

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

(July 1, 2017 to June 30, 2018)

**SAINT CLARET COLLEGE, ZIRO,
ARUNACHAL PRADESH
(ARCOGN 17336)**



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Annual Quality Assurance Report (AQAR)
(July 1, 2017 to June 30, 2018)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Saint Claret College, Ziro
1.2 Address Line 1	Post Box 22,
Address Line 2	Salaya,
City/Town	Ziro
State	Arunachal Pradesh
Pin Code	791120
Institution e-mail address	zirocollege@gmail.com
Contact Nos.	+91 7085320300
Name of the Head of the Institution:	Dr. (Fr.) Allwyn Mendoz
Tel. No. with STD Code:	03788-255433
Mobile:	+91 8119860245

Name of the IQAC Co-ordinator:

Dr. Utpal Talukdar

Mobile:

+91 9436232385

IQAC e-mail address:

sccziqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ARCOGN 17336

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/19/A&A/9.1

1.5 Website address:

www.sccz.edu.in

Web-link of the AQAR:

<http://www.sccz.edu.in/pdf/SCCZ%20AQAR%202017-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.02	2016	2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02/08/2004

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

NA

1.10 Institutional Status

University State ☐ N Central ☐ N Deemed ☐ N Private ☐ N

Affiliated College Yes ☐ Y No ☐

Constituent College Yes ☐ No ☐ N

Autonomous college of UGC Yes ☐ No ☐ N

Regulatory Agency approved Institution Yes ☐ No ☐ N

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☐ Y Men ☐ Women ☐

Urban ☐ Rural ☐ Y Tribal ☐ Y

Financial Status Grant-in-aid ☐ UGC 2(f) ☐ Y UGC 12B ☐ Y

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐ Y

1.11 Type of Faculty/Programme

Arts ☐ Y Science ☐ Commerce ☐ Y Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Rajiv Gandhi University, Itanagar

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

4

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

0

2.9 Total No. of members

18

2.10 No. of IQAC meetings held 2 (Two)

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

1

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Awareness workshop on Institutional Accreditation Manual (NAAC), July 2017

2.14 Significant Activities and contributions made by IQAC

Conducted the Academic and Administrative Audit, reforms in internal evaluation system and schemes for conducting test for opting major in BA V Semester.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Please see annexure-I	Please see annexure-II

* Attach the Academic Calendar of the year as Annexure (Annexure III)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR 2017-18 was placed before Management and member of IQAC for their feedback and approval.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	9	0	9	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	1	0	1	1
Certificate	10	2	10	8
Others (CHEP)	1	0	1	1
Total	21	2	21	10

Interdisciplinary	11	2	11	11
Innovative	1	0	1	1

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	0
Annual	0

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

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

***Please provide an analysis of the feedback in the Annexure**

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

Syllabus of Geography and Commerce:
 Geography: Practical component was added along with theory in all the semester in I, II, III & IV Semester.
 Commerce: Environmental Studies was included in B.Com I Semester as compulsory paper.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
9	9	0	0	0

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	11	0	9	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

5

11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	5	1
Presented papers	3	5	0
Resource Persons	0	0	0

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

Use of smart board, audio-visual aid, using of PowerPoint presentation, zero hour, peer teaching, CHEP, student-led departmental seminar on various themes, departmental newsletter

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

243

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

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

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2.10 Average percentage of attendance of students

76.03%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA (General)	204	-	51	94	48	94.60
BA (Mass Communication)	9	-	6	3	0	100
B.Com	8	-	1	5	1	87.50

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Students satisfaction survey
- Aptitude test for opting major
- Internal academic audit by IQAC
- Student appraisal for teachers
- Peer appraisal
- Self-appraisal

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	0
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	1	5	0	5
Technical Staff	1	1	0	1

Criterion – III

3. Research, Consultancy and Extension

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

Staff Orientation Program was organized in July 2017 to encourage the staff members to pursue PhD and encourage to present papers in the conferences, seminar and workshops etc and to publish research papers in various research journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	5	0
Non-Peer Review Journals	00	0	0
e-Journals	4	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
 who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level		State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	
NCC		NSS	2
		Any other	

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility: *Annexure IV*

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20 Acres	-	-	20 Acres
Class rooms	13	-	-	13
Laboratories	4	-	-	4
Seminar Halls	1	-	-	1
No. of important equipment purchased ($\geq$ 1-0 lakh) during the current year.	-	5	College Management	5
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4.81	College Management	4.81
Others	-	1.96	College Management	1.96

4.2 Computerization of administration and library

Administration: The College initiated the customization of office administrative software. For the first time, the college made provisions for online submission of forms. This system was useful for applicants from far flung areas of the state.

Library: the college continued the Barcoding of Books and use of KOHA in the Library. RFID system has been initiated in the Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4971	2479833	323	161131	5294	2640964
Reference Books	1838	916904	7	3491	1845	920395
e-Books	0	0	0	0	0	0
Journals	24	76812	0	0	24	76812
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	90	54391	0	0	90	54391
Others (Self-help Books)	3886	193856	28	13968	3914	207824

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	69	50	-	-	-	6	9	4
Added	5	-	-	-	-	1	3	1
Total	74	50	-	-	-	7	12	5

**number(s) mentioned in the table includes the number(s) of equipment.*

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Five new computers were provided to commerce dept. for practical purpose with installation of Tally software. Each major classroom were provide LCD projector and provided all-in-one desktop to Geography, English and Economics major classrooms.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.99
ii) Campus Infrastructure and facilities	98.79
iii) Equipment	4.81
iv) Others (Furniture)	1.96
Total :	108.55

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC conducts the Claretine Orientation Program (COP) at the beginning of the Academic Year to create awareness among the students about the various Support Services in place, and also to motivate the students to take active part and be recipients of the Claretine Support Services as listed in the Handbook of the College.

5.2 Efforts made by the institution for tracking the progression

Internal Progression: Every student's progression is tracked by the institution through various mechanisms under the guidance of the IQAC, such as CIA (Continuous Internal Assessment), Result analysis by each department and mentoring.

Progression after Graduation: Each department tries to keep track of the Students' progression after they graduate. This is done through the SCAN (Saint Claret Alumni Network), Social media and through the Department's efforts as coordinated by the IQAC through templates which show the students' progression to Higher Studies or placements.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
792	-	-	-

(b) No. of students outside the state

30

(c) No. of international students

-

Men	No	%	Women	No	%
	335	42		457	58

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
11	01	728	18	03	758	9	2	762	19	0	792

Demand ratio 1.41

Dropout % 1.38

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

Career Guidance Cell hosted a career counselling session for aspirants of UPSC, APCS and other competitive examinations in collaboration with Apatani Youth Association (AYA), and Helping Hands (NGO).

No. of students beneficiaries

234

5.5 No. of students qualified in these examinations

NET	2	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

The college has a full time student counsellor available on campus for stress related issues that helps the students to overcome their problems.
The college has a career guidance cell to provide guidance and support to students to better equip with their studies and career choices in life.

No. of students benefitted

113

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

Women Cell of the college celebrated International Women Day on March 14, 2018. Furthermore, cell in joint venture towards mass empowerment with screening of movies regarding right and issues of women, to name the few would be, Maatrabhoomi; Pad Man; Page 3; Water; The stoning of Soraya, an award winning and worldwide acknowledge movies.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	88500
Financial support from government	304	5099600
Financial support from other sources	65	244500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____16_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

“To become a premier institute of higher education in North East India, committed to providing value-based, soulful higher education for people, especially the tribal youth, in order to help them be honest seekers and practitioners of truth and earnest agents of transformation within and around them”.

Mission:

To mould intellectually competent, professionally skilled, spiritually evolved, morally upright, socially responsive and culturally tolerant citizens, through holistic Clareline education, for advancing a civilization of love.

6.2 Does the Institution has a management Information System

The college uses the College Bulletin Boards, College Website, and social media to update college related information. The facebook page updates all important notices issued by the management. Staff information regarding meetings, Principal’s circular, notices etc; are circulated through email, Social networking and the staff Bulletin board of the college.

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

6.3.1 Curriculum Development

As an affiliated college, it has a very limited scope for curriculum development, within its limit it yet, enriches the prescribed syllabus by adding learner-centric objectives, unit-0: foundation unit and unit 100 as advance unit in the syllabus.

6.3.2 Teaching and Learning

Each teacher maintains a SCCZ service journal wherein Plan of Action is prepared for entire semester and Action Taken Report is updated on daily basis. The IQAC verifies the service journal on weekly basis.

ICT is extensively utilized in the classes, notes and hand-outs are provided to the students.

6.3.3 Examination and Evaluation

A well-planned and streamlined examination system is followed-up for both in Mid-semester and End semester examinations. The college has been designated as a sub-centre for central evaluation of the university answer-scripts. The evaluation room has a restricted entry only to the examiners and auxiliary staff appointed by university. Examiners are not allowed to carry the answer-scripts out of the evaluation room and complete confidentiality and unbiasedness is maintained.

6.3.4 Research and Development

The College has a Research Promotion Cell and Institutional Review Board which encourages the staff to present and publish research articles and papers in various research journals of repute and it also publishes a peer reviewed international journal- *InterViews* on yearly basis.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library has been equipped with KOHA. RFID system has been initiated. This process will help the library to be of 'open access' thereby ensuring optimal usage of the library by the staff and the students. The college is having a full-fledged computer cum language lab cum GIS lab and an Audio-visual lab with recording studio. Majority of the classrooms are equipped with LCD projectors and two classrooms with smart board.

6.3.6 Human Resource Management

The faculty are provided with opportunities to attend training courses/workshops, UGC-ASC/HRDC Orientation Courses and Refresher courses.

6.3.7 Faculty and Staff recruitment

Recruitment process is done as per the norms- advertisements are published in newspapers, eligible candidates are called for an interview- The interview protocol has points for academic credibility (60) and interview assessment (40) - which includes interdisciplinary knowledge; teaching/presentation skills; intellectual honesty, academic commitment and poise.

6.3.8 Industry Interaction / Collaboration



6.3.9 Admission of Students

The admission forms fill-up can be done offline and online. The shortlisted candidates are called for entrance test and qualified candidates are called for admission in two cycles.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☐

No

☐

For PG Programmes

Yes

☐

No

☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

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

6.11 Activities and support from the Alumni Association

SCAN-Saint Claret Alumni Association conduct get-together once in two years.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

There is provision for Employees Provident Fund for all staff and gratuity for staff serving more than 7 years of continuous service.

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

Litter free campus, Rain water harvesting, green campus with plantation of trees, cleanliness drive, taking caring of the plants regularly and by adopting a plant by each student.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which has created a positive impact on the functioning of the institution. Give details.

Internal audit is being done by Academic Audit Committee for all the departments in an academic year.

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

Annexure - II

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

Annexure VI

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

7.4 Contribution to environmental awareness / protection

Litter free campus, Rain water harvesting, green campus with plantation of trees, cleanliness drive, taking caring of the plants regularly and by adopting a plant by each student.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒ N

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

8. Plans of institution for next year

Annexure V

Name Dr. Utpal Talukdar



Signature of the Coordinator, IQAC

Coordinator
Internal Quality Assurance Cell
Saint Claret College
Ziro - 791 120

Name Dr. (Fr.) Allwyn Mendoz



Signature of the Chairperson, IQAC

PRINCIPAL
Saint Claret College
Ziro - 791 120

PLAN OF ACTION 2017-18

Criterion – I: Curricular Aspects:

- To introduce new certificate courses
- Students will be encouraged to enroll in various add-on courses
- Students to participate, undertake field projects/ internships
- Feedback from stakeholders (manual)-curricular enrichment
Format preparation for alumni, parents, and employer, and collecting feedback from
 - ✓ Alumni
 - ✓ Parents
 - ✓ Employer
 - ✓ Students (Student appraisal for teachers – twice)
- Peer Appraisal and self-appraisal
- Departmental planning and benchmarking

Criterion – II: Teaching, Learning, and Evaluation

- Improve student-teacher ratio
- Student-centric methods of learning- experimental learning, participative learning, and problem-solving methodologies
- Mentoring to students for academic and stress related issues
- Reforms in the continuous internal evaluation system
- Result analysis and the same to be communicated to teachers and students
- Conduct student satisfaction survey with regard to the teaching-learning process

Criterion – III: Research, Innovation, and Extension

- Try to obtain minor research projects
- Publication of research papers in the journals notified on UGC website
- Publication of books/ chapters in edited volumes/ conference proceedings by the teachers
- Organize extension activities in the neighboring communities in terms of impact and sensitizing students on social issues and holistic development
- Organize extension and outreach programs in collaboration with community and NGOs- NSS/ Red cross etc.
- Students' participation in extension activities such as Swachh Bharat, Aids Awareness, Gender issues etc., with Government organization and NGOs.
- Linkage for an internship, field trip, job training, etc.

Criterion – IV: Infrastructure and learning resources

- Adequate facilities for teaching-learning- classrooms, laboratories, computing equipment etc.
- Adequate facilities for sports, games (indoor, outdoor etc.,) and cultural activities
- Special budget allocation for infrastructural development
- Library automation using Integrated Library Management system (ILMS)
- Library enrichment through collection of rare books, manuscripts, special reports or any other knowledge resource
- Increase in fund allocation for purchase of books and journals
- Memberships and subscription of e-journals, shodhganga, e-books etc.
- Increase in usage of the library by teachers and students
- Updates of IT facilities
- Increase in student-computer ratio

Criterion – V: Student support and progression

- More students to be benefited by scholarships provided by the government and institution.
- Implementation of capability enhancement and development schemes- guidance for competitive examinations, career counseling, soft skill development, language lab, personal counseling etc.
- Documentation of the mechanism for timely redressal of student grievances- minutes of the student redressal committee
- Documentation of placement of outgoing student's placement- contact details of the employer & student
- Documentation of student progression (department wise) in higher education- graduating batches
- Documentation of student qualifying in state/national level examinations- NET/SLET/ Civil Services/ State Government examinations
- Documentation of sports and cultural activities/ competitions organized
- Documentation of the minutes of Alumni Association meetings.

Criterion – VI: Governance, leadership, and management

- Quality improvement strategies to be adopted
- Welfare schemes for teaching faculty, non-teaching staff, and students
- Teachers to be provided with financial support to attend conferences/ workshops
- Program of professional development/ administrative training to be organized for the teaching and non-teaching staff
- Encourage the teachers to attend professional development programs- orientation program, refresher courses, short-term courses, faculty development programs etc.
- Introducing performance appraisal system for teaching and non-teaching staff

- Formulate strategies for mobilization of funds and the optimal utilization of resources
- IQAC to conduct an academic administrative audit (AAA)- documentation
- Implementation of quality initiatives by IQAC for promoting quality culture in the college- documentation
- Meetings and minute of IQAC- documentation
- Submission of AQAR to NAAC, feedback collected, analyzed and used for improvement
- Documentation of quality enhancement initiatives in the academic and administrative domains which are to be successfully implemented.

Criterion – VII: Innovation and best practices

- Increase Gender sensitivity by providing safety and security, counseling, common room and special facilities etc.
- More use of LED bulbs to save power
- Steps to be taken for solid waste management
- To implement green practices- plastic free campus, paperless office, green landscapes with planting trees and plants on campus.
- Allocation of funds for green initiatives and waste management in the annual budget.
- Continue with the practice of implementing the Code of conduct for students, teachers and administration.
- Best practices to be continued with mechanisms for feedback- CHEP, honesty shop, cleanliness drive and plantation on CASA day

The members of IQAC approved the perspective plan for the academic session 2017-18 in the meeting held on September 4, 2017.

OUTCOME ACHIEVED BY THE END OF THE YEAR (2017-18)

Given below are the outcomes of the perspective plan of 2017-18. There had been concerted efforts made by the stakeholders to achieve maximum success in implementing the perspective plan. In spite of the many hurdles faced in the implementation process, these efforts have borne fruit and there is substantial success achieved.

Criterion – I: Curricular Aspects

- *Certificate Courses:* Two certificate courses were introduced by the Department of Mass Communication and Commerce:
 1. Certificate Course in Short Film Production (Mass Communication)
 2. Certificate Course in Banking and Other Competitive Examinations (Commerce)

Both the courses were conducted from July 2017 to April 2018 with an enrolment of 15 and 37 students respectively.

- *Add-on Courses:* Following are the add-on courses where students were enrolled:
 1. A total number of 42 students participated in the training programme on life skills leadership, personality development from February 15-19, 2018 at college premises.
 2. A total number of 28 students participated in the skilling program organized by NISCORT, New Delhi from January 8-12, 2018.
- *Field Projects and Internships:* Details of field projects/ internships are as follows:
 1. Major students of Anthropology Department undertook a field project at Dirang, West Kameng district from January 8-12 2018.
 2. Major Students of Geography Department undertook a field project at Kalung-Reru village on April 10, 2018.
 3. Students of BA VI Semester of Mass Communication Department undertook a field project at Mother's Home, Ziro,- as part of community studies on April 23, 2018.
 4. A total of 9 students of BA VI Semester of Mass Communication Department underwent internship at U.B. Photos, Guwahati; Doordarshan Kendra, Itanagar; All India Radio, Itanagar; Arunachal News 24 X 7, Itanagar; The Arunachal Pioneer, Itanagar, Doordarshan Kendra, Shillong from January 22 to February 23, 2018.
- *Feedback from the students and Teachers:* Students' Appraisal for Teachers was conducted across the semesters and the tabulated report was forwarded to the chairman, IQAC on March 26, 2018. The Peer Appraisal and self-Appraisal was also conducted from May 7 to May 11, 2018.
- *Departmental Planning and Benchmarking:* The Departmental planning and benchmarking was conducted during Staff Orientation Program (SOP) July 13-15, 2017 and Comprehensive annual report for the academic session 2017-18 was

prepared from May 7-11, 2018 at a departmental level which was based on the outcome of the departmental planning and benchmarking.

Criterion – II: Teaching, Learning, and Evaluation

- *To improve student-teacher ratio:* Appointment of additional teachers in the following departments-
 1. Department of Anthropology- 1 Assistant Professor
 2. Department of Commerce- 1 Assistant Professor
 3. Department of Geography- 1 Assistant Professor

- *Student-centric methods of learning:* The College has made efforts to incorporate Learner-centred education through appropriate methodologies such as participative learning, experimental learning, and use of ICT etc.
 1. Peer teaching
 2. Zero hour
 3. Assignments
 4. Practical
 5. Project reports
 6. Majority of the classes are conducted using powerpoint presentations, relevant videos, and Subject- specific Computer applications.

- *Mentoring to students for academic and stress-related issues:* The students were divided into 17 groups and 27 mentors were assigned to do the counseling to the students. The Mentoring was done on the following dates:
 1. Mentoring I: Sept 22, 2017
 2. Mentoring II: Oct 27, 2017
 3. Mentoring III: March 29, 2018

The assigned mentors monitored the regularity of the students; their performance in curricular and co-curricular activities as well as their attendance was reviewed. The mentors provided them with tips to perform well in examinations. Besides, there is a regular student counselor on campus to deal with stress related issues of the students.

- *Reforms in the continuous Internal Evaluation System:* In the semester scheme, Continuous Internal Assessment (CIA) is meant to ensure that learning and its assessment go on simultaneously and reciprocally. CIA is mandated by the University and it carries 20 marks each. A student must pass CIA with at least 40% of marks. There are three components of CIA (20 marks): Attendance (5 marks), Monthly Assessment Test (5 marks), and Mid-Semester Exam (10 marks). The

question papers are set as per the format of RGU End-Semester Examination format for both MSE and MAT.

- **Result Analysis:** The result analysis was being done for ESE (End Semester Exams), December 2017 and same was communicated to the teachers and students of all the departments. Fig.1 depicts the Result Analysis of the End Semester Examination of December 2017.

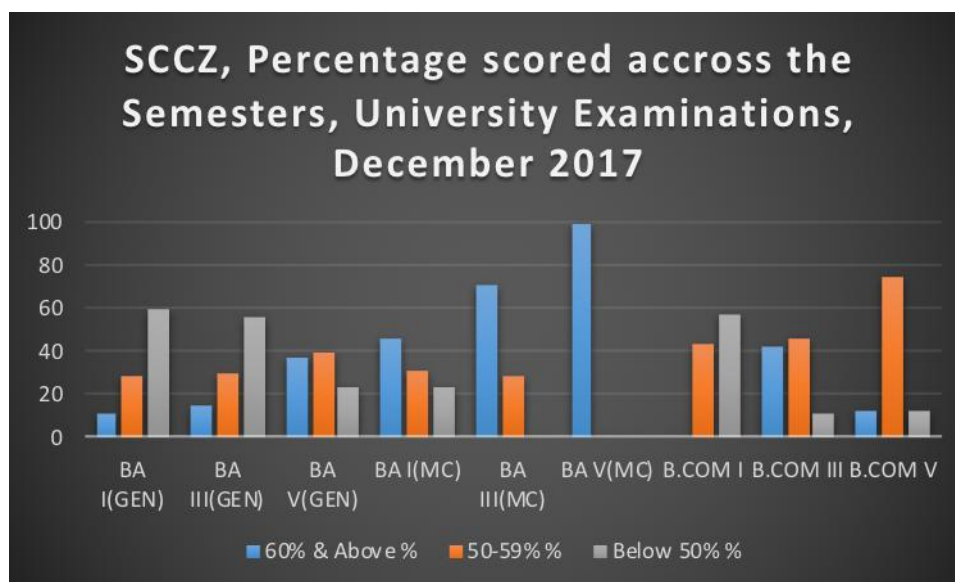


Fig 1. Result Analysis of ESE December 2017

- **Students Satisfaction Survey:** All the efforts of teachers and the institution to make learning a meaningful process can be considered impactful only to the extent students perceive it to be meaningful. Their feedback significantly showcases the actual quality of teaching-learning process enabling identification of the strengths of teaching as well as the possible improvements. Students' satisfaction is a direct indicator of the effectiveness of teaching-learning in the institution. The Student Satisfaction Survey was conducted on May 1, 2018, for the academic session 2017-18, which is based on the format provided by NAAC. The sample size was 20% and students with attendance of 75% and above were selected as the sample.

Given below is the summary of the Student Satisfaction Survey conducted at Saint Claret College, Ziro.

Saint Claret College, Ziro
Student Satisfaction Survey (As per NAAC Format)

Key Indicator - 2.7.1

Under Criterion II of Teaching – Learning and Evaluation

Sl.No.	Teaching Learning Process	Overall rating	Details
1	How much of the syllabus was covered in the class?	4	85-100%
2	How well did the teachers prepare for the classes?	3	Satisfactorily
3	How well were the teachers able to communicate?	3	Sometimes effective
4	The teachers' approach to teaching can be best described as	3	Very good
5	Fairness of the internal evaluation process by the teachers.	3	Usually fair
6	Was your performance in assignments discussed with you?	3	Usually
7	The institute takes an active interest in promoting internship, student exchange and field visit opportunities for students.	3	Often
8	The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.	3	Very well
9	The institution provides multiple opportunities to learn and grow.	3	Agree
10	Teachers inform you about your expected competencies, course outcomes, and programme outcomes.	3	Usually
11	Your mentor does a necessary follow-up with an assigned task to you.	3	Usually
12	The teachers illustrate the concepts through examples and applications.	3	Usually
13	The teachers identify your strengths and encourage you with providing the right level of challenges.	3	Reasonably
14	Teachers are able to identify your weaknesses and help you to overcome them.	3	Usually
15	The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching-learning process.	3	Agree
16	The institute/ teachers use student-centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences.	3	Moderate

17	Teachers encourage you to participate in extracurricular activities.	4	Strongly agree
18	Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.	3	Moderate
19	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.	3	70-89%
20	The overall quality of the teaching-learning process in your institute is very good.	3	Agree

Criterion – III: Research, Innovation, and Extension

- *Research Publications:*
 1. Books (ISBN): 4 (Four)
 2. Chapters in ed. Books (ISBN): 4 (Four)
 3. Publications in UGC listed Journals (ISSN): 4 (Four)
 4. Peer Reviewed Journals (ISSN): 5 (Five)
- *Research paper Presentations:*
 1. International Conferences/Seminars: 5 (Five)
 2. National Conferences/Seminars: 5 (Five)
- *Extension and outreach programs:* A Three- day Annual Special Camp was successfully organized by the NSS unit of Saint Claret College, Ziro on 17th, 18th& 20th February 2018 at Hija Village and Mother's Home, Ziro, Lower Subansiri District, Arunachal Pradesh. The camp was attended by seventy volunteers from BA/B.Com IV Semester escorted by NSS Programme Officers. The Volunteers organized a mass cleanliness drive on 17th& 18th February at Hija village. On Day-II, the volunteers installed around twenty bamboo dustbins in and around the village which was then followed by a procession on cleanliness awareness in the whole village. The volunteers raised slogans to spread the awareness with the help of placards. On the 3rd day of camp i.e., on 20th February 2018, around 20 NSS volunteers visited "Mother's Home" for differently-abled people at Old Ziro. As a noble gesture, the volunteers donated some clothes to the inmates. They interacted with the management, played games with the inmates, distributed gifts and chocolates.
- *Students participating in extension activities with Government organization, NGOs:*
 1. The students participated in "Mission Clean Kley" organized by AYA (NGO) and District Administration, Lower Subanisiri district as a cleanliness drive under Swachh Bharat Abhiyan on November 13, 2017.
 2. NSS Unit of Saint Claret College, Ziro observed National AIDS Day on December 1, 2017.
- *Linkage for Student exchange, internship, field trip, on the job training, research etc.:* Nine students of BA VI Semester of Mass Communication Department underwent internship at U.B. Photos, Guwahati; Doordarshan Kendra, Itanagar; All India Radio, Itanagar; Arunachal News 24 X 7, Itanagar; The Arunachal

Pioneer, Itanagar, Doordarshan Kendra, Shillong from January 22 to February 23, 2018.

Criterion – IV: Infrastructure and learning resources

- *Adequate facilities for teaching-learning:*
 1. Classrooms: 13 (Thirteen)
 2. Laboratories: 4 (Four) - Anthropology, Geography, Audio-visual, Computer Lab cum Language Lab.
 3. Computing equipment:
Computers: 71 (Seventy-one)
 4. LCD Projectors: 14 (Fourteen)

- *Memberships and subscription:* Saint Claret College, Ziro has membership with INFLIBNET N-List, to access the digital library under UGC which is a network of libraries and information centres of universities, institutions of national importance for sharing of library and information resources and services among the academic and research institutions.

- *Usage of Library by teachers and students:*

Sl.No.	User	2016-17	2017-18	%
1.	Teachers	460	576	25.22
2.	Students	2662	3797	42.64

- *Student-computer ratio:* The present student-computer ratio is 1:5, which includes the students of DCA, Mass Communication, Geography, Commerce, and English. (Since the students are divided into batches, the student -computer ratio remains at 1:1 per use)

Criterion – V: Student support and progression

- *The implementation of capability enhancement and development schemes:*
 1. 34 students under the auspices of The Career Guidance Cell of the College, participated in a career counseling session at Abotani Hall, Hapoli on February 7, 2018, organized by the Apatani Students Union (ASU).
 2. A five- day training programme on, “Life Skills, Leadership & Personality Development” was organized by Government of India, Ministry of Youth Affairs and Sports, and Regional Directorate of NSS, Guwahati, at Saint Claret College, Ziro, from February 15-19, 2018. The programme was attended by Forty-two volunteers from II, IV & VI Semesters.

- *The mechanism for timely redressal for student grievances:* In order to provide a forum for the students to express and inform their concerns and genuine grievances, a Grievance Redressal Cell has been constituted with a faculty member in charge of its function. As part of its function, a suggestion box is placed in the college office. The student who may have some genuine grievance may either approach the faculty member in person or drop a note in the suggestion box. The faculty-in-charge will discuss the matter with the management and do the best to resolve the issue. An Action Taken Report (ATR) register is duly maintained by the Cell.
- *Student Progression to higher education:* The IQAC of the College prepared a format to document the data related to student progression, students qualifying in state/national level examinations etc., and circulated to all the nine departments.
- *Sports and Cultural activities:* Saint Claret Art and Literary Endeavour (SCALE), and Sport and Games Association (SAGA) organized various programs and competitions, provides facilities for the physical development of the students and capacity for teamwork. Facilities are offered for various artistic, literary and cultural talents and for sports and games. To serve the purpose, the college holds an annual week *Resonance* (Art, Literary, Cultural, Sports and games competitions) as a talent search week and forms a college team that represents at Inter-College Youth Festival (ICYF). *Resonance*, the weeklong cultural and sporting fest was held from October 16-21, 2017. The College, participated in XII Inter-College Youth Festival (ICYF) at Rajiv Gandhi University from April 22-24, 2018 and won several individual and Team prizes. The details of *Resonance* and ICYF are documented by SCALE and SAGA.

Criterion – VI: Governance, leadership, and management

- There are several welfare schemes implemented and also will be implemented in future for teaching and non-teaching staff based on the approval from the Governing Body.
- There are provisions for the teachers to be provided with financial support to attend conferences/ workshops and towards membership fee for professional bodies under the provision of prior approval of the management with a written application for the same. One teacher can avail this facility once in one academic year.
- The IQAC recommended to the Management to encourage the teachers (Permanent) to attend professional development programs mainly UGC-Orientation Courses, UGC-Refresher Courses.
- IQAC collected the Student Appraisal of Teachers, Peer Appraisal, and Self-appraisal- feedback for the academic session 2017-18. The same was analyzed and utilized for improvement.
- IQAC conducted the Academic Administrative Audit (AAA) and documentation of the same has been done.
- The Meetings sign-in sheets and minutes of IQAC meeting are documented as a post-accreditation requirement of NAAC.

Criterion – VII: Innovation and best practices

- The replacement of tube-lights and CFL bulbs with LED bulbs to save power
- The college continues the already implemented green practices such as plastic free campus, green landscapes with planted trees and plants on campus.
- The best practices of the college are CHEP (USP of SCCZ), cleanliness drives and plantation programme by Clareline Association for Social Action (CASA) have been continued with the same fervour.

These outcomes mentioned above show that the College has made efforts to implement the perspective plan and they also point out that with some more efforts the ideal of complete success is a possibility.

SAINT CLARET COLLEGE, ZIRO

ACADEMIC CALENDER 2017-18

JULY 2017

<i>Date</i>	<i>Day</i>	<i>Event</i>
13.	THU	Staff Orientation Program (SOP)
14.	FRI	Staff Orientation Program (SOP)
15.	SAT	Staff Orientation Program (SOP)
18.	TUE	Academic Year Inauguration for I Semester students; Claretine Orientation Program
19.	WED	Claretine Orientation Program (COP)
24.	MON	Academic Year Inauguration for III & V Semester Students Claretine Orientation Program
25.	TUE	Election of JCC Members (III & V Sem only)

AUGUST 2017

1.	TUE	Freshers' Day	
3.	THU	Election of JCC Reps (I Sem)	
12.	SAT	Inauguration of JCC & Associations	
14.	MON	Library Week	
15.	TUE	Independence Day	H
21.	MON	MAT (Anthro/Major 1/BMC 1)	
26.	SAT	Departmental Seminars Day I	
28.	MON	MAT (Economics/Major 2 /BMC 2)	

SEPTEMBER 2017

5.	TUE	Teachers' Day /Attendance Bulletin for July-August	
9.	SAT	Departmental Seminars Day II	
11.	MON	MAT (Education/Major 3/ BMC 3)	
18.	MON	MAT (Ele. English/Major 4/ BMC 4)	
23.	SAT	NSS Day	
25.	MON	Mid-Semester Exam	
26.	TUE	Mid-Semester Exam	
27.	WED	Mid-Semester Exam	
28.	THU	Dussehra (Vijay Dashmi)	H
29.	FRI	Dussehra	H
30.	SAT	Mid-Semester Exam	

OCTOBER 2017

2.	MON	Gandhi Jayanti	H
5.	THU	Attendance Bulletin for September	
6.	FRI	<i>Deadline for APST Stipend application (min.75% attendance)</i>	
9.	MON	MAT (Geography/Major 1/ BMC 5)	

12. THU Resonance (only afternoon session)
13. FRI Resonance (only afternoon session)
14. SAT Resonance (only afternoon session)
16. MON Resonance' 17
17. TUE Resonance' 17
18. WED Resonance' 17
19. THU Resonance' 17 **Deepawali**
20. FRI Resonance' 17
21. SAT Resonance' 17
24. TUE **Feast of St. Anthony Mary Claret, Patron of SCCZ** H
28. SAT CUMD; Gastronomica
30. MON MAT (History/Major 2/ BMC 1)
31. TUE Deadline for Application for ESE (Odd Semester)

NOVEMBER 2017

3. FRI Attendance Bulletin for October
4. SAT **First Saturday/ Guru Nanak's Birthday** H
6. MON MAT (Political Science/Major 3/ BMC 2)
13. MON MAT (Comp. Eng/EVS/Major 4/BMC 3)
18. SAT Pre-Christmas
24. FRI RGU Practical Exams Begin

DECEMBER 2017

1. FRI **Indigenous Faith Day** H
2. SAT **Id-E-Milad**
4. MON End Semester Exams begin
25. MON Christmas/Winter Break Begins H

JANUARY 2018

22. MON **REOPENING DAY- Even Semester Begins**
26. FRI **Republic Day** H

FEBRUARY 2018

5. MON MAT (Political Science/Major 1/ /MC 1)
6. TUE Attendance Bulletin for January
12. MON MAT (History/Major 2/ MC 2)
17. SAT **Darpan '17**
20. TUE **AP Statehood Day** H
26. MON MAT (Geography/Major 3/ MC 3)

MARCH 2018

- | | | | |
|-----|-----|---------------------------------|----------|
| 2. | FRI | Attendance Bulletin for Feb. | |
| 3. | SAT | First Saturday | H |
| 5. | MON | Mid-Semester Exam | |
| 6. | TUE | Mid-Semester Exam | |
| 7. | WED | Mid-Semester Exam | |
| 8. | THU | Mid-Semester Exam | |
| 9. | FRI | Mid-Semester Exam | |
| 10. | SAT | Mid-Semester Exam | |
| 19. | MON | MAT (Ele.English/Major 4/ MC 4) | |
| 26. | MON | MAT (Education/Major 1/ MC 5) | |
| 30. | FRI | Good Friday | H |

APRIL 2018

- | | | | |
|-----|-----|--|----------|
| 1. | SUN | Easter | H |
| 2. | MON | MAT (Economics/Major 2/ MC 1) | |
| 5. | THU | Attendance Bulletin for March | |
| 6. | FRI | Deadline for Application for ESE (Even Semester) | |
| 7. | SAT | First Saturday | H |
| 9. | MON | MAT (Anthropology/Major 3/MC 2) | |
| 16. | MON | MAT (Comp. Eng/SBC/Major 4 /MC 3) | |
| 20. | FRI | Commencement 2017 | |
| 21. | SAT | Farewell for the Class of 2017 | |

MAY 2018

- | | | | |
|-----|-----|--|--|
| 7. | MON | RGU Practical Exams Begin | |
| 14. | MON | End Semester Exams Begin | |
| 21. | MON | Issue of Applications begins (for Session 2018-19) | |

MAJOR EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITIES:

Saint Claret College Ziro has incorporated the Social participation through National Service Scheme (NSS). From the time of its inception in the year 2006, NSS unit of SCCZ has served the community with vibrancy and sincerity, upholding its very own motto, “Not Me But You.” This is to personify the famous quote of Albert Einstein who said, “Only a life lived for others is worth living.”

This session, the two units of NSS of the college conducted different activities on the campus and outside, to place on record their love towards the country and fellow human beings. Below are the various activities taken up by the NSS during the academic session 2017-18.

21st July 2017: First meeting & enrolment of NSS students from I semester

The first meeting took place on 21.07.16 for BA I semester students in the presence of Programme officers, Withoam Socia & Jeremiah Modi. A power point presentation was made by the Programme officers on the history & basics of NSS. They also briefed the students about the various activities conducted by the NSS units of the college in the previous years. At the end of the presentation, one hundred(100) students, fifty (50) girls and fifty (50) boys enrolled as NSS volunteers increasing its strength into two hundred (200) volunteers all together.

14th August 2017: Pre- Independence Day observed

The College NSS units observed Independence Day. The NSS volunteers sang a patriotic song during the morning assembly and congratulated everyone. To mark the occasion the volunteers also prepared a display on the theme of Independence Day 2017 with a special message.

24th September 2017: Observation of NSS Day

The NSS units of Saint Claret College successfully observed the NSS (national Service Scheme) day on 22nd September 2017. The occasion was graced by Shri Hibu Tama, DDSE (Deputy Director of School Education), Lower Subansiri District, Hapoli, Arunachal Pradesh. In his speech, Shri Tama encouraged the students to come up for community service and also mentioned how important it was for the students to be part of NSS. An important event of this occasion was the official induction of 100 new NSS volunteers from BA/B.com Ist Semester. The newly inducted volunteers took the solemn pledge which was administered by Rev. Fr. Walter Naveen, the Vice Principal for Administration. Programme Officer, Ms. Withoam Socia enlightened the audience with her briefing on the NSS, its historical background, the motto, objectives and various other activities organized by the NSS units of the college. To mark the occasion, the NSS volunteers also presented a very colorful cultural performance. The programme was attended by Rev. Fr. George Nelliyaniyil, all the students from Ist, IInd & Vth Semesters and staff, both teaching & non teaching.

8th- 14th October 2017: A 7- day Orientation Programme for NSS Programme Officers

From 8th to 14th October 2017, Ms. Withoam Socia attended a 7 days Orientation programme for the Programme officers at Indian Institute of Entrepreneurship in Guwahati, Assam. This

orientation programme was attended by around 25 participants from various North Eastern states of Assam, Arunachal Pradesh, Mizoram, Nagaland and Sikkim.

7th- 16th November 2017: Pre- Republic Camp 2017, Bhubaneswar

The east Zone Pre- Republic Day Camp 2017 was held in the Kalinga Stadium, Bhubaneswar in Odisha from 7th to 16th November 2017. The camp was organized by the Regional Directorate of NSS, Bhubaneswar and sponsored by Ministry of Youth Affairs & Sports, Government of India. This camp was participated by 10 (ten) states from the eastern Zone which included Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, West Bengal and the host state Odisha. The total number of Volunteers who attended the camp was 200 with one Programme Officer from each state.

There were 12 (Twelve) student participants and one Programme Officer from Arunachal Pradesh. The team of Arunachal Pradesh was led by NSS Programme Officer, Withoam Socia, Asst. Professor, Saint Claret College (SCCZ), Ziro, Arunachal Pradesh. There were 12 (Twelve) number of student participants, 6 (six) boys & 6 (six) girls from different educational institutions of Arunachal Pradesh. There were six participants from Saint Claret College, Ziro, (SCCZ) and they were Ms. Mobia Rinia, BA III Semester, Ms. Techia Reema, BA III Semester, Ms. Sewan Ronrang, B. Com III Semester, Mr. Dani Obing, BA III Semester, Mr. Habung Hagio, BA III Semester and Mr. Kago Nobing, BA III Semester. There were four participants from Jawaharlal Nehru College (JNC), Pasighat and they were Ms. Gami Bogo, B.Sc. V Semester, Ms. Jyoti Seema Payang, B.Sc. V Semester, Mr. Nui Gamno, B.Sc. V Semester and Mr. Azad Tapak, BA III Semester. There were two participants from Higher Secondary School, Itanagar and they were Mr. Nyami Taso and Mr. Likha Tao, both Class-XII (Commerce)

On 7th November, there were no activities except for the Inaugural function which started around 6:00 PM. All the volunteers with their PO's attended the inaugural function in their traditional attire. It was a hectic schedule for the volunteers and the activities included morning prayer, morning Yoga, breakfast, march past practice twice before lunch and once after lunch, intellectual session and cultural show in the evening. The organizers arranged a trip to Puri and other places of importance within Bhubaneswar on 11th November. The dates for final selection were fixed for 14th & 15th November. As per the decision of the selection committee every volunteer has to give individual performance for March Past & Cultural which would be followed by their group performances. Accordingly the volunteers gave their performances.

The PRD camp 2017 came to an end with the Valedictory Function on 16th November. During the Valedictory Function certificates & mementos were presented to all the Program Officers from different states, the organizers and Staff of Kalinga Stadium. The volunteers & Programme Officers too shared their experiences during the ceremony. By 16th November most of the teams already left for their respective places. The Arunachal team left on 17th November early in the morning from Bhubaneswar and arrived on 19th November at Naharlagun around 5:30 AM in the morning and returned to their respective institutions on the very same day.

30th November 2017: Observation of World AIDS Day

On the occasion of World AIDS day which is observed worldwide on 1st December was observed on 30th November 2017 by the NSS units of Saint Claret College, Ziro. To mark the occasion, the volunteers used posters to bring awareness among the youth and they also showcased a display on the importance of this day.

29th- 31st January 2018: Training of Trainers (TOT) Programme for NSS Programme Officers at Rajiv Gandhi University

On 28th January 2018, Mr. Jeremiah Modi, Programme Officer, NSS left for Rajiv Gandhi University to attend the Training of Trainer (TOT) Programme from 29th- 31st January 2018. The three- day TOT programme was organized by the Centre for Youth development & Leadership Studies, Rajiv Gandhi University in collaboration with Rajiv Gandhi national Institute of youth Development (RGNIYD), Sriperumbudur. The programme was attended by all the Programme Officers from different higher educational Institutions of the state.

15th- 19th February 2018: Training Programme of NSS Volunteers

A five- day training programme on, “Life Skills, Leadership & Personality Development” was organized at Saint Claret College, Ziro by Government of India, Ministry of Youth Affairs and Sports, Regional Directorate of NSS, Guwahati. The Resource Persons for the programme were Dr. V.N. Sharma, Vice Chancellor, Arunodaya University, Itanagar, Shri Anup Dutta Barua, Regional Directorate of NSS, Guwahati, Shri H.K. Sharma, Director, NSS, Guwahati Regional Centre and Deepak Kumar, Director, NSS, Patna Regional Centre. The programme was attended by Forty two volunteers from II, IV & VI Semesters.

17th, 18th& 20th February 2018: Three- day Annual Special Camp

A Three- day Annual Special Camp was successfully organized by the NSS unit (BA/B.Com IV Semester) of Saint Claret College, Ziro on 17th, 18th& 20th February 2018 at Hija Village and Mother’s Home, Ziro, Lower Subansiri District, Arunachal Pradesh. The camp was attended by around seventy Volunteers from BA/B.Com IV Semester guided by two Programme Officers. As a part of the Camp, the Volunteers organized a mass cleanliness drive on 17th& 18th February at Hija village. On the second day, the volunteers installed around twenty bamboo dustbins in and around the village which was then followed by a procession on cleanliness awareness in the whole village. The volunteers shouted slogans to spread the awareness with the help of placards. The procession was joined by Vice Principal for Academics & student affairs, Fr. George Nelliyaniyil and some teaching staff from different departments of the college.

On the 3rd day of camp, i.e., on 20th February 2018, around 20 NSS volunteers along with Programme officers, Withoam Socia & Jeremiah Modi accompanied by the management team of the college, Dr. (Fr.) Allwyn Mendoz, Principal, Fr. Walter Naveen, Vice Principal, administration & Fr. George Nelliyaniyil, Vice Principal, Academics visited “Mother’s Home” for differently abled people at Old Ziro. As a humble gesture the volunteers donated some clothes to the inmates. They interacted with the management, played games with the inmates, distributed gifts and chocolates.

Snapshots of Select Events



NSS Day Celebration, 2017



Arunachal team in Pre- Republic Day Camp with the Camp Director and volunteers during the Morning Yoga Session during the camp



World AIDS Day observation on campus



Volunteers and Teachers during the Special Camp



Volunteers & teachers during procession and volunteers with the inmates of “Mother’s Home”, Old Ziro

PLAN OF INSTITUTION FOR NEXT YEAR

Perspective Plan for academic session 2018-2019:

Criterion – I: Curricular Aspects

- To introduce more certificate courses in next academic session
- Feedback from stakeholders (manual)-curricular enrichment need to be prepared to collect feedback from alumni, parents, and students.

Criterion – II: Teaching, Learning, and Evaluation

- Improve student-teacher ratio
- To conduct student satisfaction survey in a more streamlined manner with regard to the teaching-learning process

Criterion – III: Research, Innovation, and Extension

- The Research Cell needs to initiate research projects from the teachers
- To have more publication of research papers in the journals notified on UGC website
- To encourage the teachers to publish books/ chapters in edited volumes/ conference proceedings.
- Linkage for student exchange, internship, field trip, on the job training etc.

Criterion – IV: Infrastructure and learning resources

- To increase in fund allocation for purchase of more books and journals
- Subscription of more research journals
- Increase in usage of the library by teachers and students
- Increase in student-computer ratio

Criterion – V: Student support and progression

- To increase the number of students to be benefited by scholarships provided by the government and institution.
- To implement capability enhancement and development schemes- guidance for competitive examinations, career counseling, and softskill development
- To maintain a record of the mechanism for timely redressal of student grievances- minutes of the student redressal committee
- To continue maintaining the record of student's progression (department wise) to higher education of the graduating batches.
- To continue maintaining the record of students qualifying in state/national level examinations- NET/SLET/ Civil Services/ State Government examinations

- To continue maintaining the records by SCALE and SAGA of the sports and cultural activities/ competitions organized.
- To organize the meetings of Alumni Association and document the minutes of the meetings.

Criterion – VI: Governance, leadership, and management

- Welfare schemes for teaching and non-teaching staff, and students
- Formulate strategies for mobilization of funds and the optimal utilization of resources
- IQAC needs to conduct the Academic Administrative Audit (AAA)
- Regarding implementation of quality initiatives for promoting quality culture in the college, IQAC should be an advisory body to the Management
- To conduct meetings and the minutes of the same need to be documented.
- Preparation of AQAR and send the same to NAAC.

Criterion – VII: Innovation and best practices

- To find the steps to be undertaken for solid waste management
- To implement green practices- plastic free campus, paperless office, green landscapes with planting more trees and plants on campus.
- To continue with the best practices such as CHEP, cleanliness drive, and plantation.
- Counselling for students to be streamlined and made extensive.

BEST PRACTICE NO. 1**1. Title of the Practice**

Claretine Holistic Education Programme (CHEP)

2. Goal

The Mission Statement (MS) of the College underscores that the kind of education a student, especially a tribal student, receives at the portals of Saint Claret College must be a holistic one, geared towards a soulful, human formation of their intellect, will, heart, and soul. The MS thus delineates six-pronged formation, of which only the first one (“intellectual competence”) is addressed by the university curriculum directly. The rest must be addressed, communicated, and given training in. Besides, the College has proclaimed five Core Values to be upheld in its being and conduct, which also need to be passed on to the Claretines. “Home in for soulful learning” has been the invitation offered to potential students, and CHEP was set in place for the purpose.

3. The Context

When SCCZ came into being, the educational scenario in Arunachal Pradesh was anything but rosy. There was little infrastructure, few institutions, and limited exposure for the youth to quality education. The teachers exclusively focused on completing syllabus, and no other out-of-the-box thinking was easy. However, SCCZ insisted on providing education with a difference, and wanted its students—Claretines—to graduate with a differential.

However, it was not easy at all. Initially, CHEP themes were randomly selected, based on each teacher’s circle of comfort, rather than relevance. It was not systematically streamlined on the Mission and Core Values of the College. When a revamping was initiated, teachers felt uncomfortable teaching topics that were not within their expertise. Finding space and time for such CHEP Hours was a challenge. More importantly, it was a laborious task to identify module themes in line with the Mission and Values of the College, prepare lesson plan, train all faculty, and collate the entire resource into a Module Booklet.

4. The Practice

First of all, teachers were formed into teams. The five components of the Mission and five Core Values of the Colleges were listed (thus ten). Teachers were allowed to choose each component as per their degree of comfort and confidence. Each team was then guided to select and finalize three sub-topics, in a graded order, building on the previous ones. They

were then guided to prepare a lesson module for 45 minutes, which is light on theory, but strong on exercises, interactive discussions, debates, group games, and a final reflective wrap up with consolidation of gains from the session. The lesson plans for 10 components x 3 subtopics (thus 30) were prepared and compiled into a CHEP Module Booklet. It was then distributed to all faculty, and each team trained the rest of the faculty in how to impart the module to the class, so that everyone is trained to take any module and every student will get a standardized class input.

The CHEP Hour is incorporated into the College Calendar and Class Schedule. Each class assembles in a given location, and teachers, as trained, as assigned to take the CHEP Hour. In order to drive home how much importance the Institution assigns to CHEP Hours, a two attendances are given to each student for attending one CHEP Hour. The CHEP Hour runs for ten hours a year. Thus a Clareline gains 30 hours of CHEP Hours during his/her entire life at SCCZ. Given below is the CHEP Module of 30 hours:

No.	Mission/Value component	<i>I YEAR</i>	<i>II YEAR</i>	<i>III YEAR</i>
0	Intellectual Competence	Taken care of through regular Course Work & Zero & Library Hours		
1	Professional Skills	Module 1.1 Communication Skills	Module 1.2 Decision Making	Module 1.3 Interview
2	Spiritual Evolution	Module 2.1 Love	Module 2.2 Forgiveness	Module 2.3 Spiritually Inspired Youth Culture
3	Moral Uprightness	Module 3.1 Healing corruption	Module 3.2 Honesty	Module 3.3 Response-ability
4	Social Responsiveness	Module 4.1 Fundamental rights	Module 4.2 Fundamental duties	Module 4.3 Being Good Samaritans
5	Cultural Tolerance	Module 5.1 Overcoming Stereotypes	Module 5.2 Communal Harmony	Module 5.3 Many Voices, One World
6	Faith in God	Module 6.1 God-Concept	Module 6.2 Faith	Module 6.3 Religious Harmony
7	Integrity	Module 7.1 Sincerity	Module 7.2 Intellectual Integrity	Module 7.3 Fidelity
8	Peace	Module 8.1 Nonviolence	Module 8.2 Tolerance	Module 8.3 Being Peace-agents
9	Cooperation	Module 9.1	Module 9.2	Module 9.3

		Teamwork	Building Trust	Conflict Resolution
10	<i>Personal Competence</i>	Module 10.1 Self-esteem	Module 10.2 Interpersonal Skills	Module 10.3 Leadership

5. Evidence of Success

The Programme has been a great success. Measuring such success is mostly qualitative. Student and staff feedback have been very encouraging. Students love the highly interactive environment of the CHEP Hours, with its thought-provoking exercises and discussions. Many alumni have mentioned that what they have cherished most in their SCCZ Campus experience was the CHEP Programme. To mention just one anecdote, a faculty from NEHU (North-Eastern Hill University), Shillong, once inquired to one of our staff members about CHEP. To paraphrase her query, she asked, “What is this CHEP you give? Students who have joined us from your college keep mentioning this Programme and how much they enjoyed it.” Such comments have been frequently encountered at during the Annual Conference of Higher and Technical Education, wherein we meet with Principals of Colleges where our staff and student alumni are currently enrolled.

6. Problems Encountered and Resources Required

One of the major problems is the space limitations. It is currently given in separate batches of First, Second, and Third years. Since CHEP Hour happens for all students at the same time, finding spacious locations to comfortably accommodate all, and the time is limited as well. Another major difficulty has been finding adequate and creative resources to prepare a good, solid lesson plan. However, with the committed faculty the College has, and with mutual help, the College has made a reasonably solid Handbook. In the years to come, the College plans to revise and update it periodically. Moreover, despite training, not all teachers are charismatic public speakers and facilitators on such value-oriented topics, but are most comfortable in their area of subject-expertise. Hence, much training and accompaniment is needed for optimally effective implementation.

7. Notes

The College plans to break each batch into smaller units and run concurrent sessions for all units of a batch, in the coming years, as it would facilitate more efficient and effective delivery and interaction. Also, the College plans to introduce a comprehensive evaluation template exclusively for the Programme and to give away Certificates of Participation to students.

8. Contact Details

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BEST PRACTICE NO. 2

1. Title of the Practice

Departmental Seminars cum *Darpan* (Departmental Fest)

2. Goal

“Intellectual Competence” and Professional Excellence,” professed in the SCCZ Mission Statement are primary commitments for the College. This goes coupled with the fifth Value that SCCZ upholds: personal competence. The “Departmental Seminars cum Championship Fest” is conceived as a strategic response in fulfillment of this part of the Mission of SCCZ. The explicit goal is to enhance the personal competence of the Claretines by providing creative avenues for building on their learning by additional research, write-up, and presentation as well as by creative expression of the learning transforming learning into enjoyable play. Students also learn to make presentations through PowerPoint. Through this Best Practice, a Claretine also develops a sense of self-reliance and ownership of responsibility for one’s own education. This Practice also caters to the second, fourth, and fifth Core Values of Higher Education as identified by NAAC (i.e., fostering global competencies, promoting use of technology, quest for excellence.)

3. The Context

Majority of the students of Saint Claret College are first generation learners with no great background or skills for learning. Most of them are short on confidence. Though the entire school education is in English, most of them have poor linguistic skills and are challenged in communication skills. At SCCZ we insist that the best way to conquer one's inadequacies is to face them squarely and learn from mistakes. The Departmental Fest cum Seminars provide such a venture "to bite the bullet" and win over one's inner apprehensions. Initially, training students to identify topics for presentation, especially seminars, and to do research was difficult, as they were pretty unfamiliar with taking studies into their hands. However, the commitment of the teachers, enthusiasm of students, and the attractive prize money were effective in gradually making the event a great success.

4. The Practice

The Practice, as titled, has two major components: Departmental Seminars and a Championship Fest.

The months of August-September are chosen as the window for the Seminars, on the following reasons: (a) It is early in the academic calendar. Students are fresh, full of enthusiasm and vigour; (b) Having it early will boost their interest for the subject/discipline and it adds to their performance in the examinations that follow thereafter. Every Honours subject has a student-led Seminar. Generally, Saturdays are assigned for the Seminar. The paper presenters for the Seminar are chosen from the second years. Six volunteers, in teams of two (a boy and a girl), are invited. Together with the Faculty, they choose a theme for research, divide it into three sub-areas each of which is assigned to a team. The team researches diverse sources (books in the library, internet sources, journals, etc.) and writes up a paper under the guidance of the faculty. Well-known academicians from Universities in the State or outside the State, are invited to be the Chief Resource Persons. On the specified day, a two-hour long Seminar is held. The Chief Resource Person introduces the topic and its relevance first. Then the student teams present all three papers, often using PowerPoint programme, with a Q & A session at the end of each paper. After all three presentations, the Resource Person gives an evaluation of the presentations, and goes on to deliver a lecture on the topic, and ends with a detailed Q & A. [The topics dealt with over the years are given in detail in Criterion 3.6.4]

If the Seminar is highly formalized academic exercise (thereby giving training for the same) attended by all students of the discipline, but led by six of them, the Departmental Championship Fest throws open participation to greater number of students and brings in the element of fun and play. Generally held in November, Departmental Fest is participated in by all departments, both Pass and Honours. There are two parts to the Fest: In the first part, each department is given a 20-minute capsule for a cultural programme on a theme integral

to their discipline. The department is free to present it in any creative way – as a skit, or dance forms, or mimes or songs, or a mixture of all these. In the second part, each department puts up an exhibition/tableau, again on themes integral to their discipline. External experts are brought in as judges for evaluating both the Cultural Display and the Exhibitions. Based on the points awarded, a Departmental Champion and Runner Up are declared on the College Day. The Champion and the Runners Up get Rs.10,000, Rs.5,000 and Rs.3000 respectively.

5. Evidence of Success

The Practice has produced rich dividends. Students have learned the art of research, writing up paper, and presentations. Their confidence levels and communication skills have improved. The Departmental Fest has facilitated cooperative teamwork cutting across juniors and seniors, resulting in a family-feeling within each department. Teachers and students work together as fellow learners, temporarily collapsing their formal differences and thereby sharing a common passion and joy not unlike participating in a ritual. Most importantly, students develop keen interest in academics. Students have come up with astoundingly creative programmes, especially tableaus and exhibition stalls so much so the judges have requested us to run it for more days and throw it open to the wide public and other schools. This suggestion is being taken up seriously.

6. Problems Encountered and Resources Required

Getting resource personnel of high repute and academic standing to come all the way to Ziro has been difficult. However, everyone who has come has returned with great admiration and satisfaction. Another problem faced was the tendency of students towards plagiarism. The College has contemplated publishing student papers in the form of a book, but the plagiarism-check has discouraged it from doing so. However, this has given the staff a teaching moment to brief the students about ethics of research and publication and the need to cite and credit every idea or sentence borrowed. Thus, the problem has presented us with a great teaching opportunity. Yet another difficulty has been the intense work, spilling into weeks, involved in setting up stalls and having it only for one day. Hence, currently, the Fest is being held only on alternative years (but having the Seminar every year). Stalls will be set up on the grounds. The Fest will be open to the general public, especially school students, for over two days.

7. Notes

The College has made the Departmental Fest component into once-in-two-years, alternating it with the Inter-Collegiate Youth Festival of Rajiv Gandhi University, which is also a once-in-two-year event. The College has also decided to increase the Championship money, given the extent of efforts by the students and the prestige of the event. The College is also on the lookout for sponsors.

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