# YEARLY STATUS REPORT - 2022-2023

| Part A | |
|---|---|
| **Data of the Institution** | |
| **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 its own campus? | Yes |
| • Phone no./Alternate phone no. | 9402152496 |
| • Mobile No: | 9435594511 |
| • State/UT | Meghalaya |
| • Pin Code | 794002 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | Affiliated |
| • Type of Institution | Co-education |
| • Location | Semi-Urban |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | NORTH-EASTERN HILL UNIVERSITY |
| • Name of the IQAC Coordinator | Dr. Barbara S. Sangma |
| • Phone No. | 8974272464 |
| • Alternate phone No. | |
| • IQAC e-mail address | iqac.dbc@gmail.com |
| • Alternate e-mail address | principal@donboscocollege.ac.in |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://www.donboscocollege.ac.in/public/frontend/aqar/2021-2022.pdf |

| 4.Whether Academic Calendar prepared during the year? | Yes |
|---|---|
| • if yes, whether it is uploaded in the Institutional website Web link: | https://donboscocollege.ac.in/public/uploads/filemanager/DBC%20Year%20Planner%202022-23.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| Cycle 2 | B | 2.31 | 2023 | 12/10/2023 | 11/10/2028 |

| 6.Date of Establishment of IQAC | 01/12/2011 |
|---|---|

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Don Bosco College, Tura | Salary March 2022 to May 2022 | Office of the Director of Higher and Technical Education Meghalaya | 2022, 3 months | 12082061 |
| Don Bosco College, Tura | Salary June 2022 to August 2022 | Office of the Director of Higher and Technical Education Meghalaya | 2022, 3 months | 12469324 |
| Don Bosco College, Tura | Salary September 2022 to November 2022 | Office of the Director of Higher and Technical Education Meghalaya | 2022, 3 months | 12508068 |
| Don Bosco College, Tura | DA Arrears | Office of the Director of Higher and Technical Education Meghalaya | 2022 | 4169356 |
| Don Bosco College, Tura | Salary December 2022 | Office of the Director of Higher and Technical Education Meghalaya | 2022 | 1385712 |
| Don Bosco College, Tura | Allowance | Office of the Director of Higher and Technical Education Meghalaya | 2022 | 9015000 |
| Don Bosco College, Tura | Salary January 2023 to February 2023 | Office of the Director of Higher and Technical Education Meghalaya | 2023, 2 months | 8860704 |
| Don Bosco College, Tura | DA Arrears | Office of the Director of Higher and Technical Education Meghalaya | 2023 | 98499 |
| Don Bosco College, Tura | Salary Arrears | Office of the Director of Higher and Technical Education Meghalaya | 2023 | 1963555 |
| Don Bosco College, Tura | Excursion Trip | Chief Minister Fund | 2023 | 100000 |
| Don Bosco College, Tura | Excursion Trip | Chief Minister Fund | 2023 | 100000 |
| Don Bosco College, Tura | Red Ribbon Club | Meghalaya Aids Control Society | 2023 | 10000 |
| Don Bosco College, Tura | Red Ribbon Club | Meghalaya Aids Control Society | 2023 | 45940 |
| Don Bosco College, Tura | National Seminar | SBI regional Branch, Tura | 2023 | 25000 |
| Don Bosco College, Tura | Alumni | SBI regional Branch, Tura | 2023 | 20000 |
| Don Bosco College, Tura | NSS | NEHU | 2023 | 22000 |
| Don Bosco College, Tura | NSS Camp | NEHU | 2023 | 22500 |
| Don Bosco College, Tura | Sports and Youth Program | NEHU | 2023 | 10000 |
| Don Bosco College, Tura | Excursion Trip | DC Office, West Garo Hills, Meghalaya | 2023 | 50000 |

| 8.Whether composition of IQAC as per latest NAAC guidelines | Yes |
|---|---|
| • Upload latest notification of formation of IQAC | No File Uploaded |

| 9.No. of IQAC meetings held during the year | 8 |
|---|---|

| | |
|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |

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

Computer Certificate Course on Tally ERP.

Honesty Box- This is an initiative to promote personal integrity among students. This is literally a box into which the members of the college are trusted to put things of some value which they find lying around or something someone has forgotten or left behind.

Going for 1st Cycle of NAAC Re-accreditation.

Monitoring attendance and over-all discipline of the students.

Indo-Bangla Cultural collaboration for staff and students.

**12.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 |
|---|---|
| Upgradation of Library | With the completion of college annexe building and shifting library and some classrooms there the college will be able to provide better and advance library services. |
| Signing of Memorandum of Understanding(MoU) with industries for industries linkages as well as internship of students under NEP | The College is going make serious efforts to sign MoUs with industries for industrial linkages as well as internship of students under NEP |
| To start courses in Python Programming, Short-term certificate course in Web Designing, Photoshop, Apiculture, Solar Ensembling. | This plan is yet to take off. However, it is hoped that once implemented the programme will help the students acquire skills in various fields. |
| To start evening classes for neighborhood students of grade 8-10 | This plan is yet to start. |
| To prepare students for Common University Entrance Test (CUET) | This program is already in execution and sizable number of students have already got admission into Universities through CUET. |
| To Upgrade Laboratories in keeping with NEP | This has been achieved to a certain extent. |
| To improve Research culture/publications in the college | This area needs to be taken care of in a serious way. |
| To digitalize all classrooms | 70% of the classrooms in the college are digitalized. |
| To upgrade sporting facilities | Basketball court has been upgraded. Plan is also made to start indoor games facilities |
| International collaboration for faculty/students exchange programme | This programme is already in progress . |

| | |
|---|---|
| **13.Whether the AQAR was placed before statutory body?** | Yes |

• Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body and IQAC | 28/02/2024 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2024 | 18/03/2024 |

### 15.Multidisciplinary / interdisciplinary

With the introduction of the National Education Policy (NEP), Don Bosco College recognizes the importance of fostering multidisciplinary and interdisciplinary courses to align with the evolving educational landscape. The college, which offers three streams—Arts, Commerce, and Science—has embraced this approach by providing students with the opportunity to explore subjects beyond their chosen stream. Arts students can now study science and commerce subjects, while science students have the option to delve into arts and commerce courses. Additionally, the college faculty members have demonstrated flexibility by teaching across different streams as requested by the management. This interdisciplinary approach not only enriches the learning experience but also equips students with a broader skill set and perspective, preparing them to thrive in diverse academic and professional environments.

### 16.Academic bank of credits (ABC):

Don Bosco College, Tura, has recently introduced the Academic Bank of Credits (ABC) system, marking a significant advancement in student-centric education. With detailed instructions provided, students are now registering themselves in the ABC platform. Leveraging the digital infrastructure, most students have already set up their Digilocker accounts, laying the groundwork for seamless integration with ABC. While eagerly awaiting the registration numbers from the university, students are poised to swiftly create their ABC accounts once received. To streamline the process, a Google Form has been meticulously prepared for students to submit their ABC IDs, which will then be forwarded to the university for official registration. In support of this initiative, the college has appointed a dedicated nodal officer and committee to assist students in navigating the registration process. Emphasizing inclusivity, all students are encouraged to proactively engage in creating their ABC IDs, fostering a culture of continuous learning and academic empowerment at Don Bosco College, Tura.

### 17.Skill development:

Don Bosco College, Tura, has initiated a comprehensive skill development program aimed at empowering students with practical knowledge and expertise. As part of this initiative, students are provided with a platform to enhance their computer skills through short-term courses, enabling them to navigate the digital landscape with confidence. Certificate Course in A.chik Folk Arts are also taught to the students to learn how to play the traditional musical instruments of the Garos. Additionally, batches of students are afforded the opportunity to visit the Don Bosco Skill Centre at Mendal in North Garo Hills, Meghalaya. Here, they engage in hands-on learning experiences in diverse fields such as apiculture, pickle making, solar ensemble, piggery, and rubber processing, gaining valuable insights and practical skills essential for real-world applications. Furthermore, the college is actively pursuing collaborations with industries to establish Memorandums of Understanding (MOUs) for student internships and skill development programs, ensuring that students receive holistic education and are well-prepared for the challenges of the professional world.

### 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Don Bosco College, Tura, stands in a state renowned for its rich cultural tapestry and diverse heritage, and the college is committed to embracing and celebrating this cultural wealth as an integral part of its curriculum. Recognizing the importance of Indigenous Knowledge Systems (IKS), the college has launched various initiatives to instill a deep understanding and appreciation of the local culture and diversity among students. These include cultural dance competitions, debates, and quizzes centered around IKS topics. Additionally, the college is introducing a 'Three - Language Ladder Programme' aimed at fostering a love for languages and nurturing respect for other cultures and diversities. Moreover, the college is actively inviting experts to impart knowledge about the rich Indian Knowledge System through the introduction of various courses, thereby enriching the educational experience and promoting cultural exchange and understanding among students. Through these endeavors, Don Bosco College, Tura, aims to nurture well-rounded individuals who are not only academically proficient but also culturally aware and respectful of diversity.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Don Bosco College, Tura, is committed to ensuring that its students achieve the desired learning outcomes through a structured approach known as Outcome-Based Education (OBE). The college has meticulously prepared Program Outcomes (POs), Course Outcomes (COs), and Program Specific Outcomes (PSOs) to serve as guiding benchmarks for student achievement. Regular assessments, class tests, and assignments are conducted to continuously monitor and evaluate student progress in alignment with these outcomes. Furthermore, the university examinations held at the end of each semester provide another crucial means of assessing student attainment of desired outcomes. The college places a strong emphasis on accountability and improvement, regularly convening departmental meetings to review and analyze student outcomes, identify areas for enhancement, and implement effective strategies to ensure that students are well-prepared to meet the demands of their chosen fields upon graduation. Through this comprehensive OBE framework, Don Bosco College, Tura, is dedicated to fostering a culture of excellence and continuous improvement in student learning and development.

### 20.Distance education/online education:

Don Bosco College, Tura, is taking significant strides towards embracing distance education and online learning to cater to the evolving needs of students. Recognizing the importance of providing accessible and flexible educational opportunities, the college is in the process of signing a Memorandum of Understanding (MOU) with IGNOU to establish a center within its premises. This center will offer students the opportunity to pursue double degrees and emphasize the advantages of online higher education. To ensure the smooth operation of the center, a dedicated nodal officer has been appointed. Work is underway to transform Don Bosco College, Tura, into a hub for distance and online courses, further expanding educational accessibility and fostering a culture of lifelong learning in the community.

## Extended Profile

### 1.Programme

| | |
|---|---|
| 1.1 | 178 |

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

**2.Student**

| 2.1 | 2922 |
|---|---|
| Number of students during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.2 | 985 |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 | 621 |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

**3.Academic**

| 3.1 | 77 |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 | 83 |
|---|---|
| Number of Sanctioned posts during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

**4.Institution**

| 4.1 | 33 |
|---|---|
| Total number of Classrooms and Seminar halls | |

| 4.2 | 200 |
|---|---|
| Total expenditure excluding salary during the year (INR in lakhs) | |

| 4.3 | 110 |
|---|---|
| Total number of computers on campus for academic purposes | |

| **Part B** |
|---|

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Don Bosco College, Tura affiliated to North-Eastern Hill University, Shillong, adheres to and implements the curriculum outlined by the University. The College Academic Council responsible for managing the academic calendar, class routine, syllabus review, and academic audit, plays a pivotal role in this regard. It prepares the Academic Calendar, incorporating dates for the commencement of the academic session, internal assessment tests, departmental seminars, significant celebrations, College week, and others, aligning with the University calendar.

At the onset of each year, the academic calendar and syllabus unitization are discussed in a comprehensive way which leads to the formulation of a strategic plan. In addition, departmental meetings are held at the commencement of each Semester for syllabus allocation and class distribution among faculty members. Regular meetings involving the Management, Academic Council, and IQAC Coordinator are convened to review the progress of the action plan.

Following the University's End-Semester result declaration, the Academic Council conducts a thorough result review. Feedback from both students and teachers is taken which helps in continual enhancement of the teaching-learning process. This collaborative approach ensures a well-structured and effective academic environment at Don Bosco College.

| File Description | Documents |
|---|---|

| Upload relevant supporting document | **View File** |
|---|---|
| Link for Additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION I/1.1.1 Additional Link.pdf** |

**1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)**

The College Academic Committee, responsible for overseeing the Academic Calendar, Class Routine, Syllabus Review, and Academic Audit, prepares the College Academic Calendar in accordance with the University's prescribed schedule. The College rigorously adheres to this calendar, using it as a guide for organizing internal exams, departmental seminars, external examinations, and extracurricular events. The classes, internal tests, and external examinations of all the three streams align with this established calendar.

Each department assigns to students topics for assignments, specifying submission dates. The University sets question papers for all external Semester examinations for 75% of the total 100 marks for each course. Internal assessments, constituting 25% involve internal tests and assignments conducted by the College.

The Attendance Monitoring Committee oversees students' attendance, and displays monthly attendance percentages on the Notice Board. Students who fall short of the required percentage of attendance are summoned for an explanation, with parents involved in the discussions in certain cases. An Orientation Program for First-Semester students marks the commencement of each academic session. As classes commence, teachers employ direct and indirect assessments to identify slow and fast learners, tailoring their efforts to meet individual needs.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | **View File** |
| Link for Additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION I/1.1.2 Additional Link.pdf** |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.  Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | **View File** |
| Any additional information | **View File** |

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

15

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | **View File** |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Brochure or any other document relating to Add on /Certificate programs | **View File** |
| List of Add on /Certificate programs (Data Template ) | **View File** |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

96

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | **View File** |

## 1.3 - Curriculum Enrichment

**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The College is dedicated to providing a well-rounded education for the comprehensive development of students. It offers numerous courses that seamlessly integrate cross-cutting issues relevant to professional ethics, gender, human values, environment, and sustainability into the curriculum. These courses cover topics such as gender inequality, status of women, ethics, and moral concepts like good, right, duty, and virtue. The curriculum also explores the role of education indevelopment of human values , human rights education, sustainable development, value education, environmental ethics, and the individual's role in pollution prevention, natural resource conservation, and resource management.

Complementing the diverse course offerings, the College has established various Committees/Clubs, such as the Green Club, Red Ribbon Club, Internal Complaints Committee, Anti-Ragging, Dress Code and Discipline Committee, etc. These Committees are responsiblefor fostering awareness among students regarding gender issues, human values, and environmental concerns, aiming to mould them into socially responsible citizens. The NCC and NSS units of the College actively conduct programs and activities that address issues related to gender, human values, environment, and sustainability.

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | **View File** |

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

3

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Programme / Curriculum/ Syllabus of the courses | **View File** |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | **View File** |

**1.3.3 - Number of students undertaking project work/field work/ internships**

103

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | **View File** |

## 1.4 - Feedback System

| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | **View File** |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | **No File Uploaded** |
| Any additional information(Upload) | **View File** |

| **1.4.2 - Feedback process of the Institution may be classified as follows** | **C. Feedback collected and analyzed** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| URL for feedback report | **https://www.donboscocollege.ac.in/pages/Feedback** |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1145

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Institutional data in prescribed format | **View File** |

| 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats) | |
|---|---|
| 2.1.2.1 - Number of actual students admitted from the reserved categories during the year | |
| 885 | |

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Number of seats filled against seats reserved (Data Template) | **View File** |

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Don Bosco College actively fosters a thriving academic environment by supporting varying learning styles and needs.

Identifying Learning Gaps:

The College employs a comprehensive assessment system, utilizing class participation, tests/exams, and assignments to identify individual learning needs and potential knowledge gaps.

Remediating Learning Gaps:

Extended Library Access: To encourage independent study and research, the College library offers extended hours for students.

Mentorship Programs: Mentoring is conducted regularly providing students with personalized guidance and support.

Specialized Resources: Students benefit from access to specialized teaching-learning materials available at the College website.

Peer Learning: Peer tutoring and discussions is promoted fostering knowledge exchange and collaborative learning among students.

Past Paper Analysis: Teachers proactively engage in discussions of previous year's question papers, equipping students with exam preparation strategies.

Special opportunities: Students interested in acquiring additional skills can enrol in Certificate Courses offered by the College.

Departmental seminars: Both slow and advanced learners benefit from Departmental Seminars. It enhances syllabus understanding, and challenging topics can engage advanced learners.

Recognition and Motivation: The College acknowledges and celebrates academic achievements by recognizing the "Best Students" from each department. This recognition serves as a powerful motivator for other students, inspiring them to strive for excellence.

| File Description | Documents |
|---|---|
| Link for additional Information | **https://donboscocollege.ac.in/public/uploads/AQAR** |
| Upload any additional information | **No File Uploaded** |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| 2922 | 77 |

| File Description | Documents |
|---|---|
| Any additional information | **View File** |

## 2.3 - Teaching- Learning Process

### 2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College implements a diverse range of student-centric initiatives to optimize the teaching-learning process. These initiatives foster the development of crucial skills across all academic streams.

For Science and Commerce Students:

- Regular practicals integrated into the curriculum enhance experimental expertise.
- Field trips and study tours provide valuable out-of-classroom learning experiences.

For Arts Students:

- Interactive activities such as role plays, group discussions, and case studies hone critical thinking and communication skills.

Final Semester students of all streams participate or are required to do projects focused on local environmental issues through site visits. This firsthand exposure augments their final projects and prepares them for future engagement with environmental and other concerns.

**Additional Enrichment Opportunities:**

- The College magazine,Boscoans, serves as a platform for students to showcase their literary and artistic talents.
- Commemorative events of significant national and international days foster cultural awareness and active participation.

**Enhancing Skills through Assessment:**

- Open-book class assignments promote the development of problem-solving strategies and collaborative work skills.
- Group and individual assignments are universally employed across all streams to reinforce independent and collaborative learning.

**Academic Discourse:**

- Departmental Seminars encourage students to make presentations on topics related to their coursework, cultivating research and communication skills.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION II/AQAR 2022-24_2.3.1.pdf |

**2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words**

Recognizing the transformative potential of technology, the College has actively incorporated various Information and Communication Technologies (ICTs) into its pedagogy.

**Enhancing Interaction and Communication:**

- In addition to traditional methods, many faculty leverage digital tools readily available in the ubiquitous smartphone to foster engaged learning.
- Digital culture is actively promoted; online platforms such as Google Classroom, G-Suite, etc., which were started during the covid epidemic have continued to be used by many faculty members to hybridize their teaching.
- Social media applications like Telegram and WhatsApp are employed for efficient and instant information dissemination and communication.

**ICT Resources:**

- Faculty members benefit from dedicated G-Suite Workspace accounts (@donboscocollege.ac.in).
- The College website serves as a repository for teaching materials and past-exam papers, facilitating convenient student access.
- Most classrooms have integrated projectors, enabling engaging class lectures; Bosco Hall has a smart board for more advanced functionality.
- Each department is equipped with computers and internet access, empowering faculty to utilize e-journals, e-books, and other online resources for both curriculum development and personal research. In additional, desktop computers with internet connection are available in the library, and Wi-Fi access is provided throughout the campus for both students and faculty.
- LAN facility is made available for paperless operations.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://donboscocollege.ac.in/ICT/index.html |

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

77

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

77

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

16

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | **View File** |

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

787

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | **View File** |

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College prioritizes transparency and regularity in its internal assessment procedures.

Promoting Transparency and Fairness in Assessment:

- The students are made aware of the modalities of Internal Examination in advance.
- The efficient Examination Committee serves as a central hub for coordinating internal and external examinations. The Committee oversees the adherence to guidelines set by the affiliating University.
- The College recognizes exceptional circumstances and allows students to take rescheduled internal tests upon submitting verifiable documentation for absence.

Comprehensive and Continuous Assessment:

- Students participate in diverse evaluation formats throughout the Semester, including written tests, assignments and field-visits/fieldwork.
- Fifth/Sixth Semester students are also assessed through Departmental Seminars on relevant topics.

Post-Assessment Review and Feedback:

- Following Internal Assessments, faculty conduct discussions with students, analyzing questions and demonstrating optimal answering strategies. This approach not only clarifies common mistakes but also demystifies the scoring mechanism.
- Similar discussions are held concerning assignment scores, ensuring transparency and providing valuable feedback for student improvement.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION II/AQAR 2022-24_2.5.1.pdf** |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal Examination is an important part of Comprehensive and Continuous Assessment. Since it contributes to the final marks tally of students, it is imperative that the process be fairanderror-free. The following procedures are adopted by the College for an efficient grievance redressal mechanism.

Scheduling, Communication, Evaluation and Review:

- The College diligently compiles and publishes Internal Assessment Test schedules well in advance, ensuring student preparedness.
- Faculty members responsible for each course promptly complete evaluations within a week of the examination date and announce the results thereafter.

Dispute Resolution Mechanisms:

- Students dissatisfied with their assessment or assigned marks may seek clarification from the concerned HoD, who in consultation with the concerned course instructor, can address concerns and modify the marks if necessary.
- For unresolved grievances, students may formally appeal to the designated Grievance Redressal Committee. Identified errors in marks are promptly rectified.
- The College website facilitates grievance submission through a readily accessible online platform (https://donboscocollege.ac.in/grievances).

Addressing Irregularities and Missed Assessments:

- Cases of misconduct or grievances arising during Internal Exams are investigated and resolved collaboratively by the Principal and the Examination Committee.
- Students encountering legitimate obstacles preventing exam attendance can apply for retests by furnishing appropriate documentation to substantiate their claims.

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION II/AQAR 2022-24_2.5.2.pdf |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

While Don Bosco College, Tura, operates within the framework of the syllabus set by the affiliated University (NEHU), it actively contributes to shaping student learning through the identification of Course Outcomes (COs), Programme Outcomes(POs), and Programme Specific Outcomes (PSOs). These outcomes, meticulously formulated in consultation with the faculty of the College, detail the skills and knowledge students are expected to acquire upon completing a course or program.

Don Bosco College prioritizes accessible and comprehensive communication of the learning objectives. They are:

- prominently displayed on the College website.
- directly communicated to students during classes.
- readily available in the College library alongside the course syllabi.
- visibly displayed in each department.

By clearly articulating COs, POs, and PSOs alongside course materials, the College empowers students to actively engage in self-assessment. This transparency allows them to evaluate their own learning progress and gauge their mastery of the intended learning outcomes by the end of a course or program.

Committed to delivering the academic promises, the College implements a robust system to monitor progress towards achieving the established COs, POs, and PSOs. Faculty members leverage diverse assessment tools, including:

- class assignments
- class quizzes
- internal tests
- student seminar

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION II/AQAR 2022-24_2.6.1.pdf |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Don Bosco College adopts a comprehensive approach to assessing student learning outcomes, encompassing both objective and subjective measures.

Objective Measures:

- Performance in Internal Tests serves as an initial indicator of student progress towards achieving Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs).
- Ultimately, student competency is evaluated through their performance in final University examinations. Post-exam analysis conducted by the College help to pinpoint areas of strength and weaknesses, informing adjustments in teaching strategies.

Subjective Measures:

- Faculty also gauge student learning through active engagement in class discussions, quizzes, and seminars. Such observations provide valuable insights into the effectiveness of teaching methods and individual student understanding.

Additional Assessment Tools and Post-Assessment Measures:

- Regular coursework, homework, assignments, and student presentations offer further opportunities to monitor student progress and assess attainment of learning objectives.

- When necessary, teachers conduct review classes and revisions on specific topics to address identified learning gaps or enhance understanding.
- Periodic Student Satisfaction Surveys (SSS) and other feed-backs from students regarding their learning experience facilitates further refinement of course delivery.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |

| Paste link for Additional information | https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION II/AQAR 2022-24_2.6.2.pdf |
|---|---|

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

597

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | **View File** |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION II/AQAR 2022-24_2.6.3.pdf |

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://donboscocollege.ac.in/public/uploads/AQAR%2022-23/CRITERION%20II/SSS%20Report%202023%20-%20Final.pdf

## RESEARCH, INNOVATIONS AND EXTENSION

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

NIL

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | **View File** |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | **View File** |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

6

| File Description | Documents |
|---|---|
| Report of the event | **View File** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | **View File** |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| List of research papers by title, author, department, name and year of publication (Data Template) | **View File** |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

| 3 |
|---|

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| List books and chapters edited volumes/ books published (Data Template) | **View File** |

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

National Cadet Corps observed Puneet Sagar Abhiyan with the aim to conduct sustainable conservation and recycling the plastic and waste collected which create awareness about maintaining cleanliness of water bodies. Ethical Voting spread awareness about corruption free election in the State which teach the students about the importance of ethics. Visit to Orphanage play a crucial role in building a compassionate and caring society within the student community. National Mental Health Programme was organised on the theme "Creating Hope through Action" help the students to understand their own strengths and weaknesses and help them to cope with stress in their social life. Celebration of Azadi Ka Amrit Mahotsav by organizing different programmes like Swacchta Pakhwada, Freedom Run, Biographical Sketch of Unsung Heroes and Plantation Drive help ignite a sense of martyrdom and love for their own country in the hearts of the students. Cleaning Drive create a sense of social responsibility and civic duty among the volunteers. Programmes on Drug Abuse, Teenage pregnancy, Alcohol Abuse and HIV awareness in the neighbourhood community open the eyes of the students to various social issues plaguing the community and making them a very useful citizens of the future.

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION III/3.3.1 EXTENSION ACTIVITIES_0001.pdf** |
| Upload any additional information | **View File** |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

| 2 |
|---|

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | **View File** |
| e-copy of the award letters | **View File** |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

| 10 |
|---|

| File Description | Documents |
|---|---|
| Reports of the event organized | **View File** |
| Any additional information | **View File** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | **View File** |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

| 851 |
|---|

| File Description | Documents |
|---|---|
| Report of the event | **View File** |
| Any additional information | **View File** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | **View File** |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

| 2 |
|---|

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **View File** |

| Details of linkages with institutions/industries for internship (Data Template) | **View File** |
|---|---|
| Any additional information | No File Uploaded |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

1

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | **View File** |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | **View File** |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

In keeping with the motto of the College, "Pursuit of Excellence", the institution provides adequate facilities for teaching-learning to orient the institution in general and students in particular towards achieving an all-round excellence. There are:

1. 31 (thirty one) classrooms,

2. 3 (three) Laboratory Store rooms,

3. 1 (one) General Staff Room,

4. 17 (seventeen) Departmental Staff Rooms,

5. 2 (two) Conference Halls,

6. 3 (three) Computer Laboratories

There are also 1 (one) each of Administrator cum Accounts Officer (AO) Room, IQAC Office Room, NCC & NSS Office Room, RUSA (NAAC) office Room, Sports Room, Counseling Room, Security Room, Examination Strong Room, Principal's Office, Vice Principal's Office, Library Store Room, Placement Cell, Club Estuary, Library with Reading Room, Boys' Common Room, Girls' Common Room, Godown, Generator Room, Boys Toilet Block, Staff Toilet Block, Audio Visual Conference Room, Computer Hardware Room, Biotech Hub, Gym, Sick Bay and a Canteen.

In addition, there are 2 (two) extra rooms beside the Conference Hall and 2 (two) rooms each of Store Rooms, Guest Rooms, Girls' Toilet Block and Computer System Analyst Room.

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo** |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College believes in the all-round development of its students and believes that recreation grounds accords physical relaxation, recreation and contribute greatly to developing healthy mind in a healthy body. Accordingly, the College has made all efforts to provide recreational spaces for its students. The second most prominent edifice in the College is the amphitheatre surrounding the basketball court. The basket-ball court measures 15m x 30m. The amphitheatre is most alive during the 'College Week' when one event after another is conducted here. It is seen that most of the cultural activities, such as singing, dancing, acting, etc take place here. Besides this, there is a sizable space for indoor games. Academic programmes like seminars, debates, elocution, and smaller cultural events are held in the Seminar Hall within the College edifice and in the Seminar Hall in the Don Bosco College of Teacher Education under the terms and conditions of MoU. There is also a multi-purpose physical fitness Gymnasium. The College also borrows playground space of Don Bosco Higher Secondary School, Tura for College Week Track and Field events.

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo** |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

31

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

15

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo** |

| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | **View File** |
|---|---|

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

200

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | **View File** |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | **View File** |

**4.2 - Library as a Learning Resource**

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**Data Requirement for last five years: Upload a description of library with,**

- **Name of ILMS software: KOHA**
- **Nature of automation (fully or partially): Partially**
- **Version 21.11.24**
- **Year of Automation: 2020-21**

**Library is integral for academic excellence. The objective for setting up of library is to facilitate effective use of learning resources and to support the objective of the College.**

**The library has installed KOHA 21.11.24 Software in the year 2020 for issuing/renewing and recording the catalogue of books, members etc. Students can check the availability of books in the library without much hassle. The library uses bar-code reader for issuing and renewing of books from the academic session 2020-21. The use of library is recorded and computed electronically through scanning the Radio Frequency Identification (RFID) cards issued to both students and teachers. Online Public Access Catalogue (OPAC) Software is used in the library for the Referencing Books, magazines and journals.**

**The library resources are also made available in the College website. Links to various external sites such as NList, e-pathshala, National Digital Library of India (NDLI), previous years' question papers and the syllabi are given in the website. Other benefits such as open access to e-newspapers, e-journals and e-gyankosh are made open accessible to users.**

**There is a Library Committee that looks after the welfare of the library. Construction of a bigger library on the ground-floor is under process.**

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Paste link for Additional Information | **https://donboscocollege.ac.in/public/uploads/AQAR_22-23/CRITERION_IV/Library_Building.pdf** |

| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **C. Any 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | **View File** |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

164182

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Audited statements of accounts | **View File** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | **View File** |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

293

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Details of library usage by teachers and students | **View File** |

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College ensures the updation of the IT facilities in the Institute such as: i) Internet facility through Local Area Networking (LAN) & Wifi connectivity, ii) Fully automated office and iii) Computerized office management system.

Teaching/Learning:-The laboratories and classrooms are equipped with projectors and microphones which help in effective teaching.

Connectivity:-Adequate Internet facility is available in the library and the campus through Wifi. The office and department computers of the College are regularly updated and maintained. The Institute has fibernet connection with a speed of 50 MB/s. The computers in the College are connected through LAN facility for faster and easier sharing of files and documents.

Management:- There are three IT professionals to maintain the computers, Office automation software and website in the College. The library and the administrative systems are semi-automated. The Library is well equipped with Library Management System such as KOHA and OPAC to register and monitor the usage and borrowing of books. For security purposes the College is rigged with CCTV Cameras with a storage capacity of 4TB (72 hours time). For the registration of students for Examination purposes OASIS software is used. For office governance Tally Solution and BoscoSoft ERP are used.

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/filemanager/AQAR/CRITERION IV/History of Computer.pdf** |

## 4.3.2 - Number of Computers

110

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | **View File** |

## 4.3.3 - Bandwidth of internet connection in the Institution | C.10 – 30MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | **View File** |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

## 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

200

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Audited statements of accounts. | **View File** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | **View File** |

## 4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has well establishedCommittees to look after the maintenance and expansion of physical infrastructure, sports facilities, canteen, website and library. The library is headed by a Library Advisory Coordinator and is supported by library staff. A Library Advisory Committee is also set up to look into its proper functioning. Building and Infrastructure Committee is responsible for all the construction and maintenance of the College building. Proper signage for the students are set up at strategic points and places. Rules about the use of classrooms have been pasted in all the classrooms.

The maintenance and repair of computers are done by IT professional staff. The use of laboratories and the maintenance of the laboratory equipment are regulated by laboratory assistants under the advice of the concerned Head of Departments. The College website is developed by the System Analyst of the College who maintains and updates the website in consultation with the Publicity and Website Committee of the College. There is also a well-placed Committee for Games and Sports that organizes events and sports on various occasions.

There are Standard Operating Procedures (SOPs) for use of library, laboratories, gymnasiums, sports complexes and other utilities in the College.

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo** |

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1913

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **View File** |
| Upload any additional information | **View File** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | **View File** |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | **View File** |

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **B. 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | **https://www.donboscocollege.ac.in/public/frontend/pdf/SOP%20Gymnasium.pdf** |
| Any additional information | **View File** |
| Details of capability building and skills enhancement initiatives (Data Template) | **View File** |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1033

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1033

| File Description | Documents |
|---|---|
| Any additional information | **View File** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | **View File** |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **View File** |
| Upload any additional information | **View File** |
| Details of student grievances including sexual harassment and ragging cases | **View File** |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

15

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **View File** |
| Upload any additional information | **View File** |

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

| 160 | |
| --- | --- |
| File Description | Documents |
| Upload supporting data for student/alumni | **View File** |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | **View File** |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

| 3 | |
| --- | --- |
| File Description | Documents |
| Upload supporting data for the same | **View File** |
| Any additional information | **View File** |

**5.3 - Student Participation and Activities**

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

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

| 0 | |
| --- | --- |
| File Description | Documents |
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | **View File** |

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

The college offers a platform to students to form a student council to cater the needs and welfare of the students and institutions as a whole. This student body council of the college is known as SWA (Students' Welfare Association). This association acts as a connecting medium to bridge between the students and the authorities of the college. SWA is an independent body, solely functioned by the students. The body is formed by the students by conducting elections on yearly basis, and it consists of a member such as president, general secretary, and leaders of the other sub-committees. It functions solely for the welfare of the students within the college premises. This association plays a significant role in various activities organized by the college. Events such as fresher's social, parting social, teacher's day are organized yearly by SWA members. They also assist and give a helping hand in all the activities organized by the institution. This body helps the students to develop and explore their leadership qualities, boost their confidence and their overall personality as a whole. Also, since this body works in collaboration with teachers and management, it strengthens the bond between the teacher and the learners.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/swa** |
| Upload any additional information | No File Uploaded |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

| 25 | |
| --- | --- |
| File Description | Documents |
| Report of the event | **View File** |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | **View File** |

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Like any other educational institutions, Don Bosco College, Tura do have an alumni association that actively functions. The alumnus of the college contributes in many possible ways either by giving their valuable time or by participating in various events of the college, and helps to administer the institution in a smoother manner. Their support and mentorship plays a significant role to the

institution. Their involvement is visible in various outreached programmes, in organizing social events and most importantly helps to raise the funds for the organization. The alumnus has a close contact with the institution and tries to organize an alumni meets every possible year.

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/alumni-association** |
| Upload any additional information | **View File** |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**     **E. <1Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | **View File** |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision of the College says "Inspired by the benign and noble teachings of the Lord Jesus Christ who said, '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."

The Mission of the College states "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."

NATURE OF THE GOVERNANCE

The Governing Body takes all the academic and non-academic related decisions based on the resolutions passed by the College Academic Council. The Principal and College Academic Council meet regularly to formulate and implement strategic plans of the institution. The institution practices decentralization and participatory management through various committees, cells, associations and clubs for its smooth functioning.

PARTICIPATION OF TEACHERS

The institution involves teachers in all decision making processes for developing a quality system. Each Department makes decision regarding departmental academic programmes and later the decisions are put forth before the Principal for approval. Admission processes of the students are under Admission Committee headed by Principal.

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/vision-mission** |
| Upload any additional information | **View File** |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Don Bosco College has a sound division of work amongst the faculty members to run and manage the institution. Decisions are taken at the various Committees set up by the College. The Committees take up the responsibilities and delegate the tasks to individual teachers.

1. The Principal sees to the overall development and leadership of the functioning of the College.

2. The Vice Principal takes the charge in the absence of the Principal and helps in the day-to-day running of the College.

3. The College Academic Council comprising of the Heads of the Departments takes important decisions before placing the same in the General Staff Meeting.

4. The Committee Coordinators make plans for their Committees and executes the same.

5. Planning and conduct of Internal and External exams are managed by the Examination Committee.

Internal Complaints Committee looks into the grievances of the staffs as well as students.

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR_22-23/CRITERION_VI/COMMITTEE LIST_22-23_NEW.pdf** |
| Upload any additional information | **View File** |

### 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Don Bosco College, Tura has launched a Certificate Course on A·chik Folk Arts (CAFA) for the students with effect from Even Semester 2022. The students enrolled were from 2nd and 4th Semester.

The objectives of CAFA is to introduce and impart practical lessons on:

1. Playing various A·chik traditional musical instruments like drums, trumpets, gongs, chigring, flute, etc.

```
2. Lessons on folksongs, folkdance, etc.

3. To impart basic theoretical concepts on Genres of Folklore and A·chik Folk Theatre.
```

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **View File** |
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION VI/CAFA 22-23 NEW.pdf** |
| Upload any additional information | **View File** |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

```
The College organization is composed of the Governing Body, The College Academic Council, The Heads of
the Departments, the IQAC and the College committees. The Governing Body is responsible for policy
making and strategic plans; while the College Academic Council is responsible for proposals of the
policies and plans for taking appropriate decisions. The Heads of the Departments are responsible for
the implementation of the decisions in the department and reports to the academic council. The Internal
Quality Assurance Cell (IQAC) is constituted in the institution under the chairmanship of head of the
institution with teachers of academic unit and one or two members from administrative units and a few
teachers and a few distinguished educationists/ representatives of locality. The College Committees
constitute of varying number of members headed by the Coordinator. Each Committee cater to the needs of
the specific academic and non-academic requirements.
```

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://www.donboscocollege.ac.in/pages/governing-body** |
| Link to Organogram of the Institution webpage | **https://donboscocollege.ac.in/public/uploads/filemanager/Governing%20Body.jpg** |
| Upload any additional information | **View File** |

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **View File** |
| Screen shots of user interfaces | **View File** |
| Any additional information | **View File** |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | **View File** |

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

```
Don Bosco College, Tura facilitates well-placed Welfare measures for teaching staff and non teaching
staff, either monetary or non-monetary to bring out the improvement in the working environment and to
the satisfaction of the employees. Some of the measures are listed below:

(a) Contributory Provident Fund (CPF)

(b) Public Provident Fund (PPF).

(c) Loan facilities from the bank through Principal's recommendation to the bank

(d) Interest-free loans to the teaching and non teaching staff.

(e) Incentives for College-financed teachers with M. Phil, Ph.D, NET/SLET, etc.

(f) Extension of Maternity Leave/Paternity Leave beyond the Government norms,

(g) Staff quarters for the non teaching staff at 50 % subsidized rate

(h) Financial help towards medical emergencies for both teaching and non teaching staffs

(i) Administrative training for staff

(j) Free wi-fi facility on campus
```

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION VI/FINANCIAL HELP TOWARDS MEDICAL EMERGENCIES 22-23 NEW.pdf** |
| Upload any additional information | **View File** |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of**

**professional bodies during the year**

| 0 | |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | **View File** |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

| 03 | |
|---|---|

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **View File** |
| Reports of Academic Staff College or similar centers | **View File** |
| Upload any additional information | **View File** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | **View File** |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

| 04 | |
|---|---|

| File Description | Documents |
|---|---|
| IQAC report summary | **View File** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **View File** |
| Upload any additional information | **View File** |
| Details of teachers attending professional development programmes during the year (Data Template) | **View File** |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College has performance appraisal system for both teaching and non-teaching staff. Feed back in the form of questionnaires is prepared by IQAC and circulated to students of all the semesters. The students evaluate the performance of the teachers on various parameters.

Besides, the Principal and the College Academic Council hold a meeting to analyse the result for every semester. A review meeting of every Semester results is held by the College Academic Council where the result is analyzed and points for improvements discussed. The same Council analyse the attendance of the students of all the semesters. Students who do not obtain 75 percentage of attendance and below are instructed to come with the parents to meet the Principal and necessary action is taken.

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR%2022-23/CRITERION%20I/1.4.1%20&%201.4.2%20Teachers%20Feedback%20Report.pdf** |
| Upload any additional information | **View File** |

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College uses Tally ERP 9 for the Accounting purpose and all the financial transactions are recorded. At the end of the financial year the College sends the report to Chartered Accountant, H.K.Agarwala & Associates for yearly Audit. The latest internal audit is for the year 2022-23.

The internal financial audit of the Collegeis carried out in the financial year by the Chartered Accountant, H.K.Agarwala & Associates which is appointed by the Governing Body of the College. The External audit is carried from the Directorate of Local Fund Audit, Government of Meghalaya. The external audit is done once in five years and the last such audit was done in the year 2018.

The College has not encountered any major audit objections so far.

| File Description | Documents |
|---|---|
| Paste link for additional | **https://donboscocollege.ac.in/public/uploads/AQAR_22-23/CRITERION_VI/AUDIT** |

| information | **REPORT 22-23 NEW.pdf** |
|---|---|
| Upload any additional information | **No File Uploaded** |

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

| File Description | Documents |
|---|---|
| Annual statements of accounts | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | **View File** |

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The College has a transparent financial management system and has worked out a resource mobilization policy and procedures to aid functioning and development of the institution.

· The College management collects development fees from students for College development needs.

· The College also mobilizes financial resources by leasing out Don Bosco College of Teacher Education (DBCTE) Seminar Hall and Basketball Court.

· Besides, the College also rents out its Computer Centre to other institutions like Sikkim Manipal University, State Bank of India, Medical Departments, National Skills Training Institute (NSTI) etc. for conducting their exams.

· In addition, the College also avails of the Chief Minister's Funds for excursion.

· The College gets small amounts of funding to celebrate various International days. For instance, the Social Welfare Department, Government of Meghalaya financially assisted the College for the celebration of International Women's Day. The District Administration too allotted some funds to observe the World Environment Day.

· Some funding was received from the Chief Minister to organize National Seminar

· The infrastructure such as classrooms is rented out for Government / Professional institutions to conduct exams and events such as NEET and Meghalaya Chemistry Olympiad.

· All the contributions and payments accruing from various sources are properly accounted

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION VI/FUND RECEIPTS 22-23 NEW.pdf** |
| Upload any additional information | **No File Uploaded** |

**6.5 - Internal Quality Assurance System**

**6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

The two practices institutionalized by IQAC are:

1. Computer Certificate Course ON TALLY ERP 9

The Programme on Accounting with Tally ERP 9 is a one-month course This course gives in-depth knowledge of all features of Tally. The features of Tally are:

1. Accurate financial record-keeping

2. Effective inventory management:

3. Effective payroll management

4. Simplified tax compliance

5. Business analysis and decision-making

This Course enables the students to easily handle accounting and taxation of any types of business and also prepare MIS Reports.

This Course started on 12th September 2022 and ended on 21st October 2022.

1. HONESTY BOX: This is an initiative to promote personal integrity among students. Honesty Box is literally a box into which the members of the College are trusted to put things of some value which they find lying around or something someone has forgotten or left behind. A student can pick up any item dropped by anyone in the College, be it stationery items, cash, umbrellas, etc. and put inside the Honesty Box. At any point of time, the claimant can collect it. It is ensured that no one walks away with things that do not belong to them.

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION VI/TALLY ERP COURSE 9 22-23 NEW.pdf** |
| Upload any additional information | **View File** |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The techniques adopted by the IQAC to check the Teaching learning process, structures & methodologies of operations and learning outcomes are as follows:

· Providing infrastructure facilities with Smart Board and LCD projectors for conducive teaching learning environment

· Regular supervision of theory and practical classes by Principal and Vice Principal

· Monitoring attendance of the students

· Seminars and field visits

· Tutorial classes

· Internal assessment and end semester examinations

The IQAC facilitates the institutional reviews by conducting Academic and Administrative Audits (AAA) and by collecting feed-back from students and teachers.

1. The departments make an analysis of their Strengths, Weaknesses, Opportunities, Challenges (SWOC) through AAA based on students' results, any research projects taken up, course coverage and use of ICT-related pedagogical methodologies. Further, Academic Audit Coordinator and IQAC suggest measures for improvements.

2. The online feedback from students is administered to obtain an honest reflection about the teachers and the coverage of course contents. A careful analysis of the feed-back received is done and communicated to the teachers to enable them to improve in the required area.

| File Description | Documents |
|---|---|
| Paste link for additional information | **https://donboscocollege.ac.in/public/uploads/AQAR 22-23/CRITERION VI/INTERNAL EXAM NOTICES 22-23 NEW.pdf** |
| Upload any additional information | **View File** |

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | **https://www.donboscocollege.ac.in/public/frontend/annual_reports/ANNUAL%20REPORT%202022.pdf** |
| Upload e-copies of the accreditations and certifications | **View File** |
| Upload any additional information | **View File** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | **View File** |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity and sensitization is included in the College's curricular and co-curricular activities. There are various courses offered by the institution Education (Paper VI, unit VI) Economics (Unit I in Paper II), Political Science (PSc.03 and PSc.07) and Sociology (SOC UG 502) which deals with gender and related issues.

Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community, as is made manifest by the following facilities –Security guards at the college entries, extensive surveillance network with 24x7 monitored control rooms. Notices to the effect that the College is free from ragging, smoking, eve-teasing, etc are placed at strategic points within the campus. Separate hostel for women with dedicated wardens also promotes gender equity.

A special mention may be made of the fact that responding to the request by the female students an indigenous game- Wa·pong Sika and An·ding Oka have been made open for female students too.

Further, in a bid to prevent sexual harassment the Internal Complaints Committee has come up with a Prevention of Sexual Harassment policy (POSH), already approved by the Governing Body of the College, which takes care not only of harassment of women but also of men.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://donboscocollege.ac.in/public/uploads/AQAR_22-23/CRITERION_VII/7.1.1.pdf |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

Don Bosco College, Tura has a reliable system for the management of various types of degradable and non-degradable wastes. There are waste-baskets placed at strategic points for collection of various wastes, like papers, food-wrappers, etc. There is a Committee that deals with the minimization of wastes. Every day the waste is collected in bins and disposed at a place where it can be converted into manure.

For solid waste management different bins have been placed at different departments. This ensures solid waste segregation at the source. It is also ensured that the recycling of all these components is done at minimum cost and labour. Suitable techniques are applied for disposing of solid wastes. The garbage generated is treated at the site of generation itself. The College has also hazardous chemicals management which enables waste chemicals to be stored in one particular place.

The college has set up a suitable programe to meet the need of recycling the waste and takes the help of the Municipal Board in this regard. There is also a system at work for the collection of e-waste by e-waste manager from Guwahati.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | https://www.donboscocollege.ac.in/pages/Geo%20tagged%20photo |
| Any other relevant information | View File |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly  pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | **D. Any 1 of the above** |

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **View File** |

| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment        5. Provision for enquiry and  information : Human assistance, reader, scribe, soft copies of reading material, screen  reading** | **A. Any 4 or all of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | **View File** |
| Policy documents and information brochures on the support to be provided | **View File** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Don Bosco College, Tura has incorporated an inclusive environment into its institutional culture by transcending differences and fostering harmony towards cultural, regional, linguistic, communal and socio-economic diversities. The institution is determined to shun sectarianism of all kinds and is committed to nurture spirit of oneness and inclusiveness by educating students from diverse backgrounds in a spirit of universal brotherhood.

Equal opportunity for all students in yearlong activities and academic/administrative positions instill a feeling of unity and togetherness. College provides access to education for all by strictly following the prevailing policies and rules of the Government. A 2-day student induction programme for Freshers helps to overcome regional, social and cultural differences among students. The College's well-articulated Code of Conduct and Policies on the Divyangjan, Gender Equity, Grievance Redressal and Community Extension Activities are formal efforts to foster inclusiveness. The Grievance Redressal Cell, Internal Complaints Committee, Anti-Ragging Cell, Discipline Committee and Student Welfare Committee – that are constituted in the College ensure justice, equality and inclusiveness of all in the Campus. The inclusive environment of the College is such that every student is oriented to promote and celebrate the pluralistic fabric of the nation.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **View File** |
| Any other relevant information | **No File Uploaded** |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Don Bosco College, Tura believes in creating holistic citizens and organizes various programmes to sensitize students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens.

· Annual conduct of Student Induction Program.

· Reflection on Preamble of Indian Constitution. Incorporation of the fundamental rights and duties in the curriculum.

· Value Education

· Celebration of Independence Day, Republic Day and Constitution Day

· Cleaning drive and Gender activities.

· Participation in Democratic Process.

· Engagement with the local community.

The effectiveness of the awareness programmes and sensitization on duties, values, obligations and responsible citizenship is evident from the committed engagement of the students and staff of Don Bosco

College Tura, in the community development and civic consciousness expressed in action.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | **View File** |
| Any other relevant information | No File Uploaded |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,          teachers, administrators and other staff     4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

| File Description | Documents |
|---|---|
| Code of ethics policy document | **View File** |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | **View File** |
| Any other relevant information | **View File** |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College celebrates / organizes national and international commemorative days, events and festivals, observes/celebrates National days of importance to mark and promote Nationhood and National integration; and International days of importance to educate students on issues of concern, to mobilize political will, to foster harmony, and to celebrate and reinforce achievements of humanity. Seminars, talks, awareness classes, pledge taking, competitions, cultural programmes and group discussions are the means to celebrate such important events and the sensitization generated thus, constitutes an integral part of education at Don Bosco College, Tura.

In addition, Don Bosco College, Tura observes religious and regional festivals like Wangala and Christmas to foster the spirit of harmony and togetherness. It is heartening that the day observations at Don Bosco College, Tura are student-driven initiatives accomplished with great passion through creative and innovative dynamics of various clubs, cells, committees and departments.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | **View File** |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | **View File** |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1:

1. Title: Certificate Course in A·chik Folk Art.
2. Objectives: To impart theoritcal and practical lessons A·chik Folk art.
3. The Context: Certificate Course on A·chik Folk Arts was launched to create awareness about A·chik folk art.
4. The Practice: Theory (50 = Marks ) and practical (50 = Marks) classes on folk arts, especially A·chik folk songs, music and dancesare offered.
5. Evidence of Success: All students who participated in Certificate Course on A·chik Folk Art passed the examination and had been awarded certificates.
6. Problems Encountered and Resources Required: CAFA has not encountered any problem regarding practice and execution of the Course so far.

Best Practice 2:

1. Title:Value Education
2. Objectives:To inculcate basic human values in students for wholesome development.
3. The Context:It is the responsibility of the College to provide value education along with formal education.
4. The Practice:Value Education is carried outthrough systematic class-room instruction, within the College timetable. Classes on various human values help the students in their lives.
5. Evidence of Success: Examination is conducted on Value Education and certificates are awarded to all who passed the exam.
6. Problems Encountered and Resources Required: The College has not encountered any problem regarding the practice of imparting Value Education.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **View File** |
| Any other relevant information | No File Uploaded |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Work Ethics**

Don Bosco College, Tura with its motto "Pursuit of Excellence" is distinct for its work-ethics. The institution strives to objectify its motto by striving to achieve continuous and optimum level of teaching and learning. The effort to optimize this process is seen in a two-tiered assistance given on the part ofthe Management.

Accordingly, the Institute ensures that no class is left unattended. The students receive regular classroom teaching and supervision. The College has Committees that looks after the attendance and over-all discipline of the students.

At the second level the teachers are guided and supervised by the Principal and others in the College Administration. A congenial and responsible work-culture has been at force in the College ever since its inception. Everyone in College participates in the process of evolution through education. Supervision and care, in the true sense, is received by all. The basic sense of work added by the call to supervise, monitor and mentor according to one's position and level- call for accountability on the part of everyone.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **View File** |
| Any other relevant information | **No File Uploaded** |

**7.3.2 - Plan of action for the next academic year**

1. Upgradation of Library

2. Completion of the college annexe building and moving library and some classes

3. Signing of MOUs with industries for industrial linkages as well as internship of students under NEP.

5. Courses in Python Programming

6. Shrot Term Certificate Courses in Web Designing , Phoshop, Apiculture, Solar Ensembling

7. Evening classes for neighbourhood students of Grade 8-10

8. CUET for students

9. Lab upgradation in keeping with NEP

10. To improve Research culture/publications in the College

11. To introduce Minor projects sanctioned by the College

12. All classes to be digitalized

13. Upgradation of ICT and Internet facilities by higher bandwidth

14. Upgradation of sporting facitlies

15. Conduct of workshops and seminars - National and International once a year…

16. International collaboration for faculty/students exchange programme

17. Start a cultural museum to preserve culture and tradition

18. Hands-on Physics workshop

19. Indo-Bangla Achik Cultural exchange