



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**ST. FRANCIS DE SALES COLLEGE, AALO, ARUNACHAL  
PRADESH**

SFS COLLEGE, YEGGO VILLAGE, WEST SIANG DT. ARUNACHAL PRADESH

791001

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

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Saint Francis De Sales College (SFSC), Aalo, is established and managed by St. Francis De Sales College Society which is sponsored by Catholic Christian Missionary society known as Missionaries of St. Francis De Sales (MSFS), North East India Province with its headquarters at Guwahati, Assam. MSFS has over 175 years of experience and expertise in imparting quality higher education all over the world.

SFS College is an educational institution with a secular outlook. It admits students from all walks of life, irrespective of caste, creed, religion, tribe, and language to be part of this Institution of higher learning. It was established in the year 2007 with the motto "LIGHT TO ENLIGHTEN". The College is situated in Aalo, West Siang District of Arunachal Pradesh. The College has a soothing, conducive surrounding and an invitingly ambient atmosphere for an optimum training and learning program. The College with its quality infrastructure, intellectual acumen, and forward-looking vision has already made a mark on the educational scenario of Arunachal Pradesh.

MSFS society is committed to forming the present generation for the future through more than 100 quality Educational Institutions in India. SFS College, Aalo, Arunachal Pradesh, meets all the educational requirements of the students of the enchanting and beautiful 'Land of the Dawn Lit Mountains'.

SFS College, at present, offers Majors in Anthropology, English, History, Geography, Political Science and Sociology. Over the years, SFSC has become one of the favorite destinations of students from all over Arunachal Pradesh and neighboring states in Northeast India, who are interested in pursuing quality higher education. Besides BA Programme, the College also offers a number of certificate-skill-based courses in order to enhance the quality of education. SFSC is known for its extracurricular and extension activities such as NSS activities, Women's Forum, regular Cultural, Literary and Sports competitions, study tours and excursions, leadership camps, training for various competitive exams, literary competitions, etc., which provide ample opportunities for the inmates to grow up as responsible citizens of the country.

### **Vision**

The Vision of SFSC is **Holistic Development of Individuals**. All the programs and policies are initiated and directed towards achieving this vision. Inspired by this vision, teaching-learning initiatives, evaluation processes and procedures, and all the co-curricular, extracurricular and extension services are aimed at offering holistic growth to the learners. This vision of the college was re-stated during the release of the Vision 2027 document titled "Inspiring Holistic Transformation" adopted during the decennial celebration in the year 2017, a decade after college was established. This vision of Holistic development is more concretized through five pillars of focus that the college has adopted such as Learner-centric Campus Atmosphere, Human Resource Enhancement, Skill Enhancement, Community Service, and Holistic Education.

### **Mission**

The Mission of the college is inspired by the Vision of the college, "Holistic Development of Individuals".

Thus, the mission is **to strive for excellence in all aspects of education, to form integrated persons who are conscious of their responsibilities to build a just and humane world and to enlighten the students to dispel the shades of ignorance.** SFS College is a nurturing ground for the holistic development of Individuals leading to the transformation of them and the society. Keeping this mission in mind, SFS has adopted its Motto "Light to Enlighten". Knowledge is light. SFSC is imparting Knowledge which is light. Students, when they become knowledgeable are enlightened. They, in turn, are expected to enlighten others and thus bring out the transformation of society.

### **EMBLEM and MOTTO: LIGHT TO ENLIGHTEN**

SFS College emblem signifies the importance of Knowledge and Divine Wisdom. The Open Book represents the Holy Bible which is the source of Divine Wisdom. Our effort and endeavor are not limited to imparting knowledge alone but more importantly, true wisdom that leads to the holistic development of the individual and all-round progress of the society. It is from this Book the burning light emanates. This light illumines whole humanity and removes the darkness from the world. Every person, who receives this Light in turn, is reminded to be "A Light to Enlighten" his/her fellow human beings. Every student of SFS College is sent out with this mission: to be a burning light in the society by being beacons of peace, hope, and justice.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- SFS is part of a global Missionary society known as MSFS that has over centuries of tradition in offering quality education all over the world with more than two hundred educational institutions in India and over thirty-five in North East India.
- The college is situated amidst lush greenery; away from the city center, which creates a conducive environment for studies.
- Excellent infrastructural support.
- Scholarships granted to outstanding students and also to students belonging to economically backward communities.
- Qualified and efficient staff members.
- Various extension programmes organized in the college for inmates as well as students of institutions from nearby areas.
- The presence of other SFS Group of Institutions within the campus.
  
- Consistent good university results.
- Diverse culture leading to mutual learning.
- Whole-person-centered approach in education.
- College is situated in an ST dominated state which is an opportunity to offer quality education for the upliftment of the underprivileged and marginalized ST society in India
- Research enhancement through National and Departmental seminars.
- Publication of Departmental Journals and Newsletters.
- Performance-based appraisal system at SFS College leading to enhancement in quality service.
- Adequate sports facilities including Indoor Sports Stadium and Sports fields
- Extensive Rain Water Harvesting and organic waste treatment facility, i.e. Vermicompost pit in the campus
- A good percentage of women enrolled as students and staff members.

- Utilization of a part of the college campus for horticulture, herbal garden and flower garden.
- Generator facilities to overcome frequent power fluctuation.

### **Institutional Weakness**

- Inadequate research outcomes in required measure.
- The college being affiliated to the Rajiv Gandhi University, Itanagar, is bound to follow the University Syllabus. As a result, curriculum enhancement as per industry requirements is not possible.
- Lack of permanent faculty continues to increase the workload and administrative responsibilities of the regular faculty.
- Inadequate financial resources as the college is self financed.

### **Institutional Opportunity**

- Educating the less privileged rural youth.
- The tribal folks have knowledge of handicraft and local medicines, which could be used for sustainable employment generation.
- New professional/post-graduate courses may be introduced for the betterment of the students so that they are not required to move away to faraway places for higher education.
- With the present momentum on infrastructure development and fundraising, the College can explore more avenues to create necessary ambience for cutting-edge study and research.
- Students' talents and capabilities could be enhanced, especially in the fields of sports and cultural activities and they are supported to participate in various state national and international level competitions.
- The institution shall bring everyone under the light of education and help in the socio-cultural and economic progress of the region.

### **Institutional Challenge**

- Imparting quality education, meeting the demands of the time to economically weaker sections in the locality.
- Providing placement to the outgoing students.
- To tie-up with the agencies and bodies that provide internship for add on/ certificate programmes.
- Research grants and funding from Govt. and Non-Govt. Organizations.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The curricular aspect of any educational institution is an important element, which aids in students learning. As an affiliated college, SFSC strictly adheres to the curriculum prescribed by the Rajiv Gandhi University, Rono Hills, Itanagar Arunachal Pradesh. The institutional vision, 'Holistic Development' of the students focuses on all-round development in terms of their intellectual, physical, emotional as well as moral ability. The college enhances the diversity of the curriculum through proper orientation at various levels i. e, faculty, student as well

as the management. The teaching process is carried out through innovative methods viz, use of ICT facilities, researches, field trips, experimentations, and discussions. The faculty members regularly provide suggestions to the Syllabus Revision and Course Restructuring Committee at the university level. Regular meetings at the department level are conducted to assess the progress of the planning and implementation of the curriculum. Seminars, Extension Lectures, and various Competitions are organized to encourage and facilitate students to have an effective learning experience. The college also provides various certificate courses that help its students to gain further exposure in their chosen subjects. Various clubs and association formed in the college i.e. Eco-club, Women's club, NSS unit, Literary club, Sports Club, Cultural club, etc., provide the students with an ample opportunity to learn human values in terms of Gender Sensitivity, Professional Ethics, Environmental Awareness and a sense of responsibility towards the country in particular and the world as a whole.

### **Teaching-learning and Evaluation**

In any educational institution, effective teaching-learning and evaluation are of prime requisites for long term development. It is a process that works towards the addition of the students' range of learning experience. Various training programs like the Skill Development Program, Teachers' Training Program, Capacity Enhancement Program, etc., are arranged for the teaching faculty to improve their skills in teaching. At the beginning of every session, teachers plan their lesson in a systematic way and fix the list of activities and programs to be conducted to make the session more active and productive.

Teachers enhance and update their research techniques and knowledge by attending various seminars, conferences, and workshops at international and national levels, and use the new ideas and information for effective teaching-learning process. Students are encouraged to be creative and innovative in their approach to various subjects, project works, and assignments, and come up with innovative and creative thoughts and ideas.

For regular internal assessment and evaluation of the students, the college conducts Continuous Internal Assessment (CIA) in the form of Class Tests and Sessional Tests. Transparency and fairness in the evaluation system are ensured under the guidance of the exam-cell. Marks scored by the students in internal assessments are shared either through the respective subject teacher or by uploading it on the notice board before sending a compiled list of the same to the university.

The institution has an effective mechanism for redressal of grievances with regards to the evaluation process. Grievances at the college level are addressed by the respective subject teachers, guided by the administrative office headed by the Principal. At University level the matter is addressed to the Grievance Redressal Committee formed by the University for the same purpose.

### **Research, Innovations and Extension**

Being basically an undergraduate college and situated in an interior location, the college has, nevertheless, always encouraged and supported its faculty members to undertake research projects in diversified fields. The college has an active research-cell named as **Center for Research (CR)**, which works to create a conducive research atmosphere and conduct a wide range of research activities like Seminars, Workshops, and Conferences. The research cell also deals with the matter of research publication for various departments and for the institution as well. The college provides all the facilities that are essential for researches and innovations. The college library has a large collection of wide-range of books, e-library resources, and Journals

which are used by the teaching faculty as well as the students for their research work, teaching, and learning.

Extension activities and outreach programs like AIDS awareness, Gender Issues, Environment awareness, etc., organized through various wings such as NSS Unit, Eco-Club, Women Cell, Literary Club, etc., of the college have gained enormous appreciation from the locality as well as the state. The college has signed a Functional Memorandum of Understanding (MOUs) with various prominent institutions that support and collaborate for research development and training. MoUs have helped the college to initiate a wide range of activities that would give more hands own experience and exposure to the students in enabling them to participate in various programs and activities within the state and outside.

### **Infrastructure and Learning Resources**

The infrastructure of the college holds much importance, especially when it comes to providing various facilities to students for their holistic development. The college building is spacious and well-built, and the classrooms are equipped with ICT facilities. The expansion and up-gradation of the infrastructure is the responsibility of college management who takes extreme care regarding the same.

The Computer Center has sufficient number of computers which are upgraded from time to time with the latest technology. A Language Lab has been set up with proper software installed that helps in the teaching-learning process. The Geography Laboratory has undergone tremendous improvisation with the introduction of modern equipment like GPS, GIS software and a wide range of surveying instruments.

The Library or the Information Center is the heart of the institution. It is fully automated and provides up-to-date facilities with its rich collection of books, journals, periodicals, magazines, and daily newspapers. The college library also widens its horizon with the facilities of e-learning through the subscription of e-journal, INFLIBNET Database, e-books, and other e-resources. The college provides Internet Connection with a bandwidth capacity of 4-5 MBPS through Airtel leased line that is available for the use of the staff members and the students.

### **Student Support and Progression**

The College caters to the academic needs of the students belonging to the rural and financially weaker sections in the state of Arunachal Pradesh which is a predominantly ST state. The students belonging to the Scheduled Tribe (ST) joining the institution are benefitted by scholarships and freeships provided by the State Government. The students with good academic performance are also benefitted by scholarship program of the institution. The college also provides cash incentives or sometimes fee concessions for the students of financially weaker background.

For enhancing the capability of the students, the college organizes a wide range of programs such as Soft Skill Development, Language Lab, Career Counseling and preparation for the competitive examinations, etc. The college has an active Student Council named as **Student Welfare Office (SWO)** which collaborates with the administrative bodies for the smooth functioning of the institution. Co-curricular and extra-curricular activities have always been given prime importance along with the curriculum. Students take active part in various sports and cultural events conducted in the institution as well as outside which helps them to discover their true potential. The college also has a grievance redressal cell which registers grievances of the students.

The college has an active alumni association, which works closely with the institution by providing guidance and mentorship as well as financial assistance.

### **Governance, Leadership and Management**

St. Francis de Sales College has a committed management that guides the educational endeavors of the College. The Provincial of North East India Province of the Missionaries of St Francis De Sales (MSFS) is the president of the Governing body of the society that administers the college. Principal of the college is the secretary of the governing body (Society bylaw Article No: 7). Other members are elected by the Governing body. The Governing body as per its bylaw (article No. 11) appoints a College Managing Committee for the daily administration of the college. Principal is the secretary of the society and the college managing committee and as such principal manages the daily running of the college on behalf of the president. Principal functions in collaboration with College Management Committee, IQAC, Academic Council, Staff Council, HoDs, various committees, and Student's Council.

The IQAC along with the principal as its chairman and the Head of all the departments prepare an action plan that includes course plans, academic journals, various activities both curricular and co-curricular as well as extra-curricular. Regular meetings are conducted at the departmental level for effective implementation of plans and activities for the department which are analyzed and evaluated by the IQAC.

Feedback on the teaching-learning process is taken at the end of every academic year. Students' feedback, alumni feedback, staff's feedback as well as parent's feedback provide the college means of reviewing its curricular as well as co-curricular outcomes.

The institution adopts welfare measures for its staff like Provident Fund (PF), Maternity Leave, Interest-free Loan for its staff members, Partial financial assistance to teachers attending various workshops and seminars, etc. Faculty development programs i.e, capacity building, leadership skills, research methodology, etc., are important features of the institution.

The college conducts regular internal and external audits on an annual basis. The institution follows transparency in the mobilization and utilization of funds complying with Government rules. The IQAC takes an active role in organizing a number of quality initiatives in the college and reviews its methods of operation through regular meetings and analysis of feedback collected from its stakeholders.

### **Institutional Values and Best Practices**

St. Francis De Sales College is well known for its institutional values and practices. It has adopted five core values such as Faith in God, Quest for Knowledge, Love for the Nation, Skill Enhancement, and Moral Uprightness. All the activities and policies of the college are inspired by these values. Value education classes are held on every Friday of the week to give a strong theoretical foundation to these values. Practical expressions to these core values are given by organizing various activities. Regular monitoring of the students is done through the Mentoring Program and Personal counseling. Various self-awareness programs like seminars, workshops on drug addiction, health and hygiene, etc help the students to increase their consciousness upon various social issues.

The institution regularly promotes the concept of environmental sensitivity and sustainability. The college

focuses on reducing environmental pollution through proper **Waste Management System (WMS)**. Natural landscape predominates the campus with rich biodiversity predominated by lush greenery which promotes the ecological value upon everyone visiting the campus. Bio-waste processing through Vermicomposting techniques helps in the generation of manures that enhances the productivity of the soil. Solar Panels of **160 Watts** have been installed to cut the use of non-renewal energy and **LED** lights are used to reduce energy consumption.

A wide range of activities are conducted in the college to promote universal values, national integration, communal harmony, and social cohesion. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

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## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. FRANCIS DE SALES COLLEGE, AALO, ARUNACHAL PRADESH
Address	SFS College, Yeggo Village, West Siang Dt. Arunachal Pradesh
City	Aalo
State	Arunachal Pradesh
Pin	791001
Website	<a href="http://www.sfscaalo.ac.in">www.sfscaalo.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Vipin George	03783-9402003713	9402003713	03783-	st.francisaalo@gmail.com
IQAC / CIQA coordinator	Praduyt Dey	03783-	8414097213	-	praduytd25@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-08-2007

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Arunachal Pradesh	Rajiv Gandhi University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	24-01-2018	<a href="#">View Document</a>
12B of UGC	24-01-2018	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	SFS College, Yeggo Village, West Siang Dt. Arunachal Pradesh	Tribal	10	739.42

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	Intermediate	English	35	31
UG	BA,Geography	36	Intermediate	English	45	42
UG	BA,History	36	Intermediate	English	25	22
UG	BA,Political Science	36	Intermediate	English	45	43
UG	BA,Anthropology	36	Intermediate	English	10	0
UG	BA,Sociology	36	Intermediate	English	25	23

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				19			
Recruited	0	0	0	0	0	0	0	0	10	9	0	19
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	4	8	0	12
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	4	1	0	5

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	6	0	10

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	204	2	0	0	206
	Female	199	5	0	0	204
	Others	0	0	0	0	0
Certificate / Awareness	Male	109	2	0	0	111
	Female	134	2	0	0	136
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	2	0
	Female	1	0	0	0
	Others	0	0	0	0
ST	Male	62	82	91	85
	Female	57	80	91	88
	Others	0	0	0	0
OBC	Male	1	8	0	0
	Female	2	5	0	2
	Others	0	0	0	0
General	Male	2	1	5	8
	Female	4	1	4	7
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		129	177	193	190

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
70	70	69	56	58
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	5	5

#### 3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
410	474	423	407	352
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
160	160	160	160	160
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of outgoing / final year students year-wise during last five years



2018-19	2017-18	2016-17	2015-16	2014-15
96	86	82	91	59
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	19	17	15	15
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	19	19	17	17
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 12**

#### Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
78.04	113.43	78.47	84.21	88.41

#### Number of Computers

**Response: 36**

**Total number of computers in the campus for academic purpose**

**Response: 24**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

SFS College, Aalo aims at achieving excellence through holistic development which is the vision of the college. Quality teaching in the college paves the way for learning outcomes for students. It involves several dimensions, such as effective design of the curriculum and course content, a variety of learning contexts, soliciting and using feedback and effective assessment of learning outcomes. The college has introduced elective course system under semester system from 2014-15 academic year onwards for all B.A programmes. So the students are free to choose their elective papers. The college effectively implements the curriculum and the design given by Rajiv Gandhi University. College also provides a platform for the learning environment and student support services. Fostering quality teaching and holistic growth is a multi-level endeavour. The college achieves this through different means:

1. **At the institutional Level:** - College meticulously develops action plan for effective implementation of curriculum designed by the affiliating university. Two extra units “Preparatory and advance units” are inserted into the existing curriculum by the college and taught to the students as bridge courses. The Internal Quality Assurance Cell (IQAC) takes care of its effective implementation. class routines are drafted well in advance. The academic calendar is prepared along with the course plan based on the university calendar and made available to every student.
2. **At the Faculty Level:** - To enhance the teaching-learning process, teachers are given three days of orientation in order to empower their resourcefulness. Departmental meetings are organized for the effective delivery of content and to assess the progress. Teachers are oriented towards imparting the curriculum through innovative teaching methods such as PowerPoint presentations, assignments, group discussions etc. Each teacher is being individually supported and encouraged by the college administration to achieve the quality parameters set by the college. These initiatives help teachers to achieve their mission, encouraging them to innovate and to support improvements of student learning and adopt a learner-oriented focus.
3. **At the Student Level:** - Students are encouraged participatory model to participate in the teaching-learning process. The main purpose of using this method is to bring about the best in each student. **Mentoring** by the teachers helps them to know the progress of their students. **Zero hours** provide opportunities for students to clarify their doubts and seek further guidance. Advance learners are given extra coaching to score better. Slow learners are supported and strengthened through **remedial classes**. Students gain a wide range of knowledge from the opportunities they get from National and Departmental seminars, Research papers presentations, Extension Lectures, Quiz competitions, debates, workshops, book reviews etc. are regularly organised for the benefit of the students.

Ongoing Evaluation: - Another important aspect of the teaching-learning is ongoing evaluation. Three Continuous Internal Assessments (CIA) are conducted in each semester per subject to assess the effective curriculum delivery. Feedbacks are taken to evaluate and improve their performance.

SFS College achieves its vision of holistic development not only through the teaching-learning process but also through counseling, career guidance, value education, extension service, etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

Saint Francis De Sales College, Aalo, is permanently affiliated to Rajiv Gandhi University, Itanagar and has to adhere to the academic calendar published by the University for the Conduct of Continuous Internal Assessment (CIA). University sends Academic Calendar to the college. Before the commencement of every Academic year, IQAC prepares the college academic calendar in accordance with the Academic calendar of the University. The Committee then plans the CIA exam dates. The Examination committee prepares the Examination Schedule for internal examination. Then makes it available for both the students and faculty. faculty is duly assigned with supervision work to ensure stringent vigilance during the examination. The supervision chart is sent to respective teachers well in advance. The faculty is assigned supervision duty also for the end semester examinations.

The institution holds an orientation program for the faculty and also for the students to brief them about the new academic calendar introduced by the University. Further, any amendments regarding syllabus/ examination are communicated at staff meetings, which are held at periodic intervals.

The question papers are set by concerned course faculty and submitted to COE at least three days prior to the test for the preparation of multiple copies. The evaluated scripts are given to the students to review their performance. The marks obtained are recorded and displayed on the notice board. The valued answer scripts are collected from the students and submitted to COE and preserved as records.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**E. None of the above**

**D. Any 1 of the above**

**C. Any 2 of the above**

**B. Any 3 of the above**

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

**Response:** 6

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 42

**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
10	9	10	8	5

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 71.25

#### 1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
318	330	348	294	192

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

**Response:**

The Vision of the SFS College being Holistic Development, it is inevitable to integrate cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.

Gender sensitization is all about creating non-judgmental attitudes towards gender. It helps one to develop open-mindedness towards both men and women. Keeping this in view, the women's club of SFS College conducts workshop on Gender sensitization every year which in turn helps the students to create a positive environment of equality where everyone is accommodated and appreciated beyond the gender barrier. Thus students are aware of the issues created by gender differentiation and the perceptions related to it and the need for them to consciously involve themselves toward mitigating such discrepancies.

The environment is degrading at a much faster pace than we imagine. Most of this mess is caused by human activities. The damage is both at global and regional levels. Depletion of the Ozone layer, increase in the emission of greenhouse gas, groundwater pollution, soil erosion, etc. are some of the consequences of human activities and its impact on the environment. To prevent the environment from further degradation, SFS College has integrated into the curriculum Environmental Studies. The main focus of the study is to impart knowledge, create awareness, inculcate an attitude of concern and provide necessary skills to protect the environment and handle the environmental challenges.

Along with environmental studies, Eco club of SFS College organizes various awareness activities to create awareness and sensitivity among the students such as plantation drive, Care for nature, Clean and Green campus and declaring SFS College campus as a single-use plastic-free campus.

Curriculums introduced by the affiliating university prepare the students academically to get a degree. Whereas curriculum enrichment done at the college level prepares the students for holistic growth. Thus college has introduced Value Education to nurture values for excellence.

Syllabus for human values and professional ethics are prescribed by the college and followed up very systematically by everyone. These values help the students to enhance their innate nature of being human and socially responsible citizens.

The other papers that are taught in the college for the enrichment of the curriculum are:

Human rights, Women studies and problems, Consumer Right etc.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 4.5

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	3	2	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 55.37

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 227

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: B. Any 3 of the above

File Description	Document
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected



**E. Feedback not collected**

**D. Feedback collected**

**C. Feedback collected and analysed**

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

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 82.11

##### 2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
161	127	98	109	68

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
175	140	125	140	95

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

#### 2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years ( exclusive of supernumerary seats)

**Response:** 99.38

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
119	162	186	177	151

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

## 2.2 Catering to Student Diversity

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

#### Response:

In order to bridge the knowledge gap of the students and enable them to cope with the program of their choice, the college takes up the following process:

An analysis of the academic history of the students is done by the Principal, the class teachers, and the subject teachers to identify the advanced and slow learners. An analysis of the quality of their classroom response and participation in the class is done continuously. A close analysis is done on the quality of Assignments and CIA (Continuous Internal Assessment). The result of mentoring is closely monitored through their notes and class tests. Their performance in various College Fests, Seminars and Competitions is closely observed. The performance of the students in Mid-Semester and Semester Examinations is also regularly analyzed.

All the admitted students have to undergo the common-bridge-course program, which is organized by a special team of the college faculty. The entire program is divided into various subject-oriented sessions like skill-based Papers, Basic Computer Skills, Spoken English and Grammar, and other related areas. The students are given general orientation about all the subjects that are offered by the college namely Sociology, History, English, Geography, Political Science and Anthropology in separate sessions. The respected departments also organize a brief orientation course in their classrooms which is mainly focused on the recapitulation of the previous concepts and assessment on the objectives of the subject. A few days after the commencement of the academic session are kept aside for this, wherein the concerned teachers do not proceed with the prescribed course but only focus on helping the students to recapitulate, cope with the knowledge gap and adjust themselves with the subject. The college encourages the students to attend the classes for all the subjects possible during these first few days. This helps the students to reassess their subject preferences and aptitudes and accordingly, the students are given ten days to make changes in their subject combinations without much delay and possible regrets in the future.

SFSC responds to advanced learners and slow learners and their needs through Career counseling, catering to their scholastic needs by availing a preparatory unit and an advanced unit in their syllabus, assignment of leadership roles for them, suggesting specific library books to boost their knowledge, scholarship and awards for meritorious students, sending them for leadership training camps, etc. They are also provided with various platforms like Wall Magazines, Departmental Seminars, Zero Hours, and Library Hours, etc. to demonstrate and hone their talents. Annual College magazine and Departmental Newsletters and Journals, Language Lab, Awards for Rank-Holders, etc. are initiated to cater to the need of their holistic development. Various workshops like Dance Workshop, Poetry-Writing Workshop, Open mic. poetry session, Theatre workshop, Creative-writing Workshop, Painting Workshop, etc. by trained artists and personalities are also organized. Programs organized for Advanced and slow learners are Spoken-English classes and computer classes, remedial classes, and certificate courses. Students are offered counseling from professional counselors to help them focus on their study goals.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	
<b>Response:</b> 21.58	
File Description	Document
Any additional information	<a href="#">View Document</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
<p><b>Response:</b></p> <p>SFSC nurtures and promotes experiential learning, participative learning and problem solving methodologies among the students in the following ways: Capacity-Building Training Camps are organized for the students to improve their skills. Students are assigned with projects and assignments that promote critical thinking. Students are exposed to expert guest lectures by eminent personalities. Students are given opportunities to participate in seminar, workshops etc. to provide them hands-on experience. Students are encouraged to participate in inter-collegiate and intra-collegiate cultural/ literary/ sports competitions like group-discussions, debate, mock-parliament, declamation, geographic model competition cum exhibition, departmental seminar, field-based classes, workshops, extension programs and field trips to nearby schools, villages, and study tours etc. The College periodically publishes a number of Newsletters, and Departmental Journals are also published from the papers prepared by the students during seminars.</p> <p>In order to develop the attitude of spirituality, respect for other gender, communal harmony, discovery of core-values, goal setting and motivation, and responsible behavior, the college has included Value-Education as Compulsory Course in its module. Value education is an indispensable part of the college curriculum. Students are provided with platforms to hone their event management skills by including them in college committee for various functions like Fresher's meet, Teachers' Day, College week, etc. The college Library subscribes to a good no. of journals for the students to read and enrich their minds. The students are also taken for NSS camps and cleanliness drives. The College provides Centre for Skill Development Certificate Courses (CSDCC) on Floral Decoration, Basic Computer Skills, Music, Creative Writing, Choreography, and Soft skills etc. to enable the students to acquire skills that will be helpful in their lives.</p> <p>SFSC offers the following support services to its teachers for making Teaching-Learning Student-centric: <b>Skill Development Program (SDP), Teachers' Training Program, Skill Improvement Program (SIP)</b>. The College sends selected faculty members to attend various training programs and update programs. College conducts value education classes weekly. To make the teaching-learning process more student-centric the college offers Full-fledged library, Computer Lab and Language lab, Student</p>

Counseling Services, Projects and assignments to upgrade students' knowledge and skill sets, Guest lectures, Study tours, Audio-visual aids.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

SFSC attempts to provide its students the best of traditional and modern learning method. Most of the classes are equipped with both white boards, chalk-boards and ICT facility. Students are provided an interactive environment in the classroom. E-learning sources are made available to the students through the teachers. Teachers facilitate the students to participate in class-room discussions after a topic is completed. The students actively participate in the class through constructive discussions and sensibly solving problems on the board. Each class is allotted the task of creatively decorating the notice-boards in keeping with the activities of their respective departments throughout the academic year. Students are inducted into various committees that look after the smooth running of many programs and events that are organized in the college. Students are also encouraged to participate in various youth festivals wherefrom they learn a lot and can enhance their skills. The teachers employ interactive activities to make the students understand complex topics.

Following are some of the innovative techniques adopted by the faculty members: class-room discussions, class-presentations by students, debate on current issues by the students, text assignments and notice-board decoration, class projects, power-point presentations on relevant topics, movies of related novels, audio-visual tapes on language skills and career-counseling, workshops and seminars, drama and skits on the prescribed novels/plays, guest lectures. The college also publishes an Annual College Magazine and Poetry Journal wherein the contributions are mainly from the students. The use of English as the sole language of communication within the campus premises facilitates communication skills among the students. Field trips, outreach programs, field based classes, and extension lectures etc., also help the students to be enriched with diversity of experiences.

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

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

**Response:** 25.63

### 2.3.3.1 Number of mentors

Response: 16

File Description	Document
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 93.19

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 11

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	2	3

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

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 2.97

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

Response: 56.4

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

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

In order to ensure rigor and transparency in the internal assessment, the system of internal assessment is communicated to the students well in time and they are also made aware of the evaluation pattern. The students are also made aware of the rules and regulations to be observed during the exam. The CIA procedures are prepared as per the university calendar and communicated to the students through the college handbook which is given to them at the time of admission. The examination committee prepares the examination schedule and it is communicated to the students as well as a copy is placed on the notice board. The exams are conducted under the guidance of Controller of Examination (CoE) and the Exam Cell (EC). The bench mark of the evaluation includes attendance and the score received in three CIAs. All the teachers of concerned subjects submit a set of question papers through the head of the department to the examination committee. The syllabus for the internal examination is communicated to the students well in advance by the concerned subject teachers. The CoE prepares the schedule and circulates the invigilation duty charts of the teachers. The students are given enough time to prepare for the exams.

The college follows the guidelines provided by Rajiv Gandhi University in conducting the CIA. The assessed answer books are shown to the students and their doubts are cleared, if any. The teachers give constructive remarks on the answer scripts of the students to help them correct their mistakes in future exams. After the evaluation, their performance is discussed with the students and necessary instructions are given for their better performance. The Head of the concerned department verifies the results and forwards it to the CoE. The CoE is in-charge of maintaining exam records and results. The marks are then published on the college notice board till the end of the semester. After the CIA, mark sheets are collected by the CoE and signed by the Principal, and a copy is kept safe in the institution and another copy is forwarded to the University for adding the 20% mark of CIA. Monthly attendance bulletins are published through the Notice Board. Students, in case of any grievance, can contact the office and seek clarification and rectification.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

The students are the important stakeholders in any institution imparting education, and it is our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit into consideration, the college deals with examination related grievances transparently, efficiently and in a timely manner.

The college and university have a well-defined process for addressing the grievances with reference to evaluation. There is a mechanism for redressal of grievances with reference to evaluation both at the college and university levels. The examination related grievances of the students are addressed at the college level and university level depending upon the necessity of the grievances.

The Controller of Examination and Exam Cell of the college are responsible for addressing the grievances of the students regarding the Internal Assessment whereas grievances related to External Assessment are forwarded to Rajiv Gandhi University. College follows the guidelines forwarded by the affiliating university for redressal of grievances. The Code of Conduct of the examination is available in the college prospectus and on the college web site. The same is displayed on the notice board for the students. If the grievances are regarding internal Assessment, answer scripts are shown to them by the concerned subject teacher for further clarification of the students. On the other hand, if the grievances are regarding the loss of his/her Admit Card/ID of the exam, the CoE immediately prepares a duplicate admit card by verifying the student with the class-teacher. The grievances related to the evaluation of assignments, internal test marks, attendance, etc., are addressed by the respective subject teacher. The unresolved grievances are addressed by the Administrative Office staff, CoE and Principal when needs arise.

The mechanism for the redressal of the grievances is as per the university rules. At the university level, there is a Grievance Redressal Committee. If any student feels that the score given to him in any paper is not correct or just, he or she can apply for the re-checking of the assessed answer-book. After the result, if any teacher finds discrepancies in the CIA marks through the CoE she can forward a letter to the university stating the same. This is an innovative and healthy practice of the university.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

## **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.**

#### **Response:**

Saint Francis De Sales College, Aalo (SFSC), being an affiliated institution, is committed to conducting



programmes offered by its affiliating University (R.G University) that are immensely supportive of the holistic growth of its students and also meet the requirements of the society and the nation. The College offers 6 Under Graduate (UG) programmes offering courses in Bachelor of Arts. The programme outcomes, programme specific outcomes and course outcomes of all the courses offered by the college are displayed on the college website (www.sfscaalo.ac.in).

The course structure of each program is sent by the university to all its affiliated colleges after approval of its Academic Council. In the college level, the same information is shared with the department concerned. At the beginning of every semester, the faculty of each department shares and discusses with the students about the course structure of their respective courses. Copies of the entire syllabi are also kept in the individual department staff rooms for the student's reference and are also distributed among the students in the form of a handbook and also made available on the College Website. Personality Development, Soft Skills, Value Education, and other courses provided by the college is also available on the website. As part of the Elective Course System, students are encouraged to check the content of courses that they intend to take before registering for a particular course.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>

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

#### Response:

Regular departmental meetings are held and all agenda of improvement of academics are discussed to achieve the Program Outcomes, Program Specific Outcomes and Course Outcomes. Evaluation is done by the departments for interpreting the data and evidence accumulated through assessment practices. Evaluation determines the extent to which Program Outcomes, Program Specific Outcomes, and Course Outcomes are being achieved and results in decisions and actions to improve the program.

The Result Analysis of the performance of the students helps in understanding the student's level of understanding of the subject. The performance is discussed by the teachers in the class and at meetings with the parents of weak students to apprise them of their wards' performance.

The Alumni Association consistently monitors the post-college endeavors of the alumni which constitute yet another instrument in evaluating the Program Outcomes in terms of Higher Education and Employment status. The course on Personality Development and Soft Skill Development increases the employability level of the students. Being trained in creative writing has helped the students to become poets and columnists i.e. their contribution can be seen in the college Poetry Journal, 'Campus Musing' with ISBN No. 978-93-88479-13-4 which contains poems written by the students. Students are also encouraged to join the Alma Mater both as members of the teaching and the non-teaching faculty. Students specializing in particular sports are absorbed in Govt. Jobs and as physical trainers.

The recruitment to the faculty is based on their qualifications, experience and ability to deliver the programme outcomes and course outcomes. The faculty members are also encouraged to update their subject knowledge and keep pace with changing trends in teaching methodology and delivery by

participating in faculty development programmes and seminars and presenting papers during National Seminars and National Conferences, as it enhances effective attainment of programme outcomes and course outcomes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 81.39

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
96	86	82	91	59

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
152	123	96	96	63

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.75

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

##### 3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	5	5

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response:** 22**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	3	4

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years****Response:** 0.18**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years****Response:** 0.24

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years.****Response:**

Social commitment is one of the integral parts of our College. Sensitizing the students with active outreach extension activities in the neighborhood communities resulting in synergistic impact and holistic development on both the neighborhood communities as well as participating students are taken up seriously by the college through its various extension programs. The college has taken up number of initiatives by extension activities in the neighborhood community to inculcate the values of society and to make the students responsible citizens. The College instills all these values and responsibilities through NSS, Women's Club, Literary Club, Eco Club as well as spoken English and Floral Decoration courses. Recently, it has also taken the initiative of Extension programs on imparting leadership skills to the students of the feeder schools with the help of the teachers and students.

A brief highlight of the activities and initiatives taken up by the College and its impact on the Neighborhood Community: -

The Spoken English course started since the beginning of the college i.e. from the year 2007 and the floral decoration course started from the year 2014. The impact of having English speaking course is that it has enabled the local population to gain mastery over the speaking skills and is strong enough to stand by themselves in terms of filling up various forms as well as appearing for interviews. The floral decoration course has made the people self-independent. They make and sell the flowers taught in the courses and sell them in the market. During some special occasions, these flowers are also displayed.

Every year the NSS Club organizes various activities involving both the students as well as the neighborhood communities to sensitize them related to various health and social issues. It organizes various awareness camps on World Aids Day, Blood Donation, Medical Camps, and Relief Camps, etc. During the annual NSS camps, the students take the initiative to clean the village and organize a short program where they show the importance of health and hygiene, education, Swachh Bharat Abhiyan, etc. The NSS also collaborates with the Department of Disaster Management and teaches the students and the

people how to take precautions and save the people when fire or natural calamities take place. It also teaches the students the value of helping hand by organizing Relief camps. The students have also realized the value of manual labor . Because of all the pain taken up the college and the students, the College has been awarded as the Best NSS Unit at State Level in the Year 2015.

The Eco Club is also very active as it looks after the greenery of the area. During the NSS Camp, it takes the opportunity to plant trees and gives awareness of the importance of Green Environment in the present world.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 2**

#### 3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	1	0

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

**Response: 21**

#### 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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	3	2	5

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response:** 67.04

#### 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., year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
363	400	290	60	278

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</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 last five years

**Response:** 1

#### 3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>

### 3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

**Response:** 3

#### 3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	1	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>



## Criterion 4 - 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.**

**Response:**

The College is housed in an imposing spacious building with every infrastructure required for an effective teaching-learning process. The Main building is a two storey structure with the Administrative wing, Principal's Office, Vice-Principal's Office, Controller of Examination's Office, Office secretary room, Documentary room, Staff rooms with individual teacher's cubical, Common room, Seminar halls, Conference room, etc.

1. **Class Rooms:** The Classrooms are spacious, well furnished, with proper ventilation and lighting. Most of them are equipped with whiteboards, ICT facilities, and projectors. The furniture is maintained properly in the classroom. There is a speaker system in every classroom. All the classrooms have CCTV cameras.
2. **Computer lab:** The Computer hands-on-experience laboratory is equipped with sufficient PCs and other paraphernalia. The planning to implement Internet facilities are on a progressive road. The computers are serviced and reused as far as possible in order to minimize the e-waste. The appliances to the computer are periodically checked. The computers are also upgraded as per the latest windows system.
3. **Geography Lab:** The institution has a well-equipped geography lab with the latest surveying instrument including a GPS device, maps, models, etc.
4. **Equipment:** The teaching-learning equipments available in the institution include; books, Audio-visual, Pointer, Maps, Blackboards, Chalk, projectors. Departments have the essential IT infrastructure like Computers, Printers, Scanners, Photocopiers, projectors, tape recorders, speakers, etc.
5. **Digital Library:** The Digital library is equipped with sufficient computers, study material, books, and journals. The College plans to subscribe for the online journal and online library in the near future. It is completely under CCTV surveillance.
6. **Seminar and Conference Halls:** The College is equipped with a spacious and well-furnished Auditorium and seminar-cum-conference room. These halls are used for cultural programs, literary events, and any other mass programs. A number of awareness camps, seminars, and talks by various resource persons are held in these halls. The auditorium alone can accommodate more than 350 persons

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:**

The SFS College has a set up for sports and games inside the campus. Students regularly participate in intra-college sports and games activities throughout the year under the supervision of the sports teacher and Health Unit.

**Sports and Games:** Considering the importance of building robust health and to beef up physique which is a prerequisite for a healthy performing mind, adequate weightage has been accorded to both open field and indoor sports activities. A sports complex comprising with a built basketball court measuring an area of 672sq.m (32m×21m), Volleyball court measuring an area of 945sq.m (27m×35m) and Football-cum-Cricket grounds measuring an area of 6466 sq.m(106m×61m), Kho-Kho court measuring an area of 702sq.m (27m×26m), provide the students for outdoor game while indoor provision has been made for the sake of conducting games like table tennis measuring an area of 46.2sq.m (7m×6.6m) and Badminton court measuring an area of 225.5sq.m (20.5m×11m), etc.

The College organizes intra-collegiate and intercollegiate tournaments and sports meet, to give the students ample opportunity to develop their talents and skills.

**Cultural Activities:** College provides value-added courses on choreography, music and floral decoration to the students. There is a provision for college week in a year in which students involve in dancing, singing, essay competition, debating, dramatics, music, street play, literary, art & crafts and many more activities associated with environmental club, and NSS. The College Auditorium and Conference hall are used for such purposes. Although the students have a diverse syllabus curriculum the management is aware of the importance of personality development the extra-curricular activities. Therefore, the college always promotes and nurtures the hidden cultural and artistic talents of the students. There is a cultural committee presided over by the cultural secretary which is appointed by the principal.

The college auditorium is well furnished and well equipped with sound system with a seating capacity up to 400 persons and is attached with storerooms and office rooms. The auditorium also has separate toilets and changing rooms for girls and boys.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 83.33

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

**Response:** 10

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 24.33

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
32.37	15.95	28.74	10.70	14.84

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

SFS College has a well-furnished library that has been automated from 2017 onwards using Integrated Library Management Software **KOHA** version 17.05.01.000 (Perl version: 5.018002, MySQL version: 14.14, Apache version: Apache/2.4.10 (Ubuntu), OS version: Linux. It is user-friendly software developed to work under client-server environment. The user interface is configurable and adaptable and has been translated into many languages. Some important features of the software include, Union Catalog facility, Customizable search, Online circulation and Bar code printing, etc. KOHA provides easy access to information for library staff and users due to effective searching and issuing of items. Automation of alerts to remind patrons and staff about overdue items or arrival of new items helps in maintaining records effectively. Since, library is considered as the brain of any educational institution, the installation of LMS software KOHA in the college library has enabled its stress-free management and operations.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 3.31

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
7.83	2.44	1.21	1.21	3.84

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

**Response:** 6.06

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

Response: 26

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The college has created adequate IT facilities in the campus. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user-friendly, efficient and transparent. The college building area is covered under Wi-Fi. The connections are provided by Airtel (Leased line) and Vodafone (Leased line) with 2/4 Mbps speed. Students and teachers are given passwords to work with Wi-Fi and are also given access to cabled connections in PC installed for the purpose. The college also installed a tower through Airtel service provider with a 4G connection that provides high-speed internet connection on the campus.

IT Facilities available: Computers, Printers, Projectors, Scanners, speakers, Internet connectivity with Wi-Fi, Modems with Wi-Fi, Mobile application 'Desalite Connect', Laptops, GPS device, Xerox machine, Language lab software and Headphones.

The college has sufficient number of computers with internet facilities along with necessary software. Anti-virus software is updated regularly for computers. The bandwidth and software are updated on a regular basis according to the demand of the departments and other units of the college. For regular maintenance of the IT infrastructure local vendors like, Arunachal Computer Sales and Service, Aalo, (mainly computer service) and Mahabir Systems M'TEK, Guwahati (Mainly Projectors) are called upon whenever service is required. The Orell Language Lab. has been providing regular service for the language lab. The college website and mobile application are regularly maintained and updated by VASP Technologies Pvt. Ltd, Guwahati.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 17.08

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

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

**E. < 05 MBPS**

**D. 05 MBPS – 10 MBPS**

**C. 10 MBPS – 30 MBPS**

**B. 30 MBPS – 50 MBPS**

**Response:** E. < 05 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 22.49

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

2018-19	2017-18	2016-17	2015-16	2014-15
24.60	20.41	22.87	13.88	15.29

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 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.

##### Response:

The college has a well-developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities. In the beginning of the session the budget of the college is placed in the meeting of the Finance Committee and budgetary provisions are made for all these facilities. The Governing Body approves the budget or any major expense made for any such facility. Following are the maintenance mechanisms followed by the college in particular.

- 1. Physical Infrastructure Maintenance:** The institution has well established physical facilities that are maintained by the management and its stakeholders. The management body allocates funds as proposed by the finance committee for the maintenance of the existing physical infrastructure i.e., repair works, whitewashing, etc. as well as its up gradation. For the purpose of cleaning the management has appointed ministerial staffs who take care of regular washing and maintaining of the college building and the campus.
- 2. Laboratory:** The institution has well-furnished Geography laboratory equipped with updated instruments and accessories which is maintained by the department with its Head as in-charge. The Head of the department takes care of purchase of new instruments. The equipment, instruments and items for use in the laboratories are purchased after approval of the management.\
- 3. Library and Library Committee:** The institution has a well equipped library which contains books that are multi- disciplinary in nature with four computers for students to look for recommended books. The books are stacked carefully using KOHA library Database management software. Books are issued and renewed by the students through integrated database management hosted by KOHA, and routine up gradation of KOHA software is done in order to manage the working of the Library. The institution also has Library committee that includes Librarians, Head of the departments, the Principal and the Vice- Principal. The committee decides over the purchase of books, issue and up-gradation of existing facilities.
- 4. Sports club:** The sports club of the institution includes sports in-charge from the teaching staff, student's sports captain and the Management. The club conducts all the sports activities in the institution in collaboration of other teaching and non-teaching staffs. It also takes care of purchase of sports items and its maintenance.
- 5. Classrooms and Computers:** Classrooms of the institution are maintained by both the teachers of various departments and the class captains appointed for each class. There is a Coordinator appointed for monitoring the use and maintenance of computers of the institution. Purchase of computer accessories, system up-gradation, etc. is taken care by the coordinator with the support and cooperation from the management.
- 6. Eco-club:** The eco-club is established to promote green initiative i.e., Plantation, programs and maintenance. The College has efficient and experienced gardeners to maintain the flora of the campus. Planting of seasonal plants are carried out in the college on a regular basis. The college has

a Herbal Garden and Fruit Garden that are maintained by the students as well as the teaching staffs. Proposal for green initiative are regularly addressed to the college management bodies and are implemented on a regular basis.

7. **Sustainable energy Management:** The college also caters the environment by sustaining and balancing the waste and rainwater through the implant of Vermi- Compost pit, Solid waste management to filter the waste by separating both degradable and non- degradable wastes, and also installation of Rainwater management plant to harvest the rain water for gardening purpose and also for the day to day use when the supply of water is scarce.
8. **Stock keeping and Complaint registry:** The College also has stock register that records separate registers for Sport items, Office utilities, Departments' confidential files and also various miscellaneous records that need to be taken care of. Provision of Complaint box is also available where the students, teachers and staffs can drop their respective complaints and likewise the problems are sorted out on the basis of urgent priority.

Budgetary provisions are there for organizing seminars, workshops, special lectures, etc. The departments prepare budgets for all such academic activities and accordingly demands are placed before the college managing committee. It is ensured that minimum expenditure is made but maximum output is obtained.

File Description	Document
Upload any additional information	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

**Response:** 83.31

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
340	417	329	319	315

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 13.24

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
57	50	82	91	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

##### 1. Soft skills

2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 30.25

##### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
103	319	145	100	0

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

#### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 20.83

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years.

**Response:** 20

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 5.65

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	1	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	10	18	14	15

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 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 last five years.

**Response:** 7

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	3	3	0

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### **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 )**

#### **Response:**

SFS College has an active student council named as “**Student Welfare Office**” (SWO). It is a non-political student body and is considered as a support system for the holistic development of the student as well as the institution.

#### **Selection:**

Each class elects its own class representatives for various posts like the class captain, vice-captain, cultural, sports and literary secretaries. These elected representatives would come together and elect the college captains, cultural, literary, sports, clubs and association secretaries and assistant secretaries. The election is done through a secret ballot in the presence of staff members and the principal. The principal can nominate a few members to represent the multi-cultural and ethnic nature of the college and to make it a more inclusive body. The total strength of the Student Welfare Office is fixed as a maximum of fourteen members including the nominated members and minimum of eleven members.

#### **Responsibilities:**

Student's Welfare Office is entrusted with the responsibility of organizing various programs in the college with the help of student's leaders and volunteers. It serves as the link between management and the students. It ensures quality and excellence in all programs i.e., academic, co-curricular and extra-curricular activities that are organized in the college. It consists of College Captains along with class leaders and secretaries of cultural, literary and sports clubs.

The Student's Welfare Office members represents the students in various committees of the institution. In different meetings the student representative places the demands of the students – academic, career-oriented, endowments, grievances and so on.

The Students' Council extends active cooperation in organizing various activities and programs and all

kinds of extension activities organized by the college. The Students' Council comes in support of the College in its strict adherence to the rules and regulations of the College.

The Student's Council along with the staff members organize programs like Fresher's Welcome, Teachers' Day celebration, College week, Food festival, Ethnic Day Celebration, cultural competition and NSS programs. The Students' Council functions in consultation with the College authority as well as teachers of different departments.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 3.4

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	3	3	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 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

**Response:**

Saint Francis De Sales has an active alumni association named as Saint Francis De Sales Alumni Forum (SFSAF) (Yet to be registered) comprising of former students (alumni) of the institution. These associations often organize events and programs and raise funds for the welfare of the institution.

The Association functions with the following objectives in view:

- Provide a forum for the alumni to come together and exchange ideas on academic, cultural and social issues.
- To organize academic, social and cultural event/programs
- To provide guidance and support to the outgoing students in their pursuance of higher education.
- To organize career fare and workshops on competitive exams.
- To encourage interaction between the Alumni and the present students and contribute to the development of the institution.
- Disburse scholarships to the outstanding students of the institution.
- Raise funds cash/kind for the welfare of the institution.

The contribution of the alumni for the growth and progress of the College is immeasurable. They offer student support services by way of counselling, guidance, etc. The alumni have set up a help desk in the University for providing help and support to the students of the college seeking admission there. Their contribution towards up-gradation of various facilities in the college has always been praise worthy. The alumni have sponsored for the purchase of a Drum Set worth of INR. 35,000, a DSLR Camera worth of INR 45,000, a wall clock for the college auditorium, water filter, etc. Besides these, the alumni also involve in organizing food festival cum ethnic day in the college.

The college takes effective measures for organizing frequent reunion of its members who serve as strong pillars of the Institution. In the present scenario, the social media platforms i.e., Whats App, Facebook, etc. play a pivotal role in keeping the desalite alumni connected.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**E. <1 Lakhs**

**D. 1 Lakhs - 3 Lakhs**

**C. 3 Lakhs - 4 Lakhs**

**B. 4 Lakhs - 5 Lakhs**

**Response: E. <1 Lakhs**

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 6 - 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

**Response:**

St. Francis De Sales college is named after St. Francis de Sales, the patron of the Missionaries of St. Francis de Sales. SFS College is governed and managed by St. Francis De Sales College Society which is sponsored by Catholic Christian Missionary society known as Missionaries of St. Francis De Sales, Northeast India Province with its headquarter at Guwahati, Assam. The provincial of North East India province is the president of the society. It is a registered society with its office at Aalo, Arunachal Pradesh.

SFS College believes that true education is directed towards the formation of the human person in view of his/her ultimate goal in life and the good of society. Hence, it aims to motivate the young to strive for excellence and to become integrated persons who are enabled to shoulder the responsibility for building a just and humane society.

**Core Values of the College are the following:**

- Faith in God
- Quest for Knowledge
- Love for the Nation
- Moral Uprightness
- Skill Enhancement

**Motto:** Light to Enlighten

Knowledge is light. The College is imparting Knowledge which is light. Students are enlightened when they become knowledgeable. They, in turn, are expected to enlighten others and thus bring out the transformation of society.

**Vision:** Holistic Development of Individuals

**OUR MISSION:** 'To strive for excellence in all aspects of education, to form integrated persons who are conscious of their responsibility to build a just and humane world and to enlighten the students to dispel the shades of ignorance

**Mission Statement:** SFS College is a nurturing ground for the holistic development of Individuals leading to the transformation of individuals and society.

The Governing body in collaboration with the College Managing Committee works along with the principal and the staff council to maintain the academic ambiance of the college to realize the vision and mission of the college. The principal is the academic head of the institution as such regular meetings and interactions are held with teaching, non-teaching and administrative staff members to plan, envision, and execute various academic, co-curricular, extracurricular and extension programs of the college. Feedback



from all the stakeholders like teachers, students, alumni, and parents are taken on a regular basis to improve the programs that are being offered in the college. With the active participation of the Students' council known as 'student welfare office', students are encouraged to get involved in the planning and execution of various extracurricular and extension programs of the college. This is evident in the working of SWO (Student Welfare Office).

There are various centres that are constituted with specific objectives of achieving holistic growth in tune with the vision and mission of the college. All the programs that are organized by these centres aim at imparting holistic education for its students as enshrined in the vision and mission of the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The Provincial of North East India Province of the Missionaries of St Francis De Sales (MSFS) is the president of the governing body of the society that administers the college. The principal of the college is the secretary of the governing body (Society bylaw Article No: 7). Other members are elected by the governing body. The Governing body as per its bylaw (article No. 11) appoints a college managing committee for the daily administration of the college. The principal is the secretary of the society and the college managing committee and as such principal manages the daily running of the college on behalf of the president. Principal functions in collaboration with the college management committee, IQAC, academic council, staff Council, HoDs, various committees, and Students' council. In this way, college practices decentralization and participatory management through the constructive and creative role played by all the stakeholders at every level of governance. It promotes active involvement and participation by the staff members at every stage of the decision-making process. The consultative process is encouraged and maintained on the campus for the introduction and execution of all the policies and programs that are organized on the campus in tune with the vision and mission of the college.

One of the visible examples of the participatory and decentralized practice of leadership is found in the way College organizes the National Seminar which is an annual academic activity of the college. Participatory leadership is seen in every aspect of organizing this event. This is organized by one of the departments on a rotation basis every year. The details regarding the date and the organizing department are finalized in the staff council meeting. An organizing committee is thereby constituted to look into the various aspects of the organization of this event consisting of senior lecturers and all the HoDs of various departments. The planning and successful conduct of this event consist of three stages such as initial planning and decision making, the constitution of the organizing committee and the final execution of the event by the organizing secretary along with various sub-committees. At each stage of this event staff members and students are involved in the process of decision making and implementation. This is one of the well organized and smoothly conducted programs of the college. This is mainly due to the active

participation of all the stakeholders of the college in every stage of the decision making processes like planning, implementation, and execution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The action plans for operations are prepared under the guidance of the Principal, IQAC, Academic council, Heads of the Departments and various committees. Course plans, academic calendar, time table, and program schedule of various associations both curricular and co-curricular are initiated in formulating and achieving the strategic plan. The perspective plans are prepared by the IQAC based on the departmental action plans. The IQAC holds the meeting on the developmental initiatives and subsequently, initiatives are taken with the approval and assistance of the College Governing Body. The Management holds formal and informal interactions with the staff from time to time to redress any grievances. Student feedback, alumni feedback, and parents' feedback provide the College means of reviewing both curricular and co-curricular aspects of the institution. College also follows a vision document formed after taking into consideration the views and suggestions of all the stakeholders.

The institute has a perspective plan for development. The following table (document attached) shows some of the important aspects of the perspective plans and their implementation as per the recommendation of the IQAC and as approved by the governing body.

One of the examples of how college has effectively implemented its strategic plans made by the IQAC and approved by the governing body is the implementation of skill-based certificate courses along with many add on and vocational courses during the past five years. During the year 2014-15, it was suggested by the IQAC to introduce more skill-based certificate courses for the benefit of students. It was recommended that there is a need to, besides academic excellence, strengthen and encourage learning of diverse soft skills taking into consideration the future avenues these courses would open up for the students. It was approved by the governing body along with the allocation of sufficient financial assistance for the implementation of the same. Thus in 2014-15, the college offered three certificate courses such as Basic Computer Skills, Spoken English and Music both basic and advanced. Encouraged by the positive response from the students, the college introduced more certificate and skill-oriented courses like Floral Decoration, Creative writing, Graphic Designing, Photography along with the existing courses in 2015-16. Most of the above-mentioned certificate courses are offered to the students year after year since 2015-16. In the year 2018-19 German language also was introduced as a certificate course. This has really helped the students to develop various skills and equip themselves to face the world after their graduation with more confidence. As per this plan, students at the completion of three years of graduation would have attended a minimum of four to a maximum of six certificate courses.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</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.

#### Response:

The college has a well-defined organizational and administrative structure. The college is run by an educational society known as St. Francis de sales college society, Aalo, Arunachal Pradesh. The highest decision-making body of the society is its governing body. The provincial of the Missionaries of St. Francis De Sales, North East India province, is the president of the society as such also the de facto president of the governing body of the college. The principal of the college is the secretary of the governing body as per its bylaws (Society bylaw Article No: 7). The composition of the governing body is given as additional information. As per the bylaw of St. Francis De Sales College Society that runs the college, the governing body is empowered to appoint a college managing committee to look after the daily running of the college. The principal who is also a secretary of the governing body is the executive and academic head of the college. The Managing Committee includes manager of the college, vice-principal, COE, senior lectures of the college and people with educational and industry background. Principal in consultation with the college managing committee and the various academic and administrative committees that are formed with the approval of the governing body manages the smooth and effective functioning of the college. At the institutional level, for the daily running of the college, the final decision making authority is the principal. He administers the affairs of the college as per the guidelines given by the governing body and the college managing committee. Principal manages the various activities of the college with the cooperation and active involvement of following committees and cells.

- Governing Body
- College Managing Committee
- IQAC
- Academic Council
- Staff council
- Student welfare office (Student Council)
- Finance Committee
- Exam committee
- Admission Committee
- Disciplinary Committee
- Research and Publication Cell
- Internal Assessment Committee
- Library Committee
- Anti-Ragging Committee
- Sexual Harassment Committee
- Institute of Distance Education (IDE)
- Leadership and Career Guidance Cell
- Cultural Club

- Sports Club
- Literary Club
- NSS
- Women's Forum
- DeSalite Youth
- Eco Club
- Students' grievance cell

All the above-mentioned committees meet regularly to plan various activities as well as to evaluate the activities that are undertaken during the course of the year. Review meetings are held at the end of the year and minutes and reports are kept up to date. All the procedures and norms of functioning of all the committees are based on staff service manual which contains all the policies, procedures and service rules for every stakeholder of the institution and staff manual book that contains the detailed description of the duties and responsibilities of the various offices of the college starting with manger and principal up to students' council members.

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

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

College believes in creating a conducive atmosphere for teaching-learning process to take place. One of the greatest strengths of our college is its employees and as such effective and constructive measures by way of welfare activities and programs are taken up to encourage them to give their best for the institution. Following is the list of welfare measures for the teaching and non-teaching staff of the college.

#### Teaching staff

- Interest free loans up to 50 thousand for a confirmed staff and up to 30 thousand for a staff in probation.
- Partial travel allowance for staff for attending workshops, refresher courses, seminars etc
- Free transportation for normal working days in college bus
- Publication fee for papers published in UGC recognized journals
- Free accommodation for outstation staff in the campus
- Paid leave for attending competitive exams, national seminar or conferences or training programs up to three days in a semester
- Provident Fund (PF) for all
- Free of cost exposure programs and picnics
- Gifts on special occasions like teachers' day and festivals
- Leave as per service rule
- Best teacher award
- Maternity and paternity leave
- Winter and summer holidays

#### Non teaching staff

- Interest free loans up to 25 thousand for a confirmed staff and up to 15 thousand for a staff in probation.
- Free transportation for normal working days in college bus
- Free accommodation for outstation staff in the campus
- Provident Fund (PF) for all
- Free of cost exposure programs and picnics
- Financial assistance for children studying in the school
- Gifts on special occasions
- Leave as per service rule
- Maternity and paternity leave
- Winter and summer holidays

These incentives and welfare measures have made both teaching and administrative staff members more effective, and it is reflected in their commitment to the implementations of the vision and mission of the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

**Response:** 18.9

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	3	2	4

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response: 2.11****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

Performance appraisal of the teaching staff and non-teaching staff is one of the best ways to know the quality of teaching and learning process happening in the campus and also the administrative quality of the institution. Keeping this perspective in mind, college has been doing regular performance appraisal of teaching staff from the year 2015-16 onwards and the reports are analyzed and actions are initiated. From the year 2017-18 onwards college reviewed its performance appraisal system and introduced 360-degree appraisal for all the teaching staff. As such regular feedback on teaching learning process is taken from all the stakeholders such as parents, teachers, students and management. These reports of individual teachers are taken and analyzed and positive and concrete actions are initiated. This has contributed to the overall improvement of the teaching learning process and as well as the quality of the education provided to the students.

**Performance appraisal system for teaching staff****1. Teacher Evaluation by Students**

This evaluation is done on a regular basis every year at the end of the semester. The main areas of evaluation are the following:

Teaching area, class room management, and teacher student relationship

**2. Self-Appraisal Form**

College also practices self critical evaluation where in teachers get an opportunity to evaluate one's own performance. Following areas are covered under this evaluation: Teaching area, class room management, teacher student relationship, professionalism and SFS work culture and involvement in extra-curricular

activities

### 3. Peer Evaluation

Peers are the best teachers in giving honest feedback and thereby bring out necessary improvement in the teaching learning process and learning outcome of the students.

### 4. Teacher's manual/ Diary

This is a record book of teachers' daily, weekly and semester wise teaching activities and engagements. It gives a glimpse into the way a teacher goes about with his or her teaching process starting with syllabus preparation, class room delivery and also learning outcome of the students.

### 5. Performance appraisal of Non-Teaching staff

Evaluation of the non-teaching staff such as administrative staff, library staff and ministerial is also done and reports are analyzed and actions are taken accordingly.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Financial committee of the college conducts regular meeting to discuss the financial matters of the college. Proper accounts are maintained by the finance officer for all the financial transactions. Accounts are prepared as per the guidelines of the governing body and submitted for internal and external auditing. Institution conducts regular internal and external audits. It is done by competent auditors as appointed by the governing body since its inception in 2007. All records are kept up to date.

For regular internal audit duly qualified accountants are appointed by the governing body for preparation and proper internal auditing of the account. Half yearly and annual audits are done and reports are prepared and submitted to governing body for proper follow up and actions.

For external audit, govt. recognized chartered accountants are appointed by the governing body to prepare the account and audit it yearly as per the government norms and procedures. All records are kept up to date regularly.

All receipts and payments are done through bank except those which are less than ten thousand in total. For every receipt and payment details are kept up to date by way of payment vouchers and receipts.

College fee is collected through bank and salary of the staff is deposited to respective personal account of



the staff members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 42.85

##### 6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.500	0	35.40	0	6.95

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

As the college is a self-financing institution its financial requirements are taken care by the founding society. It has its own strategies for mobilization of financial resources. The Institution has a strong mechanism to monitor effective and efficient use of available financial resources. All the important financial decisions and transactions are carried out through a process of proposal by the financial committee and approval by the governing body. The financial administrator and the Principal jointly are the signatories of every financial transaction. The institution carries out all the financial transactions through the bank only. The bank transactions are always carried out through joint signatory by the Financial Administrator and the Principal. The financial resources are effectively monitored through both internal and external audit of the accounts. Annual budget is prepared, and approval is made by the governing body. Since it is a self-financing institution as per the need of the college the society comes to the aid of the institution for extra finance needed for various developmental activities.

**Following are the channels through which college gets its financial resources**

- Tuition fee collected for self-financing courses

- Fee for various forms, certificates
- Contribution from St. Ann's society for the maintenance of college girl's hostel
- Financial assistance from the sponsoring society, Guwahati
- Centre fee collected for running the distance education as approved by the University
- Fund for organizing seminars, conferences and training programs given by FAsCE India with which college has an MOUs signed for financial collaboration
- Assistance from Alumni forum
- Money as rent from BSNL
- Donation from well wishers

File Description	Document
Upload any additional information	<a href="#">View Document</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

#### Response:

IQAC set up in the year 2010 has been at the forefront of quality initiatives in the campus. It is very obvious from the minutes of the meeting of the IQAC cell and also evident in its action taken report. It initiates a good number of quality initiatives every year.

Following two initiatives by the IQAC are self-explanatory examples of its contribution to quality initiative through a well thought out and defined process.

#### 1. Introduction of preparatory units and advance units

**Initiative:** one of the initiatives IQAC introduced was to include two extra units such as preparatory and advance units to every paper of all the departments. The main objective was to give a more comprehensive and up to date and in depth knowledge of the paper to students. It would also serve as a link between the basic paper and the advanced paper.

#### Action taken

Two weeks of classes consisting of ten hours are spent for the preparatory and advance units of each paper. It is done by ways of orientation as well as bridge courses.

#### Outcome

Students are enabled to acquire lots of background information about the particular paper that they have in their syllabus. It serves as a bridge between what they have studied and what they are going to study.

#### 2. Emphasis on academic excellence by focus on strengthening the slow learners, average learners

**and above average learners****Initiative**

College being situated in a rural atmosphere the composition of the students really varies. There are slow learners, average learners and advance learners. Keeping in mind this factor College has taken initiative to cater to these three categories of students from the first semester onwards to improve their academic performance.

**Action taken**

Entrance test is conducted during the admission time to understand the knowledge level. As per the result support is given to student by way of extra and special coaching class and remedial classes.

**Outcome**

This has resulted in better performance by students across semesters. This practice was started from 2015 onwards as such there was constant improvement in the result of the students. In the final exam of 2016, five students got top ten ranks for the first time. In the following year 2016 eleven students got top ten ranks.

Year	2018-19	2017-18	2016-17	2015-16	2014-15
Number of students with top ten ranks	7	10	11	5	1

File Description	Document
Upload any additional information	<a href="#">View Document</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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

IQAC reviews the teaching-learning process, methods of operation and its outcome on a regular interval and appropriate steps are introduced and actions are taken for improvements and a better outcome. To this end regular feedback from students, teachers, parents, and Alumni is collected, analyzed and action taken accordingly. Some of the initiatives are mentioned as follows:

**Regular academic audit is done and actions are initiated.**

One of the quality initiatives of the IQAC is to conduct a regular academic and administrative audit of the college. The Audit report is prepared keeping in mind the criteria and reports prescribed by NAAC and other bodies. The Internal Quality Assurance Cell (IQAC) of the college continuously strives for academic excellence and undertakes continuous academic and administrative audits in the future. The meeting of the AAA Committee for the academic year 2018-19 was fixed on 25th May 2019. The meeting began with a formal gathering of the members of the AAA Committee in the conference room where a discussion upon the proceeding of the audit was done, and then began their exercise of visiting all the departments, administrative sections, library and other infrastructural facilities of the instruction. The committee checked all the documents of various offices and also had interaction with the HODs of all the departments, faculty members, non-teaching staff and the students. Apart from this, concerned Heads of all departments presented their departmental reports. This has given scope for detail analysis and clarifications. The Committee after completing all stages of inspection and interactions prepared the AAA Report covering the summarized observations and recommendations.

**Skill oriented programs**

One of the quality initiatives of the IQAC was to introduce skill-oriented certificate courses over the years in a phased manner. Keeping this objective in mind, college introduced two certificate courses such as basic computer skills and spoken English as part of curriculum enrichment from the year 2014-15. In the following year, encouraged by the positive responses of the students, Floral Decoration, Creative writing, Graphic Designing were added to the existing certificate courses. In the year 2016-17 another two more certificate courses were added to the existing ones such as choreography and photography. In the year 2018-19 German language was introduced as a certificate course. In this way, college through the IQAC has made incremental improvements.

**Research Programs**

It is the annual academic feature of the college to organized department wise seminars. Later on in the year 2015 onwards, extension lectures known as De Sales extension lectures were added. From the year 2016 onwards National seminar by one of the departments has become a regular activity of the college. From the year 2018 onwards National conference on one of the locally relevant issues of the place has become an annual feature of the academic life of the college. In the year 18-19, two programs of national importance such as one national seminar and another national conference besides regular departmental research initiatives and extension programs were organized by the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.5.3 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**

**3.Participation in NIRF****4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)****E. None of the above****D. 1 of the above****C. 2 of the above****B. 3 of the above****Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## Criterion 7 - 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 last five years.

##### Response:

Gender equity means giving equal treatment to both men and women with due respect. Though the social atmosphere of SFS College, Aalo (SFSC) is tribal with its egalitarian understanding of family and social and economic structures, there are areas of concern and the college has tried to address them through its various policies and activities. Over the years, the college has initiated several programs and policies that are meant to instill a sense of gender equity among the staff and students. Mentioned below are some of the initiatives of the college which show gender equity being practiced on the campus.

**Value Education Program:** In order to initiate the students to the understanding of gender equity and other human and social values, the college follows the system of one hour of Value Education per week for the students to sensitize and conscientize the students about human values and professional ethics.

**Co-ed College-** SFSC is a co-ed college that prepares students for the real world where males and females study and work together, respecting, appreciating and encouraging each other to learn and become good citizens of India. All the students get equal opportunities for all the programs of the college.

**Class representatives and Club in-charges-** Every class has two representatives – one girl and one boy. Moreover, various clubs like Eco Club, Women’s Forum, Cultural Committee, Literary Club, Sports Club etc., have two in-charges of both the genders which proves that the college practices and promotes Gender Equity

**SWO Members (Student’s Council)** – The college has constituted a Students Welfare Office (SWO) which consists of girls and boys to assist in organizing various college activities. Members are selected by the students purely based on their ability to take up different leadership roles and not on gender.

**College Captain** – The college gives equal opportunities to boys and girls to be captains. Every alternate year, chances are given to both the genders to be the college captain to nullify the concept of disparity and inequity among them. When one looks at the scenario in the state of Arunachal Pradesh, it is very rare that the leadership role is held by a girl in any college. When we consider the last five year’s record of SFS College, it had two girls and three boys as college captains.

**Women’s Forum-** The college conducts various awareness programs like the safety of women and addresses various issues related to them in collaboration with other departments. A debate competition on RESERVATION OF SEAT FOR WOMEN IN LOCAL SELF- GOVERNMENT has brought great awareness in the students. International Women’s Day, observed on 8th March, is celebrated every year with various themes like “IT IS HARD TO BE A WOMEN” and “STILL I RISE.” Among various other activities, Essay writing competition on the topics like “FOCUS, PARTNER AND ACHIEVE: AN AIDS FREE GENERATION, WHAT ARE THE IMPACT OF AIDS IN THE TRIBAL SOCIETY, HOW CAN WE CONTROL ITS SPREAD” and “WOMEN EMPOWERMENT” have also been conducted.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Students and staff members of SFSC, along with both administrative and ministerial staff members, make

concerted efforts in keeping the camps neat and clean and environment-friendly. Regular activities related to cleaning the campus are undertaken by the NSS unit and Eco Club of the college and also occasionally class-wise initiatives are taken under the leadership of class teachers and class representatives.

Waste Management is actually a process of managing waste from its inception to its final disposal. The purpose of waste management in the college is to have a safe and healthy work environment for students, staff, and visitors. It is essential to reduce environmental footprints too.

**Solid waste management-** The college has adopted an effective way to dispose of solid wastes like papers, kitchen waste, animal dung, and dry leaves. By collecting and disposing of it in the separate waste disposal pits that are designed for the specific purpose helps to keep the campus clean, and waste is also made use for the formation of organic manure through the process of Vermi-compost-plant which is an important and effective way to decompose solid waste. Sufficient number of waste disposal places are created in the campus. All the classrooms, corridors, canteen, common places like playgrounds, places of gathering, washrooms, offices, library, laboratories etc., are fitted with sufficient number of dust bins. Waste collection is done on a daily basis by the ministerial staff and disposed off as per the institutional policies.

**Liquid waste management-** Liquid wastes like used water from the kitchen, fats, oils or grease, sledges, hazardous or potentially harmful wastewater, etc., are well-disposed off through proper drainage systems in the college. This drainage water is widely used in vermin- compost and manure-pits as a catalyst making the campus clean and odor-free.

**Bio-medical waste management-** Bio-medical waste in the college is incinerated through proper electrical napkin incinerator placed at the girl's washroom.

**E-waste management-** To dispose off e-waste, the college has a separate e-waste room to give the computer rooms, language room, and other offices a clutter-free environment. Old systems are repaired and reused to discourage the "use and throw" culture. Parts of old computers are reassembled and made use for repairing other systems.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

E. None of the above



**D.1 of the above**

**C. 2 of the above**

**B. 3 of the above**

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

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

- 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**

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

**E. None of the above**

**D.1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Disabled-friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. 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**

**D.1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</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 500 words).**

**Response:**

SFSC believes in an inclusive environment. In this respect, various activities are conducted to foster national integrity and harmony among the students.

### **Value Education class**

College has integrated Value Education as part of its regular academic program. As such one hour per week is set aside for Value Education in the regular academic routine of the college. A well defined teaching module is followed during the course of the year. A book titled “Human Values and Professional Ethics” is published by the college for the use of the students and staff.

### **Following practical activities are organized to create an inclusive environment**

#### **College uniform**

The college has introduced prescribed common uniform and dress code for all. The main objective behind this practice is to give a feeling of oneness and also to reduce the sense of alienation that students from the poor economic backgrounds would feel when they can't afford several pairs of dresses for their regular use.

#### **Scholarship and Freeship**

The college has introduced scholarships and freeship for students with poor economic background as a result college has students from both economically poor and also financially sound families.

#### **Celebration of all the major religious festivals**

The college encourages religious harmony by encouraging the celebration of various religious festivals like Mopin, Christmas, Diwali, Eid, etc. The college gives holidays on these occasions for the students to facilitate the celebration of these festivals along with their family and community members.

#### **Emphasis on common language**

To provide an inclusive environment in terms of linguistic harmony, the college encourages the use of English as the common language for academic and official purposes within the campus.

#### **Pre-Mopin celebration**

A popular tribal festival of the locality is the annual Mopin celebration. It is an agricultural festival celebrated in the month of April. It is also celebrated to invoke wealth and prosperity to the members of the Galo tribal community. Since the college is situated in Aalo, the heartland of the Galo community, it celebrates Mopin every year as a means to encourage the students to understand the values of tradition, culture, and community and also as a means of educating them about the cultural, religious and social life and practices of their forefathers.

#### **Ethnic Day and Food Festival Celebration**

One of the most eagerly awaited and exciting events in the academic calendar of the college is the Ethnic Day and Food Festival celebrated annually in the month of October or November. Each tribal group puts

up a stall and exhibits their cultural costumes, weapons, ornaments and everything that people consider as having great cultural value and significance. They also prepare a wide variety of local dishes for distribution among the college community and also for the guests who visit the campus on that day. The tribal and cultural attire that the students wear on that day makes the Fest more colorful.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

#### Love for the nation

Love for the nation is one of the core values of the college. Various activities are organized during the course of the year to inculcate those values that are enshrined in the Constitution of our nation. To instill love for the nation, the national pledge is taken on Mondays and Thursdays during the morning assembly and the National Anthem is sung at the conclusion of every event in the camps.

#### Activities organized related to Social and Environmental concerns

Through its extension-service-cell, a good number of programs are organized by the college in order to instill social and environmental concerns. Some of the activities are as mentioned below:

**Plantation drive-**Organizing plantation drive in the college campus creates awareness and sensitivity among individuals to the environmental concerns and its allied problems. Around 50 plants are planted in and around the college campus by the staff and the volunteers every year. This has made the campus more eco and environment-friendly and green.

**Relief works for fire victims at Tadin village and Doji village-** On 14th March 2015 and 20th October 2016, the students and staff of the college visited these villages where houses were totally gutted down by the accidental fire. The college distributed relief material to the victims such as mosquito nets, utensils, blanket, sacks of rice, etc.

**Awareness program on blood donation-** On 6th February 2019, an awareness program on blood donation was organized by the NSS Unit in collaboration with Arunachal Voluntary Blood Donor Organization to create awareness on blood donation for the students of the college.

**Essay writing competition** -To instill patriotic feelings in the students, the Department of English organized an Essay-Writing Competition on 24th August 2016 on the topic, **“MY DREAMS FOR A BETTER INDIA”**.

**Activities related to political duties and rights**

**Mock Parliament-** In order to create a set of young generation who have an idea of the actual functioning of the parliament, the college organizes annually mock parliament. It is a platform to discuss the national issues on a larger scale in a proper forum and in the presence of experienced moderators.

**Consumer Awareness Program-** The College organizes Consumer Awareness Program every year to create awareness of a consumer towards his/her rights and duties.

**Legal Awareness Camp-** To help the students understand and familiarize themselves with terms like legal advice, legal awareness, legal mobilization, PIL, law reform and a variety of strategic and preventive services that help them as a class to avoid injustice, the college organizes annually Legal Awareness Camps.

**Voter Sensitization cum hand on experience on EVM and VVPAT-** A program on voter registration, voter helpline 1950, EVM & VVPAT, PWD voting accessibility, AND NVSP, etc., is conducted for all the students and staff of the college, as it is the right of all to know the proper means and techniques to cast their vote.

**National Voters Day** is celebrated by the college on 25th January every year. It helps the students to understand the political processes of election

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** A. All of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>

### **7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

#### **Response:**

The college celebrates national festivals and birth anniversaries of great Indian personalities with attention, care, and fervor. Some of them are discussed below:

#### **Gandhi Jayanti**

On every 2nd October i.e. the birthday of Mahatma Gandhi, the morning assembly is followed by a speech on the great works and inspiring life of the Father of our Nation. The college principal highlights the devoted life of Mahatma Gandhi who preached about and lived truth and followed the path of non-violence throughout his life. Occasional cleanliness drive is taken up by the college, where NSS volunteers, students, and staff participate in accordance with PM's SWACHAH BHARAT ABHIYAN.

#### **Independence Day and Republic Day Celebrations**

The college celebrates Independence Day and Republic Day every year with great enthusiasm and patriotic fervor. The flag hoisting is done by the Principal followed by the National Anthem. Students deliver speeches and sing patriotic songs highlighting the significance of the day and remembering our freedom fighters who selflessly worked and sacrificed their lives for the freedom of the nation and to preserve its constitutional sacredness.

#### **Teacher's day Celebration**

Every year, 5th September, the college celebrates Dr. S. Radhakrishnan's birthday as Teacher's Day with great enthusiasm. In order to express their gratitude and appreciation for their teachers, the students organize wonderful cultural programs and also give away gifts to the teachers.

#### **National Unity Day**

Every year on 31st October, the college celebrates National Unity Day to commemorate the birth anniversary of Shri Sardar Vallabhbhai Patel, who is also known as the Real unifier of India.

#### **Gurupurab**

The college also celebrates every year Gurupurab, the birthday of Guru Nanak who believed in the one God who dwells everywhere and in everyone.

#### **Buddha Purnima**

Buddha Purnima, the festival that commemorates the birth, enlightenment and death of Gautama Buddha is also observed in the college as a holiday.

### **Pre-Christmas Day**

The college celebrates Christmas as well by praying and feasting together, exchanging gifts, etc., before the holidays begin.

### **International Women's Day**

This day is celebrated in the college every year on 8th March. Renowned resource persons are invited to give lectures on the significance of the day and a variety cultural program is arranged by the students. Competitions like poetry recitation, speeches and dances are held based on the theme of the day which is always related to women empowerment.

### **Yoga Day**

Since last two years, International Yoga Day also is celebrated every year on 21st June in the college. Importance of the day is highlighted during the morning assembly and practical sessions are held during the course of the day.

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>

## **7.2 Best Practices**

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

**Response:**

**Titles:**

1. Creation and maintenance of an Eco- friendly campus.
2. Preparatory Units and Advanced Units.

1. Creation and maintenance of an Eco- friendly campus.

### **Objectives:**

- a) To create environmental awareness in the campus.
- b) To keep the campus and surroundings eco- friendly and green.
- c) To inculcate the habit of growing plants.
- d) To facilitate the effective use of biodegradable waste.

### **Contexts**

Land Pollution has become a major problem in the world today and the area where the college is situated is not spared from the same. To keep a check on this alarming issue and to reduce the size of the garbage being dumped on the ground, different initiatives have been taken by the college.

### **The Practice:**

The college has developed a multi-pronged approach in the following areas. First of all, it has established kitchen gardens with various vegetables and fruit giving trees like banana, guava, pomegranate, and some local fruits. The college has also adopted the rain-water-harvesting system on the campus to conserve rainwater. It has also adopted an effective waste collection and disposal system which helps to keep the campus clean. The manure which is made out of waste is used wisely used in the kitchen gardens and flower gardens. Vermin-compost is also playing a vital role as a highly nutritive manure for gardens. Green campus helps to control stormwater drainage and soil erosion.

### **Evidence of success:**

A lush green campus with tall trees, plants loaded with flowers and fruits, clean, odor-free and fresh air, etc., give an auspicious ambiance to the students and provide a healthy and friendly environment to study well. SFS College campus is cherished in the locality as one of the best campuses with lots of gardens and greenery everywhere.

### **Problems encountered and resources required:**

Strong and incessant rains and destructive winds sometimes damage the gardens heavily. Besides the heavy rains, sometimes at times the outburst of fungal infection also causes immense damage to the plants. During vacation, less waste material hampers the formation of manure and vermin compost. Even though there is well-maintained fencing all around the campus, stray animals like Mithun, Cows, Goat, etc., enter the campus occasionally and do great damages to the gardens. Overflow of drainages due to heavy rains causes massive damage to the gardens leaving behind much dirt and filth. Breakage of the drain pipes due to incessant rains also equally harms the garden.

### **Solutions**

Plants that can sustain the climatic condition of the place could be planted. An increase in the number of drains in the gardens could be done. Stronger and lasting fencing of the campus and the gardens, and finally we could plant more trees and shrubs that prevent soil erosion.



## **2. Title: Inclusion of Preparatory and Advance Units in the Syllabus:**

### **Objectives:**

1. To provide students with basic knowledge of the subject.
2. To facilitate students to comprehend the advanced nature of the subject.
3. Works as a link between the knowledge already acquired in the area of study and the new knowledge being introduced to the students

### **Context:**

One of the core values of the college is the quest for knowledge. SFS College, Aalo makes concerted efforts in imparting maximum knowledge to the students during their three years of the learning experience on the campus. The college understands that the students who are taking admission in the college come from different academic backgrounds. Some students come from schools with lots of facilities and a strong teaching-learning environment, whereas a good number of students come from rural backgrounds with inadequate facilities and human resources available for proper and sufficient teaching-learning process to happen. It is in this context that the introduction of Preparatory and Advance units becomes very effective and relevant. The main purpose of this practice has been to bridge the gap in terms of knowledge that exists among the students. It also gives the opportunity for advanced learners to have a better understanding of the topic that is dealt with through advanced units.

### **The Practice**

The college has planned the academic timing for the completion of the syllabus in such a way that the first week and the last week of each semester are dedicated to preparatory and advanced units respectively. Preparation units include those topics that would create a link between the already acquired knowledge and the new knowledge the students are being introduced to. It helps the students to understand the subject at the basic level first. A whole week is set apart for the orientations and a daily routine is planned for the same. Faculties make sincere and extra efforts in preparing their teaching materials with the help of various teaching aids to make the classroom learning really learner-centric.

Advanced units are included in addition to the units prescribed by the university at the end of the syllabus. It helps the students to go beyond the prescribed units of the paper and have a more comprehensive knowledge of the particular subject.

Each paper gets more than ten working hours to take advanced units and preparatory units. Classes are planned in such a meticulous way that the teachers get sufficient time to complete the syllabus on time as per the academic program scheduled by the university.

### **Evidence of success:**

The practice of teaching preparatory and advanced units was introduced from the academic year 2014-15 onwards. As such, there was a remarkable improvement in the academic performance of the students. For the first time, students secured five ranks in subject wise top ten categories in the same year for the annual exam. The improvement was seen not only in terms of ranks secured but also in terms of the general pass

percentage.

#### Details of University Ranks

Year	2014-15	2015-16	2016-17	2017-18	2018-19
Number of students with top ten ranks	1	5	11	10	7

#### Problems encountered and Resources Required:

One of the problems faced by the staff is the motivation level of the students as the PU and AU are not included in the exam syllabus. This problem is solved to a great extent by organizing orientation for all the students regarding the advantages students have if they attend the PU and AU classes.

Another problem is the limited number of working days available to teachers to complete the university prescribed syllabus as well as the PU and AU. This problem is solved to a great extent by the introduction of classes even on Saturdays so that the college gets more working days. This is done in consultation with the teaching staff

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

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

One of the core values of SFS College, Aalo is Skill Enhancement. In view of equipping the students with various life skills, the college has initiated a good number of programs. The centre for skill development and enhancement was established in the year 2014. Under this initiative, a good number of skill-oriented certificate, diploma, and short time courses are being offered to the students besides the regular academic programs.

The college takes pride to consider the '**Skill Development and Enhancement**' program as the area which will be distinctive in its vision, priority, and thrust.

The vision of the college is the holistic development of the students who enter the portals of this institution with great interest in learning and enthusiasm to equip themselves with soft skills and life skills for their

better future. Thus Skill Development and Enhancement is an integral part of the academic and co-curricular life of the SFS campus. All the policies and programs of the college including the daily activities of the college are geared towards instilling and developing various skills among staff and students.

Initiatives undertaken to implement Skill Development and Enhancement mission on the campus for the students:

### 1. MoU with various institutions

To give impetus to the skill enhancement, the college has been getting the help and resources of other institutions with the same objective. The following are the MoUs signed in order to organize various programs.

SL No	Name of the organization with which MoU is	Year of Signing MoU	Activities organized in terms of Skill enhancement
01	Don Bosco Institute, Guwahati	2014-15	Every year leadership program is organized on the college campus in Guwahati and college campus
02	Skill India, Guwahati	2015-16	Leadership and Career programs organized on the college campus every year
03	FAsCE, India	2016-17	Financial support for organizing Youth camps

### 2. Introduction of a number of short-time courses

The following table shows the number of certificate courses, add-on courses, and short-time courses that offer Skill Enhancement to students, organized by the college for the past five years.

Sl No	Name of the Course / Add on Courses/ short time course	Year of Introduction	Number of students
01	Basic Spoken English	2014-15	135
02	Basic Computer Skills	2014-15	272
03	Floral Decoration	2015-16	153
04	Creative Writing	2015-16	87
05	Advanced Communication Skills	2014-15	139
06	Advanced Computer Skills	2014-15	266
07	Course on Photoshop & Coral Draw	2015-16	68

08	German Language Course	2018-19	18	
09	Music( Add-on Course)	2014-15	133	
10	Course on Choreography	2016-17	100	
11	Course on Photography	2016-17	19	
12	Career Counseling by Ms. Kirti Agarwal	2017-18	145	

### 3. Regular activities organized to develop soft skill and life skill among students

SL No	Name of the Activity	Year of Introduction	
01	Assembly & Orientation	2009-10	
02	Course on Soft Skills and Personality Development by Don Bosco Institute, Guwahati	2014-15	
03	Course on Leadership for Youth by Mr. Anjan Chaudhary	2017-18	
04	Course on Career Guidance by Mr. Anjan Chaudhary	2017-18	
05	Workshop on Capacity Building	2014-15	

### 4. Skill enhancement programs organized for the staff

A good number of skill enhancement programs are organized for the teaching and non-teaching staff members of the college. It is a policy of the college to organize at least one faculty development program in a year and orientation for staff at the start of every semester. Resources persons are invited for all the training programs.

Some of the programs organized for the staff during the last five years are given below:

SL No	Title of the Program	Date and Year	
01	Teachers' Training Program	Every year	
02	Staff Orientation	Every year	
03	Counseling skills for staff	18/09/2015	
04	Graphic Design training program	20/01/2015	
05	Faculty Development Program	Every year	
06	Workshop on Research Methodology and Presentation	14/07/2016	
07	Workshop on Scientific Paper Presentation	14/08/2018	
08	Workshop on Mental Health and Wellbeing	15/03/2019	

A good number of administrative training programs are also organized for the non-teaching staff members in areas like computer, software skills, professional etiquette, and protocol, etc.

List of skill development and enhancement training programs for Non-teaching staff

Sl No	Name of the program	Date and year	
01	Orientation on Professional Work culture and Ethics	Every year	
02	Computer Training Program	Every year	
03	Graphic Design workshop	20-30 /01/2015	
04	Office Software training Program	10-13/10/2016	
05	Library software training Program	10-13/08/2018	
06	Workshop on Mental Health and Wellbeing	15/03/2019	
07	Spoken English	Every year	

Thus, it is evident from the policies and programs that are mentioned here that college makes concerted efforts at offering various soft skills and life skills to its faculty members as well as students. It is a policy of the college to organize quality oriented training programs that offer soft and life skills to everyone who

is part of the institution.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

Construction of a well-furnished canteen and fitness center are underway. The Geography laboratory is well equipped with modern technologies i.e., GPS, GIS software, models, etc. Modernization of classrooms through ICT facilities has been undertaken. The certificate courses provided to the students along with the prescribed curriculum help the students in enhancing their talent and capabilities. The college is planning to introduce Education as an optional subject in the Bachelor of Arts (B.A) program from 2019-2020 Session. Construction of a stationary shop with marginal price items and a separate cyber cafe are underway. The SFS Alumni Forum (SFSAF) is the strength of the institution, their contribution towards the growth of the institution is immense and that could be noticed through their active participation in various career guidance programs, Ethnic Day celebrations, Counseling, etc. Internet is provided to the staff and administrative office via Wi-Fi, wired network connection. The students joining the college submit the online anti-ragging form as per UGC guidelines as a mark of their acceptance of resolution of not engaging in ragging activities in the college. The institution has installed an Airtel tower for providing better 4G connectivity on the campus as well as the nearby areas. The college has its own mobile application 'Desalite Connect' which is used for e-governance that facilitates timely circulation of information to the students i.e, Attendance, Leave, fee details, etc. Separate rooms and cabins are allotted for the staff and the Students Welfare Office (SWO) members. Two separate fishery ponds are there on the college campus. The institution takes pride in having an eco-friendly campus that creates holistic consciousness about the concept of a clean environment among students and staff.

### Concluding Remarks :

In a short span of 12 years, the College has achieved an acclaimed academic excellence catering to the educational needs of hundreds of students from different parts of the state as well as from other states. The college has continued its efforts to further improve its infrastructural and academic parameters. The dedicated and well qualified faculty members as well as the committed management help in the pursuit of realizing the mission and vision of the college. Its effort and endeavor are not limited to imparting knowledge alone but more importantly true wisdom that leads to holistic development of the individual and the all-round progress of the society. All the stakeholders of the college unitedly work to achieve the fundamental aim of the institution, '**Holistic Development of Individuals**'. The College aspires to become one of the most sought after destinations of both national and international students' community with its pursuit of excellence and efficiency.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
3.1.3	<p><b>Number of Seminars/conferences/workshops conducted by the institution during the last five years</b></p> <p><b>3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>5</td> <td>3</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>5</td> <td>3</td> <td>4</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	5	5	5	3	4	2018-19	2017-18	2016-17	2015-16	2014-15	5	5	5	3	4
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	5	5	3	4																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	5	5	3	4																	
3.3.3	<p><b>Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.</b></p> <p><b>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., year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>5</td> <td>3</td> <td>1</td> <td>7</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>5</td> <td>3</td> <td>2</td> <td>5</td> </tr> </tbody> </table> <p>Remark : DVV will not consider programmes for own purpose like summer camp.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	6	5	3	1	7	2018-19	2017-18	2016-17	2015-16	2014-15	6	5	3	2	5
2018-19	2017-18	2016-17	2015-16	2014-15																	
6	5	3	1	7																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
6	5	3	2	5																	
4.1.3	<p><b>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)</b></p> <p><b>4.1.3.1. Number of classrooms and seminar halls with ICT facilities</b></p> <p>Answer before DVV Verification : 10</p> <p>Answer after DVV Verification: 10</p>																				



4.2.2	<p><b>The institution has subscription for the following e-resources</b></p> <ol style="list-style-type: none"> <li>1. e-journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga Membership</li> <li>4. e-books</li> <li>5. Databases</li> <li>6. Remote access to e-resources</li> </ol> <p>Answer before DVV Verification : D. Any 1 of the above                  Answer After DVV Verification: B. Any 3 of the above</p>
5.1.3	<p><b>Capacity building and skills enhancement initiatives taken by the institution include the following</b></p> <ol style="list-style-type: none"> <li>1. Soft skills</li> <li>2. Language and communication skills</li> <li>3. Life skills (Yoga, physical fitness, health and hygiene)</li> <li>4. ICT/computing skills</li> </ol> <p>Answer before DVV Verification : A. All of the above                  Answer After DVV Verification: A. All of the above</p>
5.1.5	<p><b>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</b></p> <ol style="list-style-type: none"> <li>1. Implementation of guidelines of statutory/regulatory bodies</li> <li>2. Organisation wide awareness and undertakings on policies with zero tolerance</li> <li>3. Mechanisms for submission of online/offline students' grievances</li> <li>4. Timely redressal of the grievances through appropriate committees</li> </ol> <p>Answer before DVV Verification : A. All of the above                  Answer After DVV Verification: A. All of the above</p>
5.2.2	<p><b>Average percentage of students progressing to higher education during the last five years</b></p> <p>5.2.2.1. <b>Number of outgoing student progression to higher education during last five years.</b>                  Answer before DVV Verification : 20                  Answer after DVV Verification: 20</p> <p>Remark : HEI input edited as per given clarification by HEI</p>
5.2.3	<p><b>Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b></p> <p>5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years</p>

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	1	0

**5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

**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 last five years.**

**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) year-wise during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	3	6	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	3	3	0

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	4	4	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	3	3	3

Remark : DVV will not consider farewell celebration.

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	3	3	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	0	0

Remark : DVV will not consider programs of duration less than one week.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6.00	0	42.98	0	6.95

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.500	0	35.40	0	6.95

**6.5.3 Quality assurance initiatives of the institution include:**

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2. Collaborative quality initiatives with other institution(s)**
- 3. Participation in NIRF**
- 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : A. All of the above

	Answer After DVV Verification: A. All of the above
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : Any 4 or All of the above                  Answer After DVV Verification: Any 4 or All of the above</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. <b>The Code of Conduct is displayed on the website</b></li> <li>2. <b>There is a committee to monitor adherence to the Code of Conduct</b></li> <li>3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li> <li>4. <b>Annual awareness programmes on Code of Conduct are organized</b></li> </ol> <p>Answer before DVV Verification : A. All of the above                  Answer After DVV Verification: A. All of the above</p>

**2.Extended Profile Deviations**

<b>Extended Profile Deviations</b>
No Deviations