



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Don Bosco College

- Name of the Head of the institution **Fr. Dr. Policarp Xalxo**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9508989780**
- Mobile No: **7086594887**
- Registered e-mail **dbcgolaghat@gmail.com**
- Alternate e-mail **dbcacademics@gmail.com**
- Address **Dhodar Ali road, Ward no. 2,  
Railway Gate no. 3**
- City/Town **Golaghat**
- State/UT **Assam**
- Pin Code **785621**

##### 2. Institutional status

- Affiliated / Constitution Colleges **Dibrugarh University**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Dibrugarh University**
- Name of the IQAC Coordinator **Alankrita Borthakur**
- Phone No. **6002840781**
- Alternate phone No. **6900467543**
- Mobile
- IQAC e-mail address **iqacdbcg@gmail.com**
- Alternate e-mail address **dbcgolaghat@gmail.com**

### 3. Website address (Web link of the AQAR (Previous Academic Year)

### 4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

### 5. Accreditation Details

| Cycle          | Grade     | CGPA        | Year of Accreditation | Validity from     | Validity to       |
|----------------|-----------|-------------|-----------------------|-------------------|-------------------|
| <b>Cycle 1</b> | <b>B+</b> | <b>2.70</b> | <b>2022</b>           | <b>06/09/2022</b> | <b>06/09/2026</b> |

### 6. Date of Establishment of IQAC **13/10/2018**

### 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     |
|-----------------------------------|------------|----------------|-----------------------------|------------|
| <b>Nil</b>                        | <b>Nil</b> | <b>Nil</b>     | <b>Nil</b>                  | <b>Nil</b> |

### 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**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Nil**
- 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****

- If yes, mention the amount

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

**Webinar on interview techniques.**

**One day national level workshop on 'Research Methodology'.**

**Signed one MoU with Debraj Roy College**

**Published one edited book, 'Gender, Peace and Sustainable Development'.**

**6th Panna Memorial Quiz Competition**

**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  |
|---|--|
| To increase the rate of attendance.   | Attendances of students increased noticeably.  |
| To continue the practice of awarding the students in various categories                           | Students seem to become more conscious of keeping their classrooms and the campus clean  |
| To maintain a healthy academic environment in the campus  | Two students secured positions among the top twenty in B.A final examination.  |
| Organizing national conference/workshop/seminar/webinar on various relevant issues.               | The IQAC, Don Bosco College Golaghat in collaboration with Research and Publication Cell to organise two day national level conference on 'Empowering the Nation: Enhancing Financial Literacy for a Prosperous Future'. |
| The IQAC decides to promote research opportunities for the faculty members of different colleges. | To publish an edited book on 'Human Rights and Human Dignity'.   |

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil  | Nil                |

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

|  |  |
|--|--|
| <b>1.Name of the Institution</b>                     | Don Bosco College                                  |
| • Name of the Head of the institution                | Fr. Dr. Policarp Xalxo                             |
| • Designation  | Principal  |
| • Does the institution function from its own campus? | Yes  |
| • Phone no./Alternate phone no.                      | 9508989780   |
| • Mobile No:   | 7086594887   |
| • Registered e-mail                                  | dbcgolaghat@gmail.com                              |
| • Alternate e-mail                                   | dbcacademics@gmail.com                             |
| • Address  | Dhodar Ali road, Ward no. 2,<br>Railway Gate no. 3 |
| • City/Town  | Golaghat   |
| • State/UT   | Assam  |
| • Pin Code   | 785621   |
| <b>2.Institutional status</b>                        |  |
| • Affiliated / Constitution Colleges                 | Dibrugarh University                               |
| • Type of Institution                                | Co-education                                       |
| • Location   | Urban  |
| • Financial Status                                   | Self-financing                                     |
| • Name of the Affiliating University                 | Dibrugarh University                               |
| • Name of the IQAC Coordinator                       | Alankrita Borthakur                                |

|  |                       |                |                             |               |             |
|--|-----------------------|----------------|-----------------------------|---------------|-------------|
| • Phone No.  | 6002840781            |                |                             |               |             |
| • Alternate phone No.  | 6900467543            |                |                             |               |             |
| • Mobile   |                       |                |                             |               |             |
| • IQAC e-mail address  | iqacdbcg@gmail.com    |                |                             |               |             |
| • Alternate e-mail address   | dbcgolaghat@gmail.com |                |                             |               |             |
| <b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>  |                       |                |                             |               |             |
| <b>4. Whether Academic Calendar prepared during the year?</b>  | Yes                   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  |                       |                |                             |               |             |
| <b>5. Accreditation Details</b>  |                       |                |                             |               |             |
| Cycle  | Grade                 | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | B+                    | 2.70           | 2022                        | 06/09/2022    | 06/09/2026  |
| <b>6. Date of Establishment of IQAC</b>  |                       |                | 13/10/2018                  |               |             |
| <b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>  |                       |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme                | Funding Agency | Year of award with duration | Amount        |             |
| Nil  | Nil                   | Nil            | Nil                         | Nil           |             |
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>  | Yes                   |                |                             |               |             |
| • Upload latest notification of formation of IQAC  | No File Uploaded      |                |                             |               |             |
| <b>9. No. of IQAC meetings held during the year</b>  |                       |                |                             |               |             |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Nil                   |                |                             |               |             |

|  |                  |  |
|--|------------------|--|
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | No File Uploaded |  |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | No               |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>   |                  |  |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                  |  |
| Webinar on interview techniques.   |                  |  |
| One day national level workshop on 'Research Methodology'.   |                  |  |
| Signed one MoU with Debraj Roy College   |                  |  |
| Published one edited book, 'Gender, Peace and Sustainable Development'.  |                  |  |
| 6th Panna Memorial Quiz Competition  |                  |  |
| <b>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</b> |                  |  |
|  |                  |  |

|   |  |
|---|--|
| Plan of Action  | Achievements/Outcomes  |
| To increase the rate of attendance.   | Attendances of students increased noticeably.  |
| To continue the practice of awarding the students in various categories                           | Students seem to become more conscious of keeping their classrooms and the campus clean  |
| To maintain a healthy academic environment in the campus  | Two students secured positions among the top twenty in B.A final examination.  |
| Organizing national conference/workshop/seminar/webinar on various relevant issues.               | The IQAC, Don Bosco College Golaghat in collaboration with Research and Publication Cell to organise two day national level conference on 'Empowering the Nation: Enhancing Financial Literacy for a Prosperous Future'. |
| The IQAC decides to promote research opportunities for the faculty members of different colleges. | To publish an edited book on 'Human Rights and Human Dignity'.   |
| <b>13.Whether the AQAR was placed before statutory body?</b>                                      | No   |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>                      |  |
| Name  | Date of meeting(s)   |
| Nil   | Nil  |
| <b>14.Whether institutional data submitted to AISHE</b>   |  |
| Year  | Date of Submission   |
| 2021-2022   | 20/01/2023   |
| <b>15.Multidisciplinary / interdisciplinary</b>   |  |
| <b>16.Academic bank of credits (ABC):</b>   |  |



|  |
|--|
|  |
| <b>17.Skill development:</b>   |
|  |
| <b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b> |
|  |
| <b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>                                 |
|  |
| <b>20.Distance education/online education:</b>   |
|  |

### Extended Profile

|   |                           |
|---|---------------------------|
| <b>1.Programme</b>  |                           |
| 1.1<br>Number of courses offered by the institution across all programs during the year             | <b>5</b>                  |
| File Description  | Documents                 |
| Data Template   | No File Uploaded          |
| <b>2.Student</b>  |                           |
| 2.1<br>Number of students during the year   | <b>94</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.2<br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>111</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |

|   |                           |
|---|---------------------------|
| 2.3   | 87                        |
| Number of outgoing/ final year students during the year           |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1   | 24                        |
| Number of full time teachers during the year                      |                           |
| File Description  | Documents                 |
| Data Template   | No File Uploaded          |
| 3.2   |                           |
| Number of Sanctioned posts during the year                        |                           |
| File Description  | Documents                 |
| Data Template   | No File Uploaded          |
| <b>4.Institution</b>  |                           |
| 4.1   | 25                        |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2   |                           |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3   | 100                       |
| 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 Golaghat delivers the curriculum through the

following process.

#### A. Curriculum Planning

##### 1. Timetable Committee

The college has a timetable committee tasked with creating the schedule prior to the commencement of classes for each semester.

##### 2. Lesson Plan

Lesson plan is prepared at the beginning of each semester.

##### 3. Digital Documentation

The institution is transitioning into a digital campus environment. Students are assigned specific email IDs and passwords to access the digital Hi-grade portal.

#### B. Curriculum Delivery and Management

1. Classical Lecture system is followed, while presenting topics.

2. ICT facilities are accessible to students through a computer lab with internet access, and each classroom is equipped with a TV.

3. Innovative teaching methods like videos, role plays are used.

4. Continuous evaluation is conducted through class tests, seminars, sessionals, assignments, and group discussions

5. Feedback from students is collected at the conclusion of each semester to enhance teaching methods.

6. Remedial classes are offered to students based on their previous evaluations, and a remedial test is administered at the semester's end.

#### C. Infrastructure facility for Curriculum Delivery

1. Digital Class Room.
2. Audio/Video Facility.
3. Library facility
4. Education -Psychology Lab.
5. Computer Lab.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

Don Bosco College Golaghat holds two sessional exams per semester, along with a concluding model test. The CIE process includes the following steps.

#### A. Evaluation Planning

##### 1. Academic Calendar

College follows the academic calendar prepared by Dibrugarh University.

##### 2. Examination Committee to Conduct Examination

Examination Committee is formed to conduct the examination.

#### B. Conduct of Examination and Management

##### 1. Sessional Test

Periodic session test is conducted for the students.

##### 2. Model Examination

Before the Dibrugarh University's end-semester exams, the college holds a model examination structured similarly to the University's format. This allows students to evaluate themselves before undertaking the University's final semester examination.

##### 3. Publication of Internal Marks

The college releases students' internal marks on the notice board for their convenience. The Final internal marks result from a combination of group discussions, seminars, attendance, sessional exams, and the model examination.

##### 4. Conduct of Practical Examination, Viva-Voce

For courses involving practical or lab work, a Viva-Voce is conducted within the college to determine lab or practical marks.

## 5. Practical Marks allotted by External Experts

Dibrugarh University designates a faculty member each year for the evaluation of teaching practical and laboratory work conducted by students, determining practical marks.

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| Link for Additional information      | Nil                       |

**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** **E. None of the above**

| File Description   | Documents        |
|--|------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information   | No File Uploaded |

## 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**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 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)

01

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

18

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

18

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

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

For enriching the curriculum, Dibrugarh University prescribed courses that are related to Professional Ethics, Gender, Human

Values, Environmental and Sustainability.

### 1. Professional Ethics

Courses like Techniques of Teaching, Teaching Practice, and Guidance and Counselling specifically concentrate on professional ethics. During the morning assembly, diverse experts are invited to reinforce this focus.

### 2. Gender

As per the specified curriculum of Dibrugarh University, subjects like Gender and Violence, Gender and Education, Women Writing, Sociology of Gender, etc., address gender-related issues.

### 3. Human Values

Courses such as Human Rights and Enforcement Mechanism, Sociological Foundation of Education, and Guidance and Counselling address aspects of human values. The college compulsorily conducts weekly Value Education classes, with resource persons invited from both within the institution and external sources known for their competence.

### 4. Environment and Sustainability

Courses such as Environmental Studies and Environmental Sociology delve into environmental issues, addressing problems like global warming and biodiversity. The Eco-Club contributes significantly to creating awareness for a sustainable environment. The institution has installed a 32KV solar panel for power supply. To reduce paper usage, departments have allowed online submission of assignments, contributing to a more eco-friendly approach and, consequently, reducing indirect pressure on forests and the environment.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

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

03

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | No File Uploaded          |
| 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) | <a href="#">View File</a> |

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

63

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 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  | No File Uploaded          |
| 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)   | <a href="#">View File</a> |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| URL for feedback report           | Nil                       |

## 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

300

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

#### 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

94

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 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

### Assessment of the students

1. Initially at the time of admission, the process to categorize the advanced learners and slow learners are on the basis of marks and percentages of the previous examination.

2. At the time of selection of the major course, the teachers from each department give counselling and suggestions regarding the scope of the course. Based on their interests and level of understandings, they are expected to choose the major course.

3. After the selection of the major course, through conducting class tests on syllabus cover till date, students are identified as slow and advanced learners. Special programs for slow learners

1. Provisions are made in weekly time table by adding extra hour to conduct problem solving sessions, revision sessions and extra sessions. Personal attention is provided by the concerned subject teacher in teaching.

2.. Assignments and solving university question papers, model question paper.

### Special programs for advanced learners

1. Advanced learners are encouraged to attend in various workshops, seminars, and various other districts and state level competition to boost their confidence in other fields also.

2. Special care and help are also provided to them for achieving ranks in the university examinations.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Link for additional Information   | Nil                       |
| Upload any additional information | <a href="#">View File</a> |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 94                 | 24                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 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

### 1. Experiential learning:

#### Guest Lecture

Guest lecture by renowned experts from nearby colleges and partnered institutions is organized to engage the students and provide practical learning.

#### Public Awareness programme

Involving the students in Public Awareness Programmes like, blood donation camp, the NSS volunteers especially in cleanliness drive etc.

#### Experimental psychology and Laboratory practical

The Department of Education organizes experimental psychology and laboratory practical classes as a part of the prescribed syllabus.

#### Teaching Practice

Teaching Practice is conducted at Don Bosco College, Golaghat by the Department of Education.

### 1. Participative learning:

To foster participative learning, all the department of the institution organizes a variety of activities for students.

**Team Work:**

. Preparing departmental wall magazine

Cleaning of college campus

Activities carried by NSS.

■

All departments conduct seminar for the students on relevant topics. Students are motivated to participate in national level seminars.

**Debate**

Debate is conducted by all the departments. The students are encouraged to take part in the debate competition organized at the college, district level to present their learning and express their viewpoints on the concerned topic.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

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

The teachers of the institution use a variety of ICT enabled tools to make teaching-learning process effective. Television and laptops are placed in every classroom which helps in showing power point presentation to students. Through the online learning tool whatsapp, the teachers constantly remain in contact with the students. The teachers through the whatsapp circulate the relevant study materials, PPT, PDF, documents, books to build effective learning among the students. The students are encouraged to present presentations, seminars through power point presentation.

The college has its own online management Portal, namely Higrade

which teachers make use for marking attendance and displaying them to the students. The students also get all associated information through higrade. The online platform available in the college is used for registration of course, to do internal assessment, end semester assessment, declaration of results etc. Along with the departmental syllabus offered by Dibrugarh University, a variety of skill enhancement courses are offered by the college are Graphic designing, computer courses, electrical course, tally certification 3 levels. The college has a well-equipped assembly hall. Webinars, online talks are conducted in the Assembly Hall through the use of ICT.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil                       |

### 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

23

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

## 2.4 - Teacher Profile and Quality

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

24

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

#### 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

4

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| 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) | <a href="#">View File</a> |

#### 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

4.53

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 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 conducts two Internal Assessment Examinations and a Model Exam. Internal Assessment Examination is conducted for 20 marks each with duration of 1 hour. Moreover, the Model Exam is conducted for 80 marks with duration of 3 hours. The Institute also conducts Unit Test during weekdays for 20 marks with duration of 45 minutes.

The Marks of Internal Assessment Examination is prepared and displayed on the notice board. In addition, Internal Assessment re-examination is conducted for the Slow Learners

The Internal Assessment Examination marks and attendance percentage obtained by the students are entered periodically on a record book and College web portal. The students can view and access the marks and attendance percentage through Don Bosco College Student login when necessary.

- An examination committee is constituted to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations. For effective understanding of the evaluation process, the faculty members give class-wise/course-wise instructions about unique features of internal/external evaluation of the course.

After scrutiny of IA marks, the final list of marks is sent to Dibrugarh university which will later be added to the term end semester examination of the students

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

Minutes of an emergent meeting of the Examination Board held on 20th October, 2022 at 11am in the conference hall. The following members were present:

1. Fr. Dr. Policarp Xalxo
2. Sr. Dr. Sheela Paul

3. Mrigakhi Goswami
4. Alankrita Borthakur
5. Nazia Rahman
6. Angkita Borpatra Gohain

The head of the Departments brought to the notice of the Examination Board that a large number of students have remained absent or could not get required percentage in the sessional exams and model exams conducted by the college in the odd semester (2022).

After thorough discussion, it was decided that a special test will be conducted for all such students those who failed to quality for the exams. The special test shall be conducted from 31st October, 2022.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 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.

Don Bosco College, Golaghat has well-laid out the stated programme and learning outcomes for all the programmes and courses.

The following mechanism is adopted by the college to communicate learning outcome to the teachers and students.

1. The course outcomes are communicated to the students by the faculty members of every department.
2. The significance of learning outcomes is communicated to the teachers in the IQAC meetings conducted in the college.
3. The annual college prospectus publishes the programmes offered by the institution.
4. Before the commencement of the programme, an orientation session is conducted for the first semester students introducing them to the courses offered in the programme and specifying the objectives and course outcomes.
5. The hard copy of course outcomes are available in all the departments for ready reference for the students and teachers.



## 6. Programme outcomes are displayed in the College website.

| File Description                                     | Documents                 |
|--|---------------------------|
| Upload any additional information                    | <a href="#">View File</a> |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

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

The faculty members of the institution keep record of the performance of each student through a continuous assessment process. Lecture, Demonstration, Discussion method is followed to deliver the class. The institution gives utmost importance to the continuous internal evaluation of students. It follows the criteria prescribed by Dibrugarh University for internal assessment of students. The date of examination for internal evaluation is fixed in the academic calendar on an earlier basis. The summative evaluation is done through the semester examination conducted by the university and it includes 80%. The internal assessment constitutes 20%. The evaluation is done by following methods: The results of the external examinations conducted by the university are used as measures to assess the program outcome, and course outcomes. The course outcomes are measured on the basis of the marks secured by the students. Internal Assessment conducted by the institution helps to identify the knowledge and ability of students. Internal assessment is done through home assignments, class tests, sessional test, model examination, seminar, group discussion etc. The departments most often organize quizzes and debates among the students to check their knowledge of the subject. Feedback collected from students and alumni also helps to measure the attainment of program.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 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

87

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

## 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://dbcgolaghat.edu.in/wp-content/uploads/2023/12/Consolidated.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)**

| 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)             | No File Uploaded |

**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**

| File Description  | Documents        |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| 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**

1

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**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**

5

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

### 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

14

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 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

Don Bosco College of Golaghat organises and participates in various extension activities with a dual objective of not only sensitizing Students about various social issues but also contribute to community and strengthen community participation. The NCC and NSS College units take part in various initiatives like organising camps, Swatch Bharat Abhiyan initiatives, Special training programme for NCC. troop, entertainment and educational programme for the children, awareness programmes, relief works, etc.

extension activities like international Women's Day, International Wetland day, World Mental Health Week, National Sports Day, Development Outreach Programme, Orientation Programme for NCC Cadets have been organised by the institution during the esteemed year.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 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

0

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

**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**

7

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**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**

736

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 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

0

| File Description  | Documents        |
|---|------------------|
| e-copies of linkage related Document  | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | No File Uploaded |
| 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  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## 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.

Donbosco college Golaghat expands over 34 Bighas 01 Katha 15 Locha area of land which is having 46,900 sq m boundaries. The college accommodates 309 students studying in undergraduate programs. It facilitates excellent infrastructure for teaching learning process and career progression. The campus main building accommodates principal's office , vice principal office, administrative office,

assembly hall, staff room, classrooms, computer labs, IQAC room and Directorate of Research and Publication cell room. The campus also houses girls hostel, canteen, washroom, generator room and library. All the departments are equipped with the necessary infrastructure to meet the ever -increasing requirements with adequate number of classrooms and sufficient space for hosting all academic activities. The classrooms are equipped to meet the conventional tools and all the classroom has smart TV's installed to keep pace with the changing worlds.

The students are also supported by the faculty to present their seminar topics using ICT facilities. The staffroom also have computers with wifi connections for the faculties of five different departments to pursue their research work. One assembly ground for conducting morning assembly and for students to hone their leadership skills.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

**Sports /games:** Various sports facilities are provided to the students within the campus, focusing sports as one of the extracurricular activities. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students. Various sports competition such as inter departmental, inter collegiate etc. helps in developing team spirit in students. Their interpersonal relationship is enhanced in a very healthy manner.

**Outdoor game:** The playground facility is the following -

1. Shuttle badminton court measuring 25 m ×25m
2. Football court measuring 110m ×70m.
3. Volley court measuring 30m ×20m.
4. Throw ball court measuring 40m×22m

**Indoor games:**

**Particulars**

Area and available

Indoor games

Indoor sports facilities

Table tennis hall

7.2m ×7.2m

**YOGA CLUB**

Name of faculty in-charge: Ms Daisy Gogoi, MsBanyaKasturi Dutta& Mrs.Banashree Bora.

**CULTURAL CLUB**

Name of faculty in charge - Mrs. PiyaliDutta, Ms. MrigankhiGoswami, Ms. GouraviRajkhowa.

Cultural activities -The college also encourages students to participates in various cultural and literary activities and make the students excel in their fields of interest. The college conducts various activities like annual day, fresher's day, farewell in which students exhibit their talents.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

16

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

16



| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | No File Uploaded          |

#### 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)

6074657.56

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded          |

## 4.2 - Library as a Learning Resource

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

NIL

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for Additional Information | Nil              |

### 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

A. Any 4 or more of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded          |

#### 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)

132911

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | No File Uploaded          |

#### 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

75

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

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

.3.1 -Institution frequently updates its IT facilities including wifi

##### 1. Number of system with configuration

In the year 2022-2023 , the college hasn't purchase any laptop or desktops but the college has purchased some parts of a laptop and desktop .

#### 1. Internal facility ( wifi/ broadband):

Text Rate: 799+text 18%

Total mbps: 100mbps,3300gb

Internet: BSNL FTTH

#### 3 . Upgradation of college internet facility

The college has 100 mbps internet connection from BSNL with static IP for accessing internet to the overall campus .

#### 1. Video conferencing facility:

The college provides best video conferencing facility. During the academic year 2022-2023 , there was two session on highgrade through video conferencing mood .Mr.Yasu Raja & Mr.Imran had taken two session on highgrade for the faculty.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

110

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 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)

6074657.56

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded          |

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.

**Laboratory :** There are two computer labs available in the campus for the students. The computer lab is taken care by the college staff Mr. Alekson Guria. The college also provides various certificate course like tally, graphic design, DCA, etc., for the students .

**Library :**The library has good collection of books journals , newspapers , previous year question paper , the library is also member of INFLIBNET N-List project and provides e resources to its users . The opening time of the library is from 9 am to 4 pm. Maintenance and utilization of library resources are done strictly following the library rules. The maximum period of loan for books is 15 days for the students and 30 days for the staff. Students can issue four books at a time on the other hand staff can issue eight books at a time. The students can access reference book in the reference section. There are two library staff viz,. - Ms

Debashi Phukan and Ms. Jenny Barla .

Sports complex:

Parking facility:

Drinking water facility: .

Washroom facility

Canteen

Solar panel

Electrical maintenance of generator, UPS, batteries

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

## 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

24

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | No File Uploaded          |

### 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

131

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

### 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

E. none of the above

| File Description  | Documents        |
|---|------------------|
| Link to institutional website   | Nil              |
| Any additional information  | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

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

0

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

0

| File Description   | Documents        |
|--|------------------|
| Any additional information   | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

**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**

C. Any 2 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |

## 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

2

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information     | No File Uploaded |

### 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

22

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | <a href="#">View File</a> |
| Details of student progression to higher education | No File Uploaded          |

### 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

NIL

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information          | No File Uploaded |

### 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.



**NIL**

| 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) | No File Uploaded |

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 )

Each department elects its representatives (boys and girls) from the respective classes at the beginning of every academic year. The President and secretary are nominated with a consensus of the respective faculty members. The student council consists of the president, secretary, and representatives of all the programs. The vice principal guides and helps the student council. The biggest concern of the students' council is to provide opportunities and to represent the grievances of the student community.

The student council also provides the management with suggestions and organizes sports days, farewells, etc. The student council is adequately represented in various forums like anti-ragging, which was formed in 2020 and there are student representatives in several bodies /committees.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**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**

1

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| 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) | No File Uploaded          |

#### 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

Don Bosco College, Golaghat has a very vibrant alumni association. There is an alumni association formed on 4th June, 2019 which held its first meeting. John Kisku and Joyanti Nag were the first presidents and secretaries. A new alumni committee was formed on 21 May 2022 where Mr. Gyandeep Topno and Mr. Robistin Lakra were elected as president and secretary

Activities and contribution of Alumni association. The Alumni Association also decided to continue contributing money and held meetings once a year to form a strong brotherhood among the Alumni.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

## 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

#### Vision:

To build a society where the youth becomes intellectually competent, morally upright, socially committed spiritually inspired and nationally dedicated.

#### Mission:

To set up an institute of learning and wisdom, academic excellence fructifies into formation of enlightened citizens. To this end, every effort will be made: to provide integrated and personalized education, to form persons with right principles and values; to strive continually after excellence in every sphere of life; to be selfless in the service of fellow beings in order to bring about social justice; to make education more relevant, practical and useful for life.

The College is run and managed by the Don Bosco Society which is fundamentally oriented towards education and upliftment of poor and marginalized sections of the society. It strives to provide quality education, and mould morally upright and responsible citizens. The governing board seeks to accomplish aforesaid vision and mission through well defined vision and mission. Through the college prospectus, the college website and the display of the same in a prominent place, propagates the vision and mission to the students, teachers, staff and other stakeholders to achieve the said goals and mission. Moreover regular morning assembly, to instill spiritual and moral values, is conducted wherein students take active participation.

The vision and mission are carried out through shared mission and participation. The regular meeting of Governing Body , staff Meeting , Student Forum etc. enable in the policy-making and day-to-day conduction of activities in the college.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

The institute has a decentralized system of governance with well-defined inter-relationships. The institution is governed and its policy is implemented through the Governing Body (GB), the Principal, the Vice-Principal-Academics and controller of Examination, Vice Principal- IQAC and Research, and HODs and Staff and Students.

Decentralization takes place on two levels:

1. Institute Level- The Governing Body, comprising persons from various fields, takes the decisions related to the institute. The IQAC team of the college looks into the various quality of educational practices.
2. Department level- The department Heads are responsible for the day-to-day academic and co-curricular activities of the college. Students also participate through their Student Forum and other formal and informal feedback mechanisms.

Participative management:

1. Strategic Level: The Principal, Vice-Principal- Academic and Controller of Examinations, Vice Principal-IQAC and Research coordinator and the staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations to admissions, discipline, grievances, training development and, library services, etc.
2. Operational level: The principal of the college is vested with academic, non-academic, administrative and responsibilities of the institution. On behalf of the institution, he interacts and corresponds with concerned parties like affiliating Universities the government of Assam, UGC.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Teaching-Learning and Evaluation.

The College gives utmost emphasis on the Teaching-Learning and Evaluation processes and methods. Utmost importance is given to teaching-learning and evaluation processes and methods to meet the mission of the institute by discovering (hidden talents) and promoting the quality of the students and college as a whole.

Routine classes are conducted and monitored by the College. Moreover lesson plans are prepared for each session with due approval of the Principal to systematize the teaching-learning and evaluation process in the institute. Different training programs are also conducted for both the teaching and non-teaching staff in general.

The college conducts various collaborative Group and Club activities, Orientation programs, Career Guidance Programmes, Skill Training programs, Debate and Quiz Competition, Spoken English, Computer Training, Electrical and Wiring courses, Tally Courses, etc. to achieve the strategic plan and mission of the college effectively. Besides the college uses some of student-centric methods such as project and teamwork, soft skills, preparation of wall magazines, etc. to enrich the learning experiences among the students. The College provides for student regularity Card as a method to systematize the teaching-learning practices.

Another regular practice followed by the college is the conduction of both Model and Sessional examinations (session and semester. The conduct of systematic and time-bound examinations is one of the strategies that the institute has successfully implemented.

| File Description                                       | Documents                 |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded          |
| Paste link for additional information                  | Nil                       |
| Upload any additional information                      | <a href="#">View File</a> |

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.

Don Bosco College Golaghat is a private Christian (Catholic) institution established and administered by the "Salesians of Don Bosco", having its headquarters at Dimapur, Nagaland, with the provincial as its head. The Governing Body of the College is headed by the President who is appointed by the Head of the Salesian Society Dimapur. The President serves as the Rector/Director of the institute, guides the different functionaries of the institute.

The Governing Body is the policy-making body that meets at least twice annually. The Principal is the head of the institution for all academic and non-academic matters in the college. The Vice Principal-Academics and Controller of Examinations plan out academic timetables, tests, and examinations in collaboration with the HoDs. Under IQAC seminars are conducted.

The College provides for different statutory bodies like the Anti-ragging cell, Grievance Redressal cell, etc. that include both Faculty as well as students.

The appointments of the teaching staff are done through a staff selection committee following public advertisements and interviews which are later placed to the Governing Body for approval. The management and the staff are bound by the service rules followed by the Don Bosco Society Dimapur which agrees with the law of the land.

| File Description                              | Documents                 |
|---|---------------------------|
| Paste link for additional information         | Nil                       |
| Link to Organogram of the Institution webpage | Nil                       |
| Upload any additional information             | <a href="#">View File</a> |

### 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   | No File Uploaded          |
| Screen shots of user interfaces   | No File Uploaded          |
| Any additional information  | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

## 6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff. All employees are eligible for 12 days of casual leave per year @1 day per month during the academic year as per the terms and conditions of the college rule. When the Casual leave is not taken, the college remunerates the same. As per the college rules a confirmed teacher will be entitled to be paid gratuity by the management followed by some terms and conditions.

A woman employee of the institution, service, after the completion of the probation period, is eligible for maternity leave with pay for a maximum of 90 days after one year.

The college allows a leave of one year for PhD program, for employees in the institution. In this regard, PhD Research Scholars namely Mr. Shiv Kumar, Miss Alankita Borthakur, Mr. Mukul Sarma, Ms. Angkita Borpatra Gohain, Arpita Dowarah, Heena

Saikia and Banshree Bora are allowed to take leave to pursue Ph.D.

The college provides advance payment when there is a requirement for any faculty. Bachelor faculty residing on the campus have been provided with staff quarters with very low charges. The vehicle is made available for the residential staff for medical emergencies.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### 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

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded          |

### 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

0



| File Description   | Documents        |
|--|------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded |
| Reports of Academic Staff College or similar centers   | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

**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**

| File Description  | Documents        |
|---|------------------|
| IQAC report summary   | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded |
| Upload any additional information   | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded |

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

The College conducts two forms of Performance Appraisal for both the teaching and non-teaching staff to facilitate self-assessment by the faculty and self-improve their skills and capacity.

**Self-Assessment:** The parameters of Self-Assessment is based on the Educational Preventive System of Don Bosco which seeks to assess the mentoring factor of students. The faculty has to examine his/her presence among the students to mould their behavior.

**Feedback Assessment:** It is feedback on the curriculum and teaching practices of the faculty done by the students. The criteria are based on the aspects of the teaching and learning process.

Some of the Criteria reflected in the Performance Appraisal System are:

1. Identifying the areas where the students are lacking
2. Encouragement and Motivation to students
3. Conduction of regular Examinations
4. Use of ICT tools, PPT,in class.
5. Use of students' centric activities
6. Lesson Plans, Assignments, Presentations etc.

The Criteria for Non-academic staff include:

- 1.Punctuality
- 2.Dedication
- 3.Availability
4. Efficiency

The feedback forms are analyzed by the Principal and in cases where any kind of laxity or lacunae is observed, the teacher in the question is councelledby the principal and urged to improve his/her performance in the interest of professional upgradation.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 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 has placed mechanism for internal and external financial audits for the greater transparency and growth of the institution.

### Internal Audit:

To make best utilization of its funds and also to know its financial strength the college prepares budget allocation and presents it to the managing authority for its approval. The budgeting includes expected income and expenditure. The college tries to utilize the funds as per the budget allocation. It also submits monthly balance sheet to the managing authority. In this way the managing council keeps.

### External Audit:

The financial transactions are audited by the Chartered Accountants and the Income Tax Return is filed regularly. The audit report is presented to the Governing Body. A copy of the audited income and expenditure is also submitted to the Don Bosco - Dimapur Headquarter which is the final administrative body of the college. Hence the institution's financial transactions are monitored and checked for greater transparency. They also college practices cashless mode of financial transaction. The students are asked to pay their fees online. The accounting is done using tally ERP programme. The accountant keeps record of the bills and vouchers and prepares monthly balance sheet which is signed by the principal.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

#### 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)

5 lakhs

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

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

The deliberations on resource mobilization are taken in the Governing Body forum and valuable suggestions are sought. It helps and aids in taking the final decision regarding the resource generation and optimal utilization of resource for various purposes. The college always tries to make optimum utilization of its resources for the benefit of the society and student community.

The main source of finance mobilization of the college is through admissions, tuition fees, computer fees, examination fees etc. The expenditure on salary and others are met from the resources mobilized internally by the college.

The college aids in mobilizing funds for students coming from marginalized sections who are unable to pay their fees by assisting them to get Government scholarshins. There is a dedicated desk that keeps a track of the Government scholarships whether it is of central or state. Institutional Scholarship for the meritorious Students coming from the low-income group of Assam

and Arunachal is provided through the help of Don Bosco Social development centre -AIDA D.

The college also seeks financial support from Alumni, well-wishers and even local Government representatives. Panna Memorial Quiz competition is funded by well-wishers in order to create a thirst for knowledge.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 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 IQAC of the college has been making untiring efforts to expand and sustain the quality of the institution. Under its aegis two core practices have been institutionalized.

Conduction of Workshops and trainings and counseling programmes for both the staff and students in order to enhance teaching learning processes and methods in the college.

IQAC organizes different academic and co-curricular activities to make the college as centre for excellence and to enrich the teaching-learning process. Different workshops and trainings are conducted to impart knowledge to the students regarding self development and employability.

Conduction of monthly staff meeting, IQAC Steering Committee meeting and NAAC Criteria Wise meeting are some of the best regular practices of the college.

Under the supervision of IQAC regular meetings related to academics (curriculum and course meeting) and non-academics activities are discussed. The IQAC monitors the importance and progress of NAAC through various criteria wise meetings.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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 IQAC makes conscientious efforts to transform the college into an institute of learning and wisdom keeping in view the mission and vision of the institution. Accordingly it looks into the fruitfulness of the teaching learning process and ensure that the students empower themselves with the knowledge gained. IQAC stresses on review mechanisms to evaluate the teaching learning and evaluation processes. In order to achieve its outcome, the IQAC asks the faculty to prepare plans which are approved by the principal.

Every faculty is required to prepare a plan for the delivery of the curriculum with curricular and extracurricular activities included.

### 1. Examination System

The Class tests are conducted by the departments regularly to assess the students and help them in preparing for their final examinations. The Sessional examinations are of each semester and a percentage or marks are added in the final examination.

1. Use and Enhancement of Practical Knowledge
2. The faculty seeks to ensure the overall development of students through different co-curricular activities like debate, quiz and write-ups etc through the cell/committees/clubs. The cell/committees/clubs like ECO Club, NSS, NCC hold collaborative awareness programmes, cleanliness campaigns, food distribution programmes, etc through which the students are made aware of the world.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**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)**

**E. None of the above**

| File Description   | Documents        |
|--|------------------|
| Paste web link of Annual reports of Institution                                    | Nil              |
| Upload e-copies of the accreditations and certifications                           | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

## **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

Don Bosco College has a conducive environment for gender equity, amply reflected in composition of students. There is no gender discrimination in curricular and co-curricular activities. There is no gender discrimination shown in selecting students to any of the Programs.

In 2016, the college started the gender club for the awareness of gender equality among the students. This trailblazing initiative now forms part of a comprehensive gender equality action plan. The Gender Club of the college works with the vision of "Let Equality Bloom." Accordingly, Don Bosco College, Golaghat, looks at the ten

measures in the institution-level, which has been testing to bring about positive change in mentalities and practices.

Facilities for women on the campus-

1. Safety and security
2. Child care room facility
3. Counseling Expert
4. Common Rooms
5. Observations of international and national women's day

File Description

Documents

Link for specific facilities provided for women in the campus

<https://dbcgolaghat.edu.in/women-cell/>

<https://dbcgolaghat.edu.in/disciplinary-committee/>

List of gender equity promotion programs organized by the institution.

Anti-ragging committee and Grievance Redress cell

<https://dbcgolaghat.edu.in/anti-ragging-cell/>

| File Description                        | Documents  |
|---|--|
| Annual gender sensitization action plan | <p><a href="#">Facilities for women on the campus a) Safety and security • The campus is well-demarcated, closed campuses with boundary fencing, well protected and monitored by security guards and CCTV cameras at</a></p> |



|   |   |
|---|---|
|   | <p><u>strategic locations including hostels. • Internal corridors are well-lit. • Helpline numbers for reporting sexual harassment are displayed on notice boards. Separate secured hostels exist for girls and boys with full-time Wardens. Female security personnel are deployed at girls' hostels. • Anti-Ragging Committee contact details and notice card are displayed at appropriate locations. These campuses are proved as zero tolerance for ragging. b) Child care room facility The college has provided the facility of baby care room for maternal staff. c) Counseling Expert • Each student receives personal attention and advice on gender issues through counseling cell. A network of gender equality advisors in terms of mentors is active in each of the departments of the college.</u></p>              |
| <p>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</p> | <p><u>d) Common Rooms • There are separate Common Rooms girls, which are equipped with dustbin and drinking water facilities and washrooms • For the benefits of the girl students' hygiene, the college also has a provision of sanitary napkins. e) Any other relevant information • College has the facility of women cell. • International Women's Day (8th March) is celebrated every year. • National Women's Day also celebrated with collaboration of NCC. • Grievance Redressal, Gender Sensitization and Internal Complaints /Prevention of Sexual Harassment Committees are active. • Women students can participate in the Career Training club on core career skills: assertiveness, wage negotiation, work-life balance, and public speaking. • Liquor/other addictive substances are prohibited on campus.</u></p> |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

**D. Any 1 of the above**

### Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

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

The existing waste management practices can be divided in to the following segments:

1. Solid waste management
2. Liquid waste management
3. E- waste management

The Institution is yet to develop the facilities like bio-medical waste management, waste recycling system, hazardous chemicals and radioactive waste management.

#### 1. Solid waste management

- Adequate number of dust bins are provided in the campus to ensure it tidy, neat and clean
- For the segregation of waste awareness drive has been conducted. To dispose off waste blue and green dustbins are used. The transportation of solid waste is also ensured.
- Throughout the process of compost management the solid waste have been converted to fertilisers or manure.
- The institution has one unit of vermin compost. It has been designed for the treatment of sewage. At the same time it is used as organic fertilizer by season gardener.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | No File Uploaded          |

**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**

**A. Any 4 or all of the above**

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

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

**B. Any 3 of the above**

- 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**

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |

**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**

**D. Any 1 of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

| 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  | <a href="#">View File</a> |

**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**

**E. None of the above**

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

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).

**The institution is taking initiative in providing an inclusive environment understanding the value and uniqueness of different**

racers with their cultures. The college provides admission to all section of students irrespective of caste, creed and birth. The departmental programmes are organised time to time, where the students can showcase their talents. Various cultural programmes are organised to pull out the talents of the students from diverse cultures. The students get the opportunity to showcase activities in the form of folk tales, folk songs, folk dances and traditional instrumental pieces. In the programme of college week they perform dances, songs, dramas, display of instrumental pieces. Different traditional attires of different states are showcased during these events.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| 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

- The institute wants to build a society, where youth become intellectually competent, morally upright, socially committed, spiritually inspired and nationally dedicated.
- The institute is a role model of best governance and democracy. Not only the students and employees but every citizen of the town respects the institution for its contribution to social development.
- The college is recognized in the vicinity as a 'Center of Social Transformation'. Students recite the Preamble of the constitution during their morning assemblies.
- The fundamental duties and rights, Citizen's Charter, National Anthem, and Pledge etc. are also recited occasionally. It reflects the strong attachment of the students, employees and the citizens towards the values of Indian Constitution.

Our institution had arranged number of programs covering freedom of expression through which the students can get courage to express them. Many of our teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college. Every year, on 31st October, National Unity Day is celebrated in the college on the occasion of Birth anniversary of Sardar Vallabhbhai Patel.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| 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.**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| 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 | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

1. The College celebrates and remembers the great sacrifices of our forefathers on Independence Day, with hoisting the flag, followed by activities such as campus cleaning, tree planting etc.
2. The other National Days are also celebrated, like the Republic Day, Gandhi Jayanti, Teachers' Day, Children's Day, etc., and thereby educate the students of their importance. Pledges are regularly taken by all concerned.
3. The College observes the following days regularly -2nd February- International Wetlands Day, 13th February-

National Women's Day, 8th March-International Women's day, - NSS Day, 21st September- International Peace Day, 30th October -Rastriya Ekta Divas, 1st December-International AIDS Day. These activities are organized by staff and students of the College by initiating many of the below mentioned events

4. Organizing lectures,
5. Conducting awareness camps
6. Conduct outreach programs and support the needy
7. The College celebrates National Women's Day with collaboration with NCC focusing on creating awareness towards Indian women freedom fighters.
8. The College celebrates International Women's Day, focusing on creating awareness and educating the community on the challenges faced by women.
9. Global hand washing day for creating awareness about importance of health and hygiene.
10. The National Service Scheme and National Cadet Corps jointly celebrate the Swachh Bharat Week, helping government agencies, cleaning the College campus and various other places.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

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

1. **Title of the practice:** Allotted one hour as an "Environmental Hour" in a week.
  - **Objectives of the Practice:** To promote the skill of learning related environment protection and to improve the awareness towards environment, to provide "head-heart and hand approach" to protect environment; to participate and collaborate; to provide hands-on and heads-on experience; to develop healthy environment to use all the proper methods of

environment up gradations such as recycle, reuse, reduce, proper waste management techniques to make environment efficient and sustainable.

- 2.
- Title of the Practice: Student Support System
- Objectives of the practice: Student Support System will deliver services to students in order to upsurge perseverance, retention, and graduation rates of low income, first generation, and students with disabilities by:
  - Assisting students in acquiring the necessary skills, knowledge, and attributes to complete their graduation.
  - Maximizing prospects for financial assistance by enlightening the financial and economic literacy of students.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 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

The institutional distinctiveness is reflected in the academic and non-academic activities. The college is focusing on student-centric education and at the same time focusing on organising workshop and participation of teaching staff members in faculty development programme.

The activities with reference to the students can be classified as academic, covering various aspects of academic life, non-academic activities for the growth of physical and mental health club activities including sports, culture, yoga etc. For the development of emotional health mentor mentee system has been initiated which helps the student to share their problems with the faculty. The concerned faculty with proper counselling can come up with the solution of their problem, if any.



## 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 Golaghat delivers the curriculum through the following process.

##### A. Curriculum Planning

###### 1. Timetable Committee

The college has a timetable committee tasked with creating the schedule prior to the commencement of classes for each semester.

###### 2. Lesson Plan

Lesson plan is prepared at the beginning of each semester.

###### 3. Digital Documentation

The institution is transitioning into a digital campus environment. Students are assigned specific email IDs and passwords to access the digital Hi-grade portal.

##### B. Curriculum Delivery and Management

1. Classical Lecture system is followed, while presenting topics.

2. ICT facilities are accessible to students through a computer lab with internet access, and each classroom is equipped with a TV.

3. Innovative teaching methods like videos, role plays are used.

4. Continuous evaluation is conducted through class tests, seminars, sessionals, assignments, and group discussions

5. Feedback from students is collected at the conclusion of each semester to enhance teaching methods.

6. Remedial classes are offered to students based on their previous evaluations, and a remedial test is administered at the semester's end.

#### C. Infrastructure facility for Curriculum Delivery

1. Digital Class Room.
2. Audio/Video Facility.
3. Library facility
4. Education -Psychology Lab.
5. Computer Lab.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

Don Bosco College Golaghat holds two sessional exams per semester, along with a concluding model test. The CIE process includes the following steps.

##### A. Evaluation Planning

###### 1. Academic Calendar

College follows the academic calendar prepared by Dibrugarh University.

###### 2.Examination Committee to Conduct Examination

Examination Committee is formed to conduct the examination.

##### B. Conduct of Examination and Management

###### 1. Sessional Test

Periodic session test is conducted for the students.

###### 2. Model Examination

Before the Dibrugarh University's end-semester exams, the

college holds a model examination structured similarly to the University's format. This allows students to evaluate themselves before undertaking the University's final semester examination.

### 3. Publication of Internal Marks

The college releases students' internal marks on the notice board for their convenience. The Final internal marks result from a combination of group discussions, seminars, attendance, sessional exams, and the model examination.

### 4. Conduct of Practical Examination, Viva-Voce

For courses involving practical or lab work, a Viva-Voce is conducted within the college to determine lab or practical marks.

### 5. Practical Marks allotted by External Experts

Dibrugarh University designates a faculty member each year for the evaluation of teaching practical and laboratory work conducted by students, determining practical marks.

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| Link for Additional information      | Nil                       |

**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**

**E. None of the above**

| File Description   | Documents        |
|--|------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information   | No File Uploaded |

## 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

13

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 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)

01

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

18

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

18

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

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

For enriching the curriculum, Dibrugarh University prescribed courses that are related to Professional Ethics, Gender, Human Values, Environmental and Sustainability.

#### 1. Professional Ethics

Courses like Techniques of Teaching, Teaching Practice, and Guidance and Counselling specifically concentrate on professional ethics. During the morning assembly, diverse experts are invited to reinforce this focus.

#### 2. Gender

As per the specified curriculum of Dibrugarh University, subjects like Gender and Violence, Gender and Education, Women Writing, Sociology of Gender, etc., address gender-related issues.

#### 3. Human Values

Courses such as Human Rights and Enforcement Mechanism, Sociological Foundation of Education, and Guidance and Counselling address aspects of human values. The college compulsory conducts weekly Value Education classes, with resource persons invited from both within the institution and external sources known for their competence.

#### 4. Environment and Sustainability

Courses such as Environmental Studies and Environmental Sociology delve into environmental issues, addressing problems like global warming and biodiversity. The Eco-Club contributes

significantly to creating awareness for a sustainable environment. The institution has installed a 32KV solar panel for power supply. To reduce paper usage, departments have allowed online submission of assignments, contributing to a more eco-friendly approach and, consequently, reducing indirect pressure on forests and the environment.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

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

03

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | No File Uploaded          |
| 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) | <a href="#">View File</a> |

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

63

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

#### 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  | <b>No File Uploaded</b>   |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <b>No File Uploaded</b>   |
| Any additional information(Upload)   | <a href="#">View File</a> |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| URL for feedback report           | <b>Nil</b>                |

#### 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**

**300**

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

### 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

94

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 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

### Assessment of the students

- Initially at the time of admission, the process to categorize the advanced learners and slow learners are on the basis of marks and percentages of the previous examination.
- At the time of selection of the major course, the teachers from each department give counselling and suggestions regarding the scope of the course. Based on their interests and level of understandings, they are expected to choose the major course.
- After the selection of the major course, through conducting class tests on syllabus cover till date, students are identified as slow and advanced learners. Special programs for slow learners
  - Provisions are made in weekly time table by adding extra hour to conduct problem solving sessions, revision sessions and extra sessions. Personal attention is provided by the concerned subject teacher in teaching.
  - Assignments and solving university question papers, model



question paper.

### Special programs for advanced learners

1. Advanced learners are encouraged to attend in various workshops, seminars, and various other districts and state level competition to boost their confidence in other fields also.

2. Special care and help are also provided to them for achieving ranks in the university examinations.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Link for additional Information   | Nil                       |
| Upload any additional information | <a href="#">View File</a> |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 94                 | 24                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

### 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

#### 1. Experiential learning:

##### Guest Lecture

Guest lecture by renowned experts from nearby colleges and partnered institutions is organized to engage the students and provide practical learning.

##### Public Awareness programme

Involving the students in Public Awareness Programmes like, blood donation camp, the NSS volunteers especially in cleanliness drive etc.

#### Experimental psychology and Laboratory practical

The Department of Education organizes experimental psychology and laboratory practical classes as a part of the prescribed syllabus.

#### Teaching Practice

Teaching Practice is conducted at Don Bosco College, Golaghat by the Department of Education.

##### 1. Participative learning:

To foster participative learning, all the department of the institution organizes a variety of activities for students.

#### Team Work:

. Preparing departmental wall magazine

Cleaning of college campus

Activities carried by NSS.

■

All departments conduct seminar for the students on relevant topics. Students are motivated to participate in national level seminars.

#### Debate

Debate is conducted by all the departments. The students are encouraged to take part in the debate competition organized at the college, district level to present their learning and express their viewpoints on the concerned topic.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

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

The teachers of the institution use a variety of ICT enabled tools to make teaching-learning process effective. Television and laptops are placed in every classroom which helps in showing power point presentation to students. Through the online learning tool whatsapp, the teachers constantly remain in contact with the students. The teachers through the whatsapp circulate the relevant study materials, PPT, PDF, documents, books to build effective learning among the students. The students are encouraged to present presentations, seminars through power point presentation.

The college has its own online management Portal, namely Higrade which teachers make use for marking attendance and displaying them to the students. The students also get all associated information through higrade. The online platform available in the college is used for registration of course, to do internal assessment, end semester assessment, declaration of results etc. Along with the departmental syllabus offered by Dibrugarh University, a variety of skill enhancement courses are offered by the college are Graphic designing, computer courses, electrical course, tally certification 3 levels. The college has a well-equipped assembly hall. Webinars, online talks are conducted in the Assembly Hall through the use of ICT.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil                       |

**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**

23

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

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

24

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

**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**

4

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| 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) | <a href="#">View File</a> |

### 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

4.53

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

### 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 conducts two Internal Assessment Examinations and a Model Exam. Internal Assessment Examination is conducted for 20 marks each with duration of 1 hour. Moreover, the Model Exam is conducted for 80 marks with duration of 3 hours. The Institute also conducts Unit Test during weekdays for 20 marks with duration of 45 minutes.

The Marks of Internal Assessment Examination is prepared and displayed on the notice board. In addition, Internal Assessment re-examination is conducted for the Slow Learners

The Internal Assessment Examination marks and attendance percentage obtained by the students are entered periodically on a record book and College web portal. The students can view and access the marks and attendance percentage through Don Bosco College Student login when necessary.

- An examination committee is constituted to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations. For effective understanding of the evaluation process, the faculty members give class-wise/course-wise instructions about unique features of internal/external evaluation of the course.

After scrutiny of IA marks, the final list of marks is sent to Dibrugarh university which will later be added to the term end semester examination of the students

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

Minutes of an emergent meeting of the Examination Board held on 20th October, 2022 at 11am in the conference hall. The following members were present:

1. Fr. Dr. Policarp Xalxo
2. Sr. Dr. Sheela Paul
3. Mrigakhi Goswami
4. Alankrita Borthakur
5. Nazia Rahman
6. Angkita Borpatra Gohain

The head of the Departments brought to the notice of the Examination Board that a large number of students have remained absent or could not get required percentage in the sessional exams and model exams conducted by the college in the odd semester (2022).

After thorough discussion, it was decided that a special test will be conducted for all such students those who failed to qualify for the exams. The special test shall be conducted from 31st October, 2022.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 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.

Don Bosco College, Golaghat has well-laid out the stated

programme and learning outcomes for all the programmes and courses.

The following mechanism is adopted by the college to communicate learning outcome to the teachers and students.

1. The course outcomes are communicated to the students by the faculty members of every department.
2. The significance of learning outcomes is communicated to the teachers in the IQAC meetings conducted in the college.
3. The annual college prospectus publishes the programmes offered by the institution.
4. Before the commencement of the programme, an orientation session is conducted for the first semester students introducing them to the courses offered in the programme and specifying the objectives and course outcomes.
5. The hard copy of course outcomes are available in all the departments for ready reference for the students and teachers.
6. Programme outcomes are displayed in the College website.

| File Description                                     | Documents                 |
|--|---------------------------|
| Upload any additional information                    | <a href="#">View File</a> |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

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

The faculty members of the institution keep record of the performance of each student through a continuous assessment process. Lecture, Demonstration, Discussion method is followed to deliver the class. The institution gives utmost importance to the continuous internal evaluation of students. It follows the criteria prescribed by Dibrugarh University for internal assessment of students. The date of examination for internal evaluation is fixed in the academic calendar on an earlier basis. The summative evaluation is done through the semester examination conducted by the university and it includes 80%. The internal assessment constitutes 20%. The evaluation is done by following methods: The results of the external examinations

conducted by the university are used as measures to assess the program outcome, and course outcomes. The course outcomes are measured on the basis of the marks secured by the students. Internal Assessment conducted by the institution helps to identify the knowledge and ability of students. Internal assessment is done through home assignments, class tests, sessional test, model examination, seminar, group discussion etc. The departments most often organize quizzes and debates among the students to check their knowledge of the subject. Feedback collected from students and alumni also helps to measure the attainment of program.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 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

87

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

### 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://dbcgolaghat.edu.in/wp-content/uploads/2023/12/Consolidated.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)

| 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)             | No File Uploaded |

### 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

| File Description  | Documents        |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| 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

1

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 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

5

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

#### 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

14

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 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

Don Bosco College of Golaghat organises and participates in various extension activities with a dual objective of not only

sensitizing Students about various social issues but also contribute to community and strengthen community participation. The NCC and NSS College units take part in various initiatives like organising camps, Swatch Bharat Abhiyan initiatives, Special training programme for NCC. troop, entertainment and educational programme for the children, awareness programmes, relief works, etc.

extension activities like international Women's Day, International Wetland day, World Mental Health Week, National Sports Day, Development Outreach Programme, Orientation Programme for NCC Cadets have been organised by the institution during the esteemed year.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 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

0

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

### 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

7

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

### 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

736

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 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

0

| File Description  | Documents        |
|---|------------------|
| e-copies of linkage related Document  | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | No File Uploaded |
| 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  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

**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.

Donbosco college Golaghat expands over 34 Bighas 01 Katha 15 Locha area of land which is having 46,900 sq m boundaries. The college accommodates 309 students studying in undergraduate programs. It facilitates excellent infrastructure for teaching learning process and career progression. The campus main building accommodates principal's office , vice principal office, administrative office, assembly hall, staff room, classrooms, computer labs, IQAC room and Directorate of Research and Publication cell room. The campus also houses girls hostel, canteen, washroom, generator room and library. All the departments are equipped with the necessary infrastructure to meet the ever -increasing requirements with adequate number of classrooms and sufficient space for hosting all academic activities. The classrooms are equipped to meet the conventional tools and all the classroom has smart TV's installed to keep pace with the changing worlds.

The students are also supported by the faculty to present their seminar topics using ICT facilities. The staffroom also have computers with wifi connections for the faculties of five different departments to pursue their research work. One assembly ground for conducting morning assembly and for students to hone their leadership skills.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

**Sports /games:** Various sports facilities are provided to the students within the campus, focusing sports as one of the extracurricular activities. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students. Various sports competition such as inter departmental, inter collegiate etc. helps in developing team spirit in students. Their interpersonal relationship is enhanced in a very healthy manner.

**Outdoor game:** The playground facility is the following -

1. Shuttle badminton court measuring 25 m ×25m
2. Football court measuring 110m ×70m.
3. Volley court measuring 30m ×20m.
4. Throw ball court measuring 40m×22m

**Indoor games:**

**Particulars**

**Area and available**

**Indoor games**

**Indoor sports facilities**

**Table tennis hall**

**7.2m ×7.2m**

**YOGA CLUB**

**Name of faculty in-charge: Ms Daisy Gogoi, MsBanyaKasturi**

Dutta& Mrs.Banashree Bora.

#### CULTURAL CLUB

Name of faculty in charge - Mrs. PiyaliDutta, Ms. MrigankhiGoswami, Ms. GouraviRajkhowa.

Cultural activities -The college also encourages students to participates in various cultural and literary activities and make the students excel in their fields of interest. The college conducts various activities like annual day, fresher's day, farewell in which students exhibit their talents.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

16

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

16

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | No File Uploaded          |

#### 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)

6074657.56

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <b>No File Uploaded</b>   |

## 4.2 - Library as a Learning Resource

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

**NIL**

| File Description                      | Documents               |
|---------------------------------------|-------------------------|
| Upload any additional information     | <b>No File Uploaded</b> |
| Paste link for Additional Information | <b>Nil</b>              |

**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**

**A. Any 4 or more of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <b>No File Uploaded</b>   |

**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)**

**132911**



| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | No File Uploaded          |

#### 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

75

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

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

.3.1 -Institution frequently updates its IT facilities including wifi

##### 1. Number of system with configuration

In the year 2022-2023 , the college hasn't purchase any laptop or desktops but the college has purchased some parts of a laptop and desktop .

##### 1. Internal facility ( wifi/ broadband):

Text Rate: 799+text 18%

Total mbps: 100mbps,3300gb

Internet: BSNL FTTH

##### 3 . Upgradation of college internet facility

The college has 100 mbps internet connection from BSNL with

static IP for accessing internet to the overall campus .

#### 1. Video conferencing facility:

The college provides best video conferencing facility. During the academic year 2022-2023 , there was two session on highgrade through video conferencing mood .Mr.Yasu Raja & Mr.Imran had taken two session on highgrade for the faculty.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

110

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 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)

6074657.56

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded          |

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.

**Laboratory :** There are two computer labs available in the campus for the students. The computer lab is taken care by the college staff Mr. Alekson Guria. The college also provides various certificate course like tally, graphic design, DCA, etc., for the students .

**Library :**The library has good collection of books journals , newspapers , previous year question paper , the library is also member of INFLIBNET N-List project and provides e resources to its users . The opening time of the library is from 9 am to 4 pm. Maintenance and utilization of library resources are done strictly following the library rules. The maximum period of loan for books is 15 days for the students and 30 days for the staff. Students can issue four books at a time on the other hand staff can issue eight books at a time. The students can access reference book in the reference section. There are two library staff viz,. - Ms Debashi Phukan and Ms. Jenny Barla .

**Sports complex:**

**Parking facility:**

**Drinking water facility: .**

**Washroom facility**

**Canteen**

**Solar panel**

**Electrical maintenance of generator, UPS, batteries**

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

## 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

24

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | No File Uploaded          |

#### 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

131

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

**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**

**E. none of the above**

| File Description  | Documents        |
|---|------------------|
| Link to institutional website   | Nil              |
| Any additional information  | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

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

0

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

0

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**C. Any 2 of the above**

**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**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |

## 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

2

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information     | No File Uploaded |

### 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

22

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | <a href="#">View File</a> |
| Details of student progression to higher education | No File Uploaded          |

### 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

NIL

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information          | No File Uploaded |

### 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.

NIL

| 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) | No File Uploaded |

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 )

Each department elects its representatives (boys and girls) from the respective classes at the beginning of every academic year. The President and secretary are nominated with a consensus of the respective faculty members. The student council consists of the president, secretary, and representatives of all the programs. The vice principal guides and helps the student council. The biggest concern of the students' council is to provide opportunities and to represent the grievances of the student community.

The student council also provides the management with suggestions and organizes sports days, farewells, etc. The student council is adequately represented in various forums like anti-ragging, which was formed in 2020 and there are student representatives in several bodies /committees.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**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**

1

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| 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) | No File Uploaded          |



**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

Don Bosco College, Golaghat has a very vibrant alumni association. There is an alumni association formed on 4th June, 2019 which held its first meeting. John Kisku and Joyanti Nag were the first presidents and secretaries. A new alumni committee was formed on 21 May 2022 where Mr. Gyandeep Topno and Mr. Robistin Lakra were elected as president and secretary

Activities and contribution of Alumni association. The Alumni Association also decided to continue contributing money and held meetings once a year to form a strong brotherhood among the Alumni.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

**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

**Vision:**

To build a society where the youth becomes intellectually competent, morally upright, socially committed spiritually inspired and nationally dedicated.

**Mission:**

To set up an institute of learning and wisdom, academic

excellence fructifies into formation of enlightened citizens. To this end, every effort will be made: to provide integrated and personalized education, to form persons with right principles and values; to strive continually after excellence in every sphere of life; to be selfless in the service of fellow beings in order to bring about social justice; to make education more relevant, practical and useful for life.

The College is run and managed by the Don Bosco Society which is fundamentally oriented towards education and upliftment of poor and marginalized sections of the society. It strives to provide quality education, and mould morally upright and responsible citizens. The governing board seeks to accomplish aforesaid vision and mission through well defined vision and mission. Through the college prospectus, the college website and the display of the same in a prominent place, propagates the vision and mission to the students, teachers, staff and other stakeholders to achieve the said goals and mission. Moreover regular morning assembly, to instill spiritual and moral values, is conducted wherein students take active participation.

The vision and mission are carried out through shared mission and participation. The regular meeting of Governing Body , staff Meeting , Student Forum etc. enable in the policy-making and day-to-day conduction of activities in the college.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

The institute has a decentralized system of governance with well-defined inter-relationships. The institution is governed and its policy is implemented through the Governing Body (GB), the Principal, the Vice-Principal-Academics and controller of Examination, Vice Principal- IQAC and Research, and HODs and Staff and Students.

Decentralization takes place on two levels:

1. Institute Level- The Governing Body, comprising persons from various fields, takes the decisions related to the institute. The IQAC team of the college looks into the various quality of educational practices.
2. Department level- The department Heads are responsible for the day-to-day academic and co-curricular activities of the college. Students also participate through their Student Forum and other formal and informal feedback mechanisms.

**Participative management:**

1. Strategic Level: The Principal, Vice-Principal- Academic and Controller of Examinations, Vice Principal-IQAC and Research coordinator and the staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations to admissions, discipline, grievances, training development and, library services, etc.
2. Operational level: The principal of the college is vested with academic, non-academic, administrative and responsibilities of the institution. On behalf of the institution, he interacts and corresponds with concerned parties like affiliating Universities the government of Assam, UGC.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Teaching-Learning and Evaluation.

The College gives utmost emphasis on the Teaching-Learning and Evaluation processes and methods. Utmost importance is given to teaching-learning and evaluation processes and methods to meet the mission of the institute by discovering (hidden talents) and promoting the quality of the students and college as a whole.

Routine classes are conducted and monitored by the College.

Moreover lesson plans are prepared for each session with due approval of the Principal to systematize the teaching-learning and evaluation process in the institute. Different training programs are also conducted for both the teaching and non-teaching staff in general.

The college conducts various collaborative Group and Club activities, Orientation programs, Career Guidance Programmes, Skill Training programs, Debate and Quiz Competition, Spoken English, Computer Training, Electrical and Wiring courses, Tally Courses, etc. to achieve the strategic plan and mission of the college effectively. Besides the college uses some of student-centric methods such as project and teamwork, soft skills, preparation of wall magazines, etc. to enrich the learning experiences among the students. The College provides for student regularity Card as a method to systematize the teaching-learning practices.

Another regular practice followed by the college is the conduction of both Model and Sessional examinations (session and semester. The conduct of systematic and time-bound examinations is one of the strategies that the institute has successfully implemented.

| File Description                                       | Documents                 |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded          |
| Paste link for additional information                  | Nil                       |
| Upload any additional information                      | <a href="#">View File</a> |

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.

Don Bosco College Golaghat is a private Christian (Catholic) institution established and administered by the "Salesians of Don Bosco", having its headquarters at Dimapur, Nagaland, with the provincial as its head. The Governing Body of the College is headed by the President who is appointed by the Head of the Salesian Society Dimapur. The President serves as the Rector/Director of the institute, guides the different functionaries of the institute.

The Governing Body is the policy-making body that meets at least twice annually. The Principal is the head of the institution for all academic and non-academic matters in the college. The Vice Principal-Academics and Controller of Examinations plan out academic timetables, tests, and examinations in collaboration with the HoDs. Under IQAC seminars are conducted.

The College provides for different statutory bodies like the Anti-ragging cell, Grievance Redressal cell, etc. that include both Faculty as well as students.

The appointments of the teaching staff are done through a staff selection committee following public advertisements and interviews which are later placed to the Governing Body for approval. The management and the staff are bound by the service rules followed by the Don Bosco Society Dimapur which agrees with the law of the land.

| File Description                              | Documents                 |
|---|---------------------------|
| Paste link for additional information         | Nil                       |
| Link to Organogram of the Institution webpage | Nil                       |
| Upload any additional information             | <a href="#">View File</a> |

### 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   | No File Uploaded          |
| Screen shots of user interfaces   | No File Uploaded          |
| Any additional information  | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff. All employees are eligible for 12 days of casual leave per year @1 day per month during the academic year as per the terms and conditions of the college rule. When the Casual leave is not taken, the college remunerates the same. As per the college rules a confirmed teacher will be entitled to be paid gratuity by the management followed by some terms and conditions.

A woman employee of the institution, service, after the completion of the probation period, is eligible for maternity leave with pay for a maximum of 90 days after one year.

The college allows a leave of one year for PhD program, for employees in the institution. In this regard, PhD Research Scholars namely Mr. Shiv Kumar, Miss Alangkita Borthakur, Mr. Mukul Sarma, Ms. Angkita Borpatra Gohain, Arpita Dowarah, Heena Saikia and Banshree Bora are allowed to take leave to pursue Ph.D.

The college provides advance payment when there is a requirement for any faculty. Bachelor faculty residing on the campus have been provided with staff quarters with very low charges. The vehicle is made available for the residential staff for medical emergencies.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

#### 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

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded          |

### 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

0

| File Description   | Documents        |
|--|------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded |
| Reports of Academic Staff College or similar centers   | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

### 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

| File Description  | Documents        |
|---|------------------|
| IQAC report summary   | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded |
| Upload any additional information   | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded |

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

The College conducts two forms of Performance Appraisal for both the teaching and non-teaching staff to facilitate self-assessment by the faculty and self-improve their skills and capacity.

**Self-Assessment:** The parameters of Self-Assessment is based on the Educational Preventive System of Don Bosco which seeks to assess the mentoring factor of students. The faculty has to examine his/her presence among the students to mould their behavior.

**Feedback Assessment:** It is feedback on the curriculum and teaching practices of the faculty done by the students. The criteria are based on the aspects of the teaching and learning process.

Some of the Criteria reflected in the Performance Appraisal System are:

1. Identifying the areas where the students are lacking
2. Encouragement and Motivation to students
3. Conduction of regular Examinations
4. Use of ICT tools, PPT, in class.
5. Use of students' centric activities



**6. Lesson Plans, Assignments, Presentations etc.**

The Criteria for Non-academic staff include:

1.Punctuality

2.Dedication

3.Availability

4. Efficiency

The feedback forms are analyzed by the Principal and in cases where any kind of laxity or lacunae is observed, the teacher in the question is counselled by the principal and urged to improve his/her performance in the interest of professional upgradation.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**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 has placed mechanism for internal and external financial audits for the greater transparency and growth of the institution.

**Internal Audit:**

To make best utilization of its funds and also to know its financial strength the college prepares budget allocation and presents it to the managing authority for its approval. The budgeting includes expected income and expenditure. The college tries to utilize the funds as per the budget allocation. It also submits monthly balance sheet to the managing authority. In this way the managing council keeps.

**External Audit:**

The financial transactions are audited by the Chartered Accountants and the Income Tax Return is filed regularly. The audit report is presented to the Governing Body. A copy of the audited income and expenditure is also submitted to the Don Bosco - Dimapur Headquarter which is the final administrative body of the college. Hence the institution's financial transactions are monitored and checked for greater transparency. They also college practices cashless mode of financial transaction. The students are asked to pay their fees online. The accounting is done using tally ERP programme. The accountant keeps record of the bills and vouchers and prepares monthly balance sheet which is signed by the principal.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

#### 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)

5 lakhs

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

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

The deliberations on resource mobilization are taken in the Governing Body forum and valuable suggestions are sought. It helps and aids in taking the final decision regarding the resource generation and optimal utilization of resource for

various purposes. The college always tries to make optimum utilization of its resources for the benefit of the society and student community.

The main source of finance mobilization of the college is through admissions, tuition fees, computer fees, examination fees etc. The expenditure on salary and others are met from the resources mobilized internally by the college.

The college aids in mobilizing funds for students coming from marginalized sections who are unable to pay their fees by assisting them to get Government scholarshins. There is a dedicated desk that keeps a track of the Government scholarships whether it is of central or state. Institutional Scholarship for the meritorious Students coming from the low-income group of Assam and Arunachal is provided through the help of Don Bosco Social development centre -AIDA D.

The college also seeks financial support from Alumni, well-wishers and even local Government representatives. Panna Memorial Quiz competition is funded by well-wishers in order to create a thirst for knowledge.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 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 IQAC of the college has been making untiring efforts to expand and sustain the quality of the institution. Under its aegis two core practices have been institutionalized.

Conduction of Workshops and trainings and counseling programmes for both the staff and students in order to enhance teaching learning processes and methods in the college.

IQAC organizes different academic and co-curricular activities to make the college as centre for excellence and to enrich the teaching-learning process. Different workshops and trainings are conducted to impart knowledge to the students regarding

self development and employability.

Conduction of monthly staff meeting, IQAC Steering Committee meeting and NAAC Criteria Wise meeting are some of the best regular practices of the college.

Under the supervision of IQAC regular meetings related to academics (curriculum and course meeting) and non-academics activities are discussed. The IQAC monitors the importance and progress of NAAC through various criteria wise meetings.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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 IQAC makes conscientious efforts to transform the college into an institute of learning and wisdom keeping in view the mission and vision of the institution. Accordingly it looks into the fruitfulness of the teaching learning process and ensure that the students empower themselves with the knowledge gained. IQAC stresses on review mechanisms to evaluate the teaching learning and evaluation processes. In order to achieve its outcome, the IQAC asks the faculty to prepare plans which are approved by the principal.

Every faculty is required to prepare a plan for the delivery of the curriculum with curricular and extracurricular activities included.

#### 1. Examination System

The Class tests are conducted by the departments regularly to assess the students and help them in preparing for their final examinations. The Sessional examinations are of each semester and a percentage or marks are added in the final examination.

1. Use and Enhancement of Practical Knowledge
2. The faculty seeks to ensure the overall development of students through different co-curricular activities like

debate, quiz and write-ups etc through the cell/committees/clubs. The cell/ committees/clubs like ECO Club, NSS, NCC hold collaborative awareness programmes, cleanliness campaigns, food distribution programmes, etc through which the students are made aware of the world.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**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)**

**E. None of the above**

| File Description   | Documents        |
|--|------------------|
| Paste web link of Annual reports of Institution                                    | Nil              |
| Upload e-copies of the accreditations and certifications                           | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

## **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

Don Bosco College has a conducive environment for gender equity, amply reflected in composition of students. There is no

gender discrimination in curricular and co-curricular activities. There is no gender discrimination shown in selecting students to any of the Programs.

In 2016, the college started the gender club for the awareness of gender equality among the students. This trailblazing initiative now forms part of a comprehensive gender equality action plan. The Gender Club of the college works with the vision of "Let Equality Bloom." Accordingly, Don Bosco College, Golaghat, looks at the ten measures in the institution-level, which has been testing to bring about positive change in mentalities and practices.

Facilities for women on the campus-

1. Safety and security
2. Child care room facility
3. Counseling Expert
4. Common Rooms
5. Observations of international and national women's day

File Description

Documents

Link for specific facilities provided for women in the campus

<https://dbcgolaghat.edu.in/women-cell/>

<https://dbcgolaghat.edu.in/disciplinary-committee/>

List of gender equity promotion programs organized by the institution.

Anti-ragging committee and Grievance Redress cell

<https://dbcgolaghat.edu.in/anti-ragging-cell/>

| File Description   | Documents  |
|--|--|
| Annual gender sensitization action plan  | <p><u>Facilities for women on the campus a) Safety and security • The campus is well-demarcated, closed campuses with boundary fencing, well protected and monitored by security guards and CCTV cameras at strategic locations including hostels. • Internal corridors are well-lit. • Helpline numbers for reporting sexual harassment are displayed on notice boards. Separate secured hostels exist for girls and boys with full-time Wardens. Female security personnel are deployed at girls' hostels. • Anti-Ragging Committee contact details and notice card are displayed at appropriate locations. These campuses are proved as zero tolerance for ragging. b) Child care room facility The college has provided the facility of baby care room for maternal staff. c) Counseling Expert • Each student receives personal attention and advice on gender issues through counseling cell. A network of gender equality advisors in terms of mentors is active in each of the departments of the college.</u></p> |
| 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 | <p><u>d) Common Rooms • There are separate Common Rooms girls, which are equipped with dustbin and drinking water facilities and washrooms • For the benefits of the girl students' hygiene, the college also has a provision of sanitary napkins. e) Any other relevant information • College has the facility of women cell. • International Women's Day (8th March) is celebrated every year. • National Women's Day also celebrated with collaboration of NCC. • Grievance Redressal, Gender Sensitization and Internal Complaints /Prevention of Sexual Harassment Committees are active. • Women</u></p>   |

[students can participate in the Career Training club on core career skills: assertiveness, wage negotiation, work-life balance, and public speaking. • Liquor/other addictive substances are prohibited on campus.](#)

**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         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**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**

**The existing waste management practices can be divided in to the following segments:**

- 1. Solid waste management**
- 2. Liquid waste management**
- 3. E- waste management**

**The Institution is yet to develop the facilities like bio-medical waste management, waste recycling system, hazardous chemicals and radioactive waste management.**

**1. Solid waste management**

- Adequate number of dust bins are provided in the campus to ensure it tidy, neat and clean
- For the segregation of waste awareness drive has been conducted. To dispose off waste blue and green dustbins are used. The transportation of solid waste is also ensured.



- Throughout the process of compost management the solid waste have been converted to fertilisers or manure.
- The institution has one unit of vermin compost. It has been designed for the treatment of sewage. At the same time it is used as organic fertilizer by season gardener.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | No File Uploaded          |

**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**

**A. Any 4 or all of the above**

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**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**

**B. Any 3 of the above**

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |

### 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  | <a href="#">View File</a> |

**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**

E. None of the above

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

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).

The institution is taking initiative in providing an inclusive environment understanding the value and uniqueness of different races with their cultures. The college provides admission to all section of students irrespective of caste, creed and birth. The departmental programmes are organised time to time, where the students can showcase their talents. Various cultural programmes are organised to pull out the talents of the students from diverse cultures. The students get the opportunity to showcase activities in the form of folk tales, folk songs, folk dances and traditional instrumental pieces. In the programme of college week they perform dances, songs, dramas, display of instrumental pieces. Different traditional attires of different states are showcased during these events.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| 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

- The institute wants to build a society, where youth become intellectually competent, morally upright, socially committed, spiritually inspired and nationally dedicated.

- The institute is a role model of best governance and democracy. Not only the students and employees but every citizen of the town respects the institution for its contribution to social development.
- The college is recognized in the vicinity as a 'Center of Social Transformation'. Students recite the Preamble of the constitution during their morning assemblies.
- The fundamental duties and rights, Citizen's Charter, National Anthem, and Pledge etc. are also recited occasionally. It reflects the strong attachment of the students, employees and the citizens towards the values of Indian Constitution.

Our institution had arranged number of programs covering freedom of expression through which the students can get courage to express them. Many of our teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college. Every year, on 31st October, National Unity Day is celebrated in the college on the occasion of Birth anniversary of Sardar Vallabhbhai Patel.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| 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**

B. Any 3 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| 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 | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

1. The College celebrates and remembers the great sacrifices of our forefathers on Independence Day, with hoisting the flag, followed by activities such as campus cleaning, tree planting etc.
2. The other National Days are also celebrated, like the Republic Day, Gandhi Jayanti, Teachers' Day, Children's Day, etc., and thereby educate the students of their importance. Pledges are regularly taken by all concerned.
3. The College observes the following days regularly -2nd February- International Wetlands Day, 13th February- National Women's Day, 8th March-International Women's day, - NSS Day, 21st September- International Peace Day, 30th October -Rastriya Ekta Divas, 1st December-International AIDS Day. These activities are organized by staff and students of the College by initiating many of the below mentioned events
4. Organizing lectures,
5. Conducting awareness camps
6. Conduct outreach programs and support the needy
7. The College celebrates National Women's Day with collaboration with NCC focusing on creating awareness towards Indian women freedom fighters.
8. The College celebrates International Women's Day, focusing on creating awareness and educating the community on the challenges faced by women.
9. Global hand washing day for creating awareness about importance of health and hygiene.
10. The National Service Scheme and National Cadet Corps jointly celebrate the Swachh Bharat Week, helping government agencies, cleaning the College campus and

various other places.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

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

1. **Title of the practice: Allotted one hour as an "Environmental Hour" in a week.**
  - **Objectives of the Practice: To promote the skill of learning related environment protection and to improve the awareness towards environment, to provide "head-heart and hand approach" to protect environment; to participate and collaborate; to provide hands-on and heads-on experience; to develop healthy environment to use all the proper methods of environment up gradations such as recycle, reuse, reduce, proper waste management techniques to make environment efficient and sustainable.**
  - 2.
  - **Title of the Practice: Student Support System**
  - **Objectives of the practice: Student Support System will deliver services to students in order to upsurge perseverance, retention, and graduation rates of low income, first generation, and students with disabilities by:**
    - **Assisting students in acquiring the necessary skills, knowledge, and attributes to complete their graduation.**
    - **Maximizing prospects for financial assistance by enlightening the financial and economic literacy of students.**

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 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

The institutional distinctiveness is reflected in the academic and non-academic activities. The college is focusing on student-centric education and at the same time focusing on organising workshop and participation of teaching staff members in faculty development programme.

The activities with reference to the students can be classified as academic, covering various aspects of academic life, non-academic activities for the growth of physical and mental health club activities including sports, culture, yoga etc. For the development of emotional health mentor mentee system has been initiated which helps the student to share their problems with the faculty. The concerned faculty with proper counselling can come up with the solution of their problem, if any.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | No File Uploaded          |
| Any other relevant information               | <a href="#">View File</a> |

7.3.2 - Plan of action for the next academic year

The main vision for the institution is to ensure quality education and to equip the institution with all amenities so that the same can achieve the status of excellence. Teachers are encouraged to adopt new and innovative ideas which can benefit the students directly. Effort is made to make the students well prepared to compete with the global competitiveness. Students are encouraged to visit library on regular basis. Provision of conducting Tally, soft skill etc. are also expected to be implemented in an updated manner so that the benefits of the same can go to the students in adequate manner.