NAAC on 22-11-2018 (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

2.4 No. of Management representatives 3

2.5 No. of Alumni -

2.6 No. of any other stakeholder and  
community representatives 1

2.7 No. of Employers/ Industrialists -

2.8 No. of other External Experts 2

2.9 Total No. of members 19

2.10 No. of IQAC meetings held: 9

2.11 No. of meetings with various stakeholders: No. 26 Teaching Staff 10

Non-Teaching Staff  Alumni  Students  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

- Orientation programme for newly appointed staff members, 6<sup>th</sup> July 2017
- Orientation programme for 1<sup>st</sup> semester students, 5-6<sup>th</sup> July, 2017
- Workshop on NAAC preparation

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.
- Facilitated a programme on Cashless Transaction by State Bank of India, 21<sup>st</sup> March, 2017
- Women's Committee for Prevention of Sexual Harassment of Women at Workplace organised a short session on "Women Issues", 30<sup>th</sup> May, 2017
- Organised 3-day hands on training program on plant tissue culture, 5<sup>th</sup> – 7<sup>th</sup> June, 2017
- Organised familiarization programme on "College Disaster Management Plan: Search and Rescue in Disaster and First aid" in collaboration with DDMA, West Garo Hills, 28<sup>th</sup> – 29<sup>th</sup> July, 2017
- Organised outreached program for school students on plant tissue culture, 18<sup>th</sup> May, 2017
- Staff Training by Times Internet on Campus Technology for Accreditation and Management
- Celebration of World Population day with poster and quiz competition

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
To organise Workshop/ Seminar/Orientation programme/ celebration of important events	<ul style="list-style-type: none"> <li>• Workshop on Social Surfing was organized</li> <li>• Seminar on "World Religions: Prospects and Challenges" was organized by the department of Philosophy</li> <li>• Entrepreneurship awareness camp organized in collaboration with NSTEDB, DST, Govt. of India, EDII</li> </ul>
Restructuring of various committees	Committees were restructured
Group and individual mentoring of students to be conducted	Group and individual mentoring of students are conducted successfully

Departmental Academic Audit to be conducted	Departmental Academic Audit were conducted successfully [reports submitted]
Villages to be adopted to develop and educate	Galwang Chidekgre village, under Rongram block, West Garo Hills was adopted and outreach program undertaken
Any other of relevance	<ul style="list-style-type: none"> <li>• Gender sensitive talk was conducted.</li> <li>• Industrial visit &amp; other local student trips conducted.</li> </ul>

*\* 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 ☐

## 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	04		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			02	
Others				
<b>Total</b>	04		04	
Interdisciplinary				
Innovative				

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

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

Pattern	Number of programmes
Semester	03
Trimester	
Annual	04

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

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

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

The affiliating university i.e., N.E.H.U., Shillong revises/regulates syllabi. It was done in 2015.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	55	40	15	NIL	NIL

2.2 No. of permanent faculty with Ph.D. 13

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
	03	03	00	00	00	00	00	00	03	03

2.4 No. of Guest and Visiting faculty and Temporary faculty Nil Nil 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops		3	
Presented papers		5	
Resource Persons			6

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

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

2.7 Total No. of actual teaching days during this academic year 237

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

Assignments and Test scripts are corrected and returned to students

2.9 No. of faculty members involved in curriculum Restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 5

2.10 Average percentage of attendance of students 75.86%



2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Percentage (%) of students securing Distinction / Division				Total pass	Pass %
		Distinction	I	II	III		
BA (Hons)	266	0	1.88	15.41	26.31	116	43.61
BA (Genl)	304	0	0	2.63	18.42	64	21.05
BSc (Hons)	46	0	13.04	56.52	2.17	33	71.74
BSc (Genl)	7	0	0	42.85	0	42.85	42.85
BCom (Hons)	36	0	0	5.55	69.44	11	30.56
BCom (Pass)	39	0	0	0	35.89	14	35.89
BBA (Hons)	5	0	0	0	0	0	0

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, various departments & programmes reports /committee meeting

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	1
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	16	00	00	00
Technical Staff	09	00	02	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

Faculty members are encouraged to apply for Ph D registration, to take up research projects, in house project, encouraged collaboration in research.

#### 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	Nil	N.A	N.A	N.A
Outlay in Rs. Lakhs	Nil	N.A	N.A	

#### 3.4 Details on research publications

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

#### 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 (2017-18)	6.5 (2017-18)
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	1	College	Nil	Nil
Any other(Specify)				
Total			6.5 Lakhs	6.5 Lakhs

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
					7

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: Nil

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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	10	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	25
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil
NCC	3	NSS	1
		Any other	Nil

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 Lecturer/Professors of HS/ Colleges of Tura
- Students of English Language Proficiency group were taken for Tour visit of Literature Meet to Rajasthan.
- Adoption of village for overall socio-economic development was done
- Conducted outreach programmes for school level students in adopted villages
- Azolla cultivation methodology was conducted in the adopted village
- Pre-Christmas celebration
- Cleaning drive by NSS
- Short skit presentation on ethical voting
- Painting competition on World Water Day
- Bike rally on World Water Day
- Food fest was organized by the college to raise funds for Alumni Association
- National Science Day celebrated
- Essay competition was organized to celebrate Matri Bhasha Divas
- Extension lecture on Entrepreneurship – development programme (Technical Session)
- Construction of retention wall
- Floral tribute to Don Bosco
- B.A. 6<sup>th</sup> Semester students were taken to Santiniketan and Kolkata
- Parting social organized
- Teacher day celebrated

- NCC is functional
- Poster and Quiz competition on World Population Day, 11<sup>th</sup> July 2017
- Basketball ground was allowed to held a tournament for one week by a club from the locality
- One of the faculty members was the Guest Speaker at Anti Drugs Awareness Programme organized by MILAN LASCO (NGO)
- One of the faculty member of the Department of Physics was appointed as a Practical Examiner in Class XII/ Board Examinations, etc.
- Eminent scientists from the region are encouraged to interact with students
- Pre-Christmas celebration was organised for and by students
- Singing competition was organised for the students
- Group dance competition was organized for the students
- Faculty served as reviewer of journals, including international journals
- Faculty served as guest lecturers in different institutions and shared their knowledge
- Faculty participated in the World Population Day celebration
- International Women's day celebrated in collaboration with District Social welfare office and Don Bosco College of Teacher's Education.
- Students' seminar organized on the theme Making digital market places fairer on World consumer rights day.
- 3-Day Hands-on Training on Plant Tissue Culture Techniques
- One Day National Integration Programme at DDK Tura
- Staff involved in Subject Expert/Resource Person/Government Duties, etc.

## 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			10 Acres
Class rooms	31			31
Laboratories	16			16
Seminar Halls	2			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	13401		178	174906	13579	
Reference Books	4094		100	1200	4194	
e-Books	750 GB					
Journals						
e-Journals			N-List			
Digital Database						
CD & Video	52					
Others/ Mag	07					
Newspaper	06					
Total			278	176106	17773	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78	2	13	2	2	8	16	0
Added	0	0	0	2	0	0	0	0
Total	78	2	13	4	2	8	16	0

#### 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 20 computers, available for public examination purpose.
- Accessing e-journals.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.31
ii) Campus Infrastructure and facilities	54.89
iii) Equipments	9.00
iv) Others	7.16
<b>Total :</b>	<b>71.36</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- English Proficiency Program
- Mentoring, Counselling, etc
- Students were taken to Rajasthan for literacy programme.
- Extension lecture on Entrepreneurship – development programme (Technical Session)
- Career counselling was delivered by Pune Institute of Business Management at DBC for Commerce and Science streams (30 students)
- Physics honours students has attended a 2 day workshop on Plasma Physics at Assam Don Bosco University
- Internship for B.Com students
- Mock Drill on Disaster Management

#### 5.2 Efforts made by the institution for tracking the progression

- Regular conducting of meetings, monitoring & mentoring of students by various departments and reporting to IQAC and Principal.
- Individual student progression on academic aspect, Academic audit of departments.
- Further entry of library books for digitalization is undergoing.
- Symposium organized by Education department

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1807	Nil	Nil	Nil

#### (b) No. Of students outside the state

64
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#### (c) No. Of international students

1
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	No	%		No	%
	781	43.29		1023	56.71
Men			Women		

Last Year (2016)						This Year (2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
102	38	1852	22	15	2014	90	34	1659	21	6	1804

Demand ratio 1:1.40

Dropout % 1.51

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

Test conducted for IAS and other competitive exams
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No. Of students beneficiaries

40
----

### 5.5 No. Of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

English proficiency & Public speaking; Career counselling by BIRD Aviation Academy; Counselling

No. Of students benefitted 138

### 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
Nil	Nil	Nil	Nil

### 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.

### 5.9 Students Activities

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

State/ University level 1 National level Nil International level Nil

#### No. Of students participated in cultural events

State/ University level Nil National level Nil International level Nil

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

Sports : State/ University level Nil National level Nil International level Nil  
Cultural: State/ University level Nil National level Nil International level Nil



### 5.10 Scholarships and Financial Support

	Number of Students (Fresh)	Number of Students (Renewal)	Amount
Financial support from institution	1	Nil	48,800
Financial support from government	1008	154	Direct Beneficiary Fund Transfer (online)
Financial support from other sources	Nil	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil	Nil

### 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 Handbook

**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

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

##### 6.3.1 Curriculum Development

Participation of Teachers in Board of Studies, N.E.H.U.,

#### 6.3.2 Teaching and Learning

Hands on training, ICT Training for Staff, field trips, study tours, project based learning, assignment, subject quiz & seminar, class tests, etc.

#### 6.3.3 Examination and Evaluation

- Majority of Teachers undertake University exam Evaluation, Invigilation, Practical Examiner.
- The department of Physics has written a letter to NEHU to reschedule the university 2<sup>nd</sup> semester examination so that the students benefit the gapping in between the examination papers.

#### 6.3.4 Research and Development

The research in Biotech Hub lab is continued in collaboration with NEHU, Tura Campus.  
Research and publication of papers have been encouraged through Journals, Proceedings of Seminar/Conferences; Research consultancy Cell is constituted.

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

New addition of books, maintaining records of library footfall, Encouragement of students to visit library for studying in off periods, audio visual aids used to show the role of ICCW, Anganwadi Balwadi & ICDS

#### 6.3.6 Human Resource Management

Encouraging hard work, staff orientations, biometric system of attendance for staff, permitting staff for higher studies, feedback from students, Loan facility available to staff from the College

#### 6.3.7 Faculty and Staff recruitment

As per norms of State Government/ UGC

#### 6.3.8 Industry Interaction / Collaboration

Visit to centres of industry, Field trips / Study Tour, visiting faculty lectures.

#### 6.3.9 Admission of Students

- An admission committee is in place for admission purpose.
- Prospectus for admission is circulated along with the forms.
- Admission based on merit and as per Govt. of Meghalaya/ Regulatory authority norms. N.A.

#### 6.4 Welfare schemes for

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

6.5 Total corpus fund generated

50 Lakhs

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	No		Yes	Academic Council
Administrative	No		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?

Internal assessment (25% weightage) given to respective college in the evaluation process.

6.11 Activities and support from the Alumni Association

Online / Direct meeting

6.12 Activities and support from the Parent – Teacher Association

College facilitates Parent-Teacher interaction on student's progression when required.

6.13 Development programmes for support staff

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.

➤ English proficiency

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

Plan of Action	Achievements
To organise Workshop/Seminar/Orientation/etc.	<ul style="list-style-type: none"> <li>• Orientation Programme for Teaching Staff, 6<sup>th</sup> July, 2017</li> <li>• Celebration of National Science Day, 23<sup>rd</sup> Feb., 2018</li> <li>• The department of Physics has organized a seminar which was presented by the students of 4<sup>th</sup> Semester</li> <li>• Department of Education organized a one day symposium for IV and VI semester students</li> <li>• Department of Political Science organized a departmental seminar on “International relations and Indian polity”</li> <li>• Workshop on IAS and other competitive examinations</li> </ul>
Restructuring of various committees	Committees were restructured
Group and individual mentoring of students to be conducted	Group and individual mentoring of students are conducted successfully
Departmental Academic audit to be conducted	Departmental Academic audit were conducted successfully [Reports with Departments]
Villages to be adopted to develop and educate	Galwang Chidekgre village, under Rongram block, West Garo Hills was adopted and outreach program undertaken
Any other of relevance	<ul style="list-style-type: none"> <li>• Gender sensitive talk was conducted</li> <li>• Industrial visit &amp; other local student trips conducted. [Reports with Commerce and Zoology Departments]</li> </ul>

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

- |  |
|--|
| <ul style="list-style-type: none"> <li>• The college donates old practical copies for the visually impaired students of Monfort School for Braille.</li> <li>• The college monitors the attendance of students on regular (monthly) basis</li> </ul> |
|--|

7.4 Contribution to environmental awareness / protection

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Disaster management team organised Disaster Management drill</li> <li>• Tree plantation and environmental awareness programmes organized</li> </ul> |
|--|

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
- Preparation for SSR writing for 2<sup>nd</sup> Cycle of NAAC accreditation
- 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



Signature of the Coordinator, IQAC

Fr. Bivan Rodriques Mukhim, SDB



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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**Annexure- II**  
**College Academic Calendar 2017-18 session (attached separately)**  
**DON BOSCO COLLEGE CALENDAR 2017-2018**

(Based on Meghalaya Govt & NEHU Holiday lists and NEHU Semester Calendar)

<b>JULY 2017</b>			
1	SAT	Class	Swachchh DBC Abhiyan
2	SUN	Holiday	
3	MON	Class	
4	TUE	Class	
5	WED	Class	
6	THU	Class	
7	FRI	Class	Counselling for Degree Science.
8	SAT	Class	
9	SUN	Holiday	
10	MON	Class	
11	TUE	Class	World Population Day
12	WED	Class	
13	THU	Class	
14	FRI	Class	Computer awareness for Students of all classes
15	SAT	Class	
16	SUN	Holiday	Garos Labour Corps Day / Beh Dienkhlam
17	MON	Holiday	U Tirot Singh Day.
18	TUE	Class	
19	WED	Class	
20	THU	Class	
21	FRI	Class	
22	SAT	Class	
23	SUN	Holiday	
24	MON	Class	
25	TUE	Class	
26	WED	Class	
27	THU	Class	
28	FRI	Class	
29	SAT	Class	
30	SUN	Holiday	
31	MON	Class	Academic audit.

AUGUST 2017			
1	TUE	Class	
2	WED	Class	
3	THU	Class	
4	FRI	Class	
5	SAT	Class	<b>Seminar on Public Awareness (Green Earth / Religious Tolerance)</b>
6	SUN	Holiday	
7	MON	Class	
8	TUE	Class	
9	WED	Class	
10	THU	Class	
11	FRI	Class	International Youth Day.
12	SAT	Class	
13	SUN	Holiday	
14	MON	Class	
15	TUE	Holiday	Independence Day.
16	WED	Class	
17	THU	Class	
18	FRI	Class	
19	SAT	Class	
20	SUN	Holiday	
21	MON	Class	
22	TUE	Class	
23	WED	Class	
24	THU	Class	
25	FRI	Class	
26	SAT	Class	Life Skills Training / Guest Lecture.
27	SUN	Holiday	
28	MON	Class	
29	TUE	Class	National Sports Day
30	WED	Class	
31	THU	Class	Attendance Compilation of August / Academic audit



SEPTEMBER 2017			
1	FRI	Class	
2	SAT	Holiday	Id-UI-Zuha (Bakrid)
3	SUN	Holiday	
4	MON	Class	
5	TUE	Class	Teacher's Day.
6	WED	Class	
7	THU	Class	
8	FRI	Class	
9	SAT	Class	Soft-Skill Development Programme for 3 Degree
10	SUN	Holiday	
11	MON	Class	
12	TUE	Class	
13	WED	Class	Governing Body Meeting (Tentative).
14	THU	Class	
15	FRI	Class	
16	SAT	Class	<b>Seminar on Public Awareness (Road Safety / Consumer Rights &amp; Protections)</b>
17	SUN	Holiday	
18	MON	Class	
19	TUE	Class	
20	WED	Class	
21	THU	Class	
22	FRI	Class	
23	SAT	Class	Academic audit.
24	SUN	Holiday	
25	MON	Class	
26	TUE	Class	
27	WED	Holiday	Maha Saptami
28	THU	Holiday	Maha Ashtami
29	FRI	Holiday	Maha Navami
30	SAT	Holiday	Dussera

OCTOBER 2017			
1	SUN	Holiday	
2	MON	Holiday	Gandhi Jayanti
3	TUE	Exam	<b>Commencement of Odd Semester Examinations.</b>
4	WED	Exam	
5	THU	Exam	
6	FRI	Exam	
7	SAT	Exam	
8	SUN	Holiday	
9	MON	Exam	
10	TUE	Exam	
11	WED	Exam	
12	THU	Exam	
13	FRI	Exam	
14	SAT	Exam	
15	SUN	Holiday	
16	MON	Exam	
17	TUE	Exam	
18	WED	Exam	
19	THU	Holiday	Diwali
20	FRI	Exam	
21	SAT	Exam	
22	SUN	Holiday	
23	MON	Exam	
24	TUE	Exam	
25	WED	Exam	
26	THU	Exam	
27	FRI	Exam	
28	SAT	Exam	
29	SUN	Holiday	
30	MON	Exam	
31	TUE	Exam	

NOVEMBER 2017			
1	WED	Exam	
2	THU	Holiday	All Soul's Day
3	FRI	Exam	
4	SAT	Exam	
5	SUN	Holiday	
6	MON	Exam	
7	TUE	Exam	
8	WED	Exam	
9	THU	Holiday	Wangala
10	FRI	Holiday	Wangala
11	SAT	Holiday	Wangala
12	SUN	Holiday	
13	MON	Class	Commencement of Even Semester Classes.
14	TUE	Class	
15	WED	Class	
16	THU	Class	International Day for Endurance or Tolerance.
17	FRI	Class	
18	SAT	Class	
19	SUN	Holiday	
20	MON	Class	
21	TUE	Class	
22	WED	Class	
23	THU	Holiday	Seng Kut Snem
24	FRI	Class	
25	SAT	Class	
26	SUN	Holiday	
27	MON	Class	College Week
28	TUE	Class	College Week
29	WED	Class	College Week
30	THU	Class	College Week

DECEMBER 2017			
1	FRI	Class	College Week / World AIDS Day
2	SAT	Holiday	Id-E-Milad
3	SUN	Holiday	
4	MON	Class	
5	TUE	Class	Results of NEHU Odd Semester Examinations.
6	WED	Class	
7	THU	Class	
8	FRI	Class	
9	SAT	Class	
10	SUN	Holiday	
11	MON	Class	
12	TUE	Holiday	Pa Togan Nengminza Sangma Day
13	WED	Class	
14	THU	Class	
15	FRI	Class	Attendance compilation of December. Departmental Academic Audit (Annual Evaluation)
16	SAT	Class	Pre-Christmas Celebration.
17	SUN	Holiday	
18	MON	Vacation	Death Anniversary of U Soso Tham
19	TUE	Vacation	Commencement of Degree Winter Vacation
20	WED	Vacation	
21	THU	Vacation	Last day of Office.
22	FRI	Vacation	
23	SAT	Vacation	
24	SUN	Vacation	
25	MON	Vacation	Christmas
26	TUE	Vacation	
27	WED	Vacation	
28	THU	Vacation	
29	FRI	Vacation	
30	SAT	Vacation	U Kiang Nongbah Day
31	SUN	Vacation	

JANUARY 2018			
1	MON	Vacation	New Year
2	TUE	Vacation	
3	WED	Vacation	
4	THU	Vacation	
5	FRI	Vacation	
6	SAT	Vacation	
7	SUN	Vacation	
8	MON	Vacation	
9	TUE	Vacation	National Youth Day
10	WED	Vacation	
11	THU	Vacation	
12	FRI	Vacation	
13	SAT	Vacation	
14	SUN	Vacation	
15	MON	Vacation	
16	TUE	Vacation	
17	WED	Vacation	
18	THU	Vacation	
19	FRI	Vacation	
20	SAT	Vacation	
21	SUN	Vacation	
22	MON	Vacation	Office Reopens
23	TUE	Vacation	
24	WED	Vacation	
25	THU	Vacation	
26	FRI	Vacation	Republic Day
27	SAT	Vacation	
28	SUN	Vacation	
29	MON	Vacation	
30	TUE	Vacation	
31	WED	Vacation	Feast of Don Bosco

FEBRUARY 2018			
1	THU	Vacation	
2	FRI	Vacation	
3	SAT	Vacation	
4	SUN	Vacation	
5	MON	College	Staff Meeting (Tentative)
6	TUE	College	Staff Orientation Programme
7	WED	College	Staff Orientation Programme
8	THU	Class	Continuation of Even Semester Classes.
9	FRI	Class	
10	SAT	Class	
11	SUN	Holiday	
12	MON	Class	
13	TUE	Class	
14	WED	Class	
15	THU	Class	
16	FRI	Class	
17	SAT	Class	
18	SUN	Holiday	
19	MON	Class	
20	TUE	Class	
21	WED	Class	
22	THU	Class	
23	FRI	Class	
24	SAT	Class	
25	SUN	Holiday	
26	MON	Class	
27	TUE	Class	
28	WED	Class	Attendance compilation of February.

MARCH 2018			
1	THU	Class	
2	FRI	Holiday	Holi
3	SAT	Class	
4	SUN	Holiday	
5	MON	Class	
6	TUE	Class	
7	WED	Class	
8	THU	Class	
9	FRI	Class	
10	SAT	Class	
11	SUN	Holiday	
12	MON	Class	
13	TUE	Class	
14	WED	Class	
15	THU	Class	
16	FRI	Class	
17	SAT	Class	
18	SUN	Holiday	
19	MON	Class	
20	TUE	Class	
21	WED	Class	
22	THU	Class	
23	FRI	Class	
24	SAT	Class	
25	SUN	Holiday	
26	MON	Class	
27	TUE	Class	
28	WED	Class	
29	THU	Class	Attendance compilation of March.
30	FRI	Holiday	Good Friday
31	SAT	Holiday	

APRIL 2018			
1	SUN		
2	MON	Holiday	Easter Monday
3	TUE	Class	Attendance compilation of March
4	WED	Class	
5	THU	Class	
6	FRI	Class	Students Feedback
7	<b>SAT</b>	<b>Class</b>	<b>World Health Day</b>
8	SUN		
9	MON	Class	
10	TUE	Class	Student's Seminar by Department of Chemistry
11	WED	Class	
12	THU	Class	
13	FRI	Class	
14	SAT	Holiday	Ambedkar Jayanti
15	SUN		Bihu
16	MON	Class	Academic audit.
17	TUE	Class	
18	WED	Class	<b>Parting Social 2018</b>
19	THU	Study Leave	Distribution of Admit Cards. Attendance Compilation of April
20	FRI	Study Leave	Staff Orientation Programme
21	SAT	Study Leave	
22	SUN		
23	Mon	Study Leave	
24	TUE	Exam	Even Semester Examinations Commence.
25	WED	Exam	
26	THU	Exam	
27	FRI	Exam	
28	SAT	Exam	
29	SUN		
30	MON	Holiday	Buddha Purnima



MAY 2018			
1	TUE	Exam	
2	WED	Exam	
3	THU	Exam	
4	FRI	Exam	
5	SAT	Exam	
6	SUN		
7	MON	Exam	
8	TUE	Exam	
9	WED	Exam	
10	THU	Exam	
11	FRI	Exam	National Technology Day
12	SAT	Exam	
13	SUN		
14	MON	Exam	
15	TUE	Exam	
16	WED	Exam	
17	THU	Exam	
18	FRI	Exam	
19	SAT	Exam	
20	SUN		
21	MON	Exam	
22	TUE	Exam	College Foundation Day
23	WED	Exam	
24	THU	Exam	
25	FRI	Exam	
26	SAT	Exam	
27	SUN		
28	MON	Exam	
29	TUE	Exam	
30	WED	Exam	
31	THU	Exam	
<b>Note: Classes for next semester to begin after a few days of semester break at the end of examinations.</b>			

JUNE 2018			
1	FRI	Exam	
2	SAT	Exam	
11	MON	Vacation	
12	TUE	Vacation	
13	WED	Vacation	
14	THU	Vacation	
15	FRI	Vacation	
16	SAT	Vacation	Id-UI-Fitre
17	SUN	Vacation	
18	MON	Vacation	
19	TUE	Vacation	
20	WED	Vacation	
21	THU	Vacation	
22	FRI	Vacation	
23	SAT	Vacation	
24	SUN		
25	MON	Class	Odd Semester Classes of B.A., B.Com. and B.Sc. begin
26	TUE	Class	
27	WED	Class	
28	THU	Class	
29	FRI	Class	
30	SAT	Class	

JULY 2018			
1	SUN		
2	MON	Class	Orientation Programme for B.Sc & B.Com. Attendance Compilation of June.
3	TUE	Holiday	Behdein Khlam.
4	WED	Class	
5	THU	Class	
6	FRI	Class	
7	SAT	Class	
8	SUN		
9	MON	Class	Inauguration of New Academic Session.
10	TUE	Class	
11	WED	Class	World Population Day
12	THU	Class	
13	FRI	Class	Computer awareness for Students of all classes
14	SAT	Class	Fresher's Social
15	SUN		
16	MON	Holiday	Garos Labour Corps Day
17	TUE	Holiday	U Tirot Singh Day.
18	WED	Class	
19	THU	Class	
20	FRI	Class	
21	SAT	Class	
22	SUN		
23	MON	Class	
24	TUE	Class	
25	WED	Class	
26	THU	Class	
27	FRI	Class	
28	SAT	Class	Governing Body Meeting (Tentative).
29	SUN		
30	MON	Class	
31	TUE	Class	