

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	DON BOSCO COLLEGE
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1.2 Address Line 1	ANGADIKADAVU P. O.
City/Town	KANNUR
State	KERALA
Pin code	670706
Institution e-mail address	dbcangadikadavu@gmail.com
Contact Nos.	Land Ph.: 0490 2426212, Mobile: 09961200147

Name of the Head of the Institution:	Dr. Johny Jose
Tel. No. with STD Code:	0490 2426212
Mobile:	09447885302

Name of the IQAC Co-ordinator:	Mr. Kevinson Kurian
Mobile:	09447549718
IQAC e-mail address:	donboscollege02@gmail.com

1.3 NAAC Track ID	KLCOGN19489/2013
1.4 NAAC Executive Committee No. & Date:	EC(SC)/04/A&A/70 dated 10-12-2014

1.5 Website address:	www.donboscollege.org
Web-link of the AQAR:	http://donboscollege.org/wp-content/uploads/2016/06/AQAR-2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.30	2014	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :	05/01/2015
1.8 AQAR for the year	2015-16

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*)

- i. AQAR 2014-15 submitted to NAAC on 30/06/2015
- ii. AQAR 2015-16 submitted to NAAC on 30/06/2016
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University	Nil		
University with Potential for Excellence	Nil	UGC-CPE	Nil
DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (<i>Specify</i>)	
UGC-COP Programmes	Nil	Funding from Technopark Business Incubation (TBI), Govt. of Kerala	

2. IQAC Composition and Activities

2.1 No. of Teachers	03	
2.2 No. of Administrative/Technical staff	01	
2.3 No. of students	02	
2.4 No. of Management representatives	01	
2.5 No. of Alumni	02	
2.6 No. of any other stakeholder and community representatives	02	
2.7 No. of Employers/ Industrialists	01	
2.8 No. of other External Experts	01	
2.9 Total No. of members	13	
2.10 No. of IQAC meetings held	04	
2.11 No. of meetings with various stakeholders:	05	
Students (2)	Faculty & non-teaching staff (2)	Alumni (1)
2.12 Has IQAC received any funding from UGC during the year? If yes, mention the amount.	No	

2.13 Seminars and Conferences (only quality related)				
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC				
Total Nos. (4)	International (0)	National (0)	State (0)	Institutional Level (4)

(ii) Themes
<ol style="list-style-type: none"> 17th Dec 2015, Workshop on environmental protection, by Forest Range Officer, Aralam, Kannur, Kerala. 31st Oct, 2015, Workshop on wild life sustenance by Mr. Suresh, Forest Officer, Brahmagiri, Kannur, Kerala. 25-26 May, 2016, Workshop on Android by Mr. Shiju, Rajagiri College, Ernakulam, Kerala. 13 June, 2016, Workshop on Entrepreneurial Development, by Mr. KPK Nambiar, CEO, Technology, Kannur.

2.14 Significant Activities and contributions made by IQAC
<ol style="list-style-type: none"> 1. Frequency of the PTA meeting is increased to twice a year, for the timely individual feedback on the overall performance. 2. Serious efforts were made to take up live projects, which resulted in obtaining a software project for water distribution scheme of Jananidhi for Nenmeni Grama Panchayath, Wynad District, Kerala. 3. Redesigned the college website. 4. Introduced punching for staff attendance. 5. Provided training program for aptitude tests, GD, and interview. 6. Organized social sensitization camp.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Priority was given to identifying and obtaining funds from various agencies.	Rs. 200,000/- was obtained from Technopark, Govt. of Kerala, towards entrepreneurial development activities
Social sensitization activities.	All staff members and students usefully spent one day in a centre for mentally challenged persons
Improve placement opportunities.	Three multinational companies came to the campus.
Inculcate social sensitization.	Organized rural camp and helped two families in building their house.
Inculcate environment consciousness.	Bhoo mitra sena club is active, with relevant activities.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The management has approved the AQAR.

Part – B

Criterion – I

1. 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	01	0	01	01
UG	0	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	01	0	01	01
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
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 revision is done by the University. College introduced training in Android, as an add-on program. Two batches of students benefitted from it.

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
	07	05	01	01	0

2.2 No. of faculty permanent with Ph.D.	01
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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
	01	0	0	0	0	0	0	0	01	0

2.4 No. of Guest and Visiting faculty and Temporary faculty	0	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	0	01	0
Presented papers	0	01	0
Resource Persons	0	01	01

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

Effective utilisation of ICT.

Effective use of NPTEL.

Improved use of language lab.

Library is made available till 7 pm.

Practical hours are extended.

Remedial classes are organized.

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

205

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

Sl. No.	Program
1.	Conduct three internal examinations, two assignments, and two viva for each subject.
2.	Publish the answer key, immediately after the internal exam.
3.	Faculty members prepare answer key for their subjects and publish it soon after the University examination.

2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	05	0	0
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2.10 Average percentage of attendance of students	95%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MCA	30	7	87	0	0	94

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

- Analysis of the feedback from the students to assess quality of teaching and learning.
- Insisted on preparation of study materials.
- Followed up the implementation of the course plans.
- Result analysis of marks obtained in university examinations.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	0
HRD programmes	02
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	0
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	0
Others	0

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	04	0	0	0
Technical Staff	01	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Insisted that advanced learners should present research papers as seminars.

Suggested to the University that research paper implementation may be accepted as final semester project.

IQAC suggested full funding for research purpose.

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			
Non-Peer Review Journals			
e-Journals			
Conference proceedings	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 <i>(other than compulsory by the University)</i>	1	Nenmeni Grama Panchayath, Wynad Dt.	Actual expenses	0
Any other(Specify)	0	0	0	0
Total	1	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 50,000/-

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	0	0	0	0	0
	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
0	0	0	0	0	0	0

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	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="06"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Rural camp
- E-literacy programme in primary schools

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	3 acres	0	Self financing	3 acres
Class rooms	198 sqm	0	„	198 sqm
Laboratories	278 sqm	0	„	278 sqm
Seminar Halls	138 sqm	0	„	138 sqm
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library services are completely automated using KOHA.
 11 computers with internet connection in library.
 02 computers with internet connection in administrative office.
 College office is being computerized by the staff and students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6163	19,41,561	13	2851	6176	19,51,243
Reference Books	1678				1678	
e-Books	88				88	
Journals	29	57,750			29	57,750
e-Journals	40				40	
Digital Database	01	11,500			01	11,500
CD & Video	613	31,650	05	750	618	32,400
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	90 PCs, and 25 N-Computing	55	60	10		2	5	25
Added								
Total	90	55	60	10		2	5	25

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

Training in using Moodle is provided.

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text" value="0.1"/>
ii) Campus Infrastructure and facilities	<input type="text" value="15"/>
iii) Equipments	<input type="text" value="6"/>
iv) Others	<input type="text" value="1"/>

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC identifies the requirements of students, through various means. Formal feedback system is in place. However, informal feedback also plays an important role in identifying the needs of the students. The PTA meeting was also used to gather feedback. Principal and all the faculty members met all the parents individually and discussed the progress of the students in various fields.

Feedback from the students and parents were discussed in the IQAC and actions were taken. Major action taken was introducing Android training program and taking up live projects by students.

5.2 Efforts made by the institution for tracking the progression

Internal exams are announced at the beginning of the semester and conducted as per the schedule. Results are given within a week. Answer keys are discussed in the class.

Assignments are suitable to improve the learning.

University results are analysed and corrective actions are taken.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
0	82	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
29	35.36

Women

No	%
53	64.63

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
64	0	0	18	0	82	57	1	0	24	0	82

Demand ratio 1:1.5

Dropout % 0

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

Training for numerical skills, verbal reasoning, group discussion, and interview.

No. of students beneficiaries

82

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career guidance and vocational counselling conducted under placement cell activities.

No. of students benefitted

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
03	15	07	10

5.8 Details of gender sensitization programmes.

An essay competition was held on 8th March 2016.

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	10	56,000
Financial support from government	26	7,41,000
Financial support from other sources		
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: ____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>OUR VISION</p> <p>To become a center that moulds seekers of knowledge into integrated persons and upright citizens of academic competence, spiritual maturity and social consciousness, following Don Bosco’s system of education.</p> <p style="text-align: center;">MISSION</p> <ul style="list-style-type: none"> ➤ To achieve academic excellence through quality education. ➤ To foster team work, social involvement and spiritual enrichment. ➤ To ensure individual follow up and guidance.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Faculty members discuss the important topics of the syllabus in groups.
Faculty members have taken initiative to learn and teach recent developments in the subject. Android is an example.

6.3.2 Teaching and Learning

Enriching the available syllabus with additional supporting topics.
Usage of advanced ICT techniques.

6.3.3 Examination and Evaluation

Question papers for internal examinations are prepared by a third party. Concerned faculty prepares the answer key, and discusses the same in the class, within a week.

6.3.4 Research and Development

Digital library is made available.
Each staff is provided with net enabled computer in his/her cabin.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Well stocked library. Separate reading section, Reference section, Career development section. Digital library, internet facility, Reprographic facility.

6.3.6 Human Resource Management

Compensation is given for research activities.
Welfare measures are in place.

6.3.7 Faculty and Staff recruitment

As per AICTE & University norms.

6.3.8 Industry Interaction / Collaboration

Industrial interaction with EMC², tekVizion Voice Solution, and Sener.

6.3.9 Admission of Students

As per the regulations of the Admission Supervisory Committee of Kerala state.

6.4 Welfare schemes for

Teaching	PF, earned leave, maternity leave
Non teaching	PF, earned leave, maternity leave
Students	Accident insurance

6.5 Total corpus fund generated

3.5 lakhs

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative	Yes	M. Thomas & Co, Chennai		

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?

Timely conduct of the university examinations. Examination calendar is prepared at the beginning of the academic year, by the University.

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

NA

6.11 Activities and support from the Alumni Association

Establishment of two scholarships by the alumni.

Expert talks by alumni working in industry.

6.12 Activities and support from the Parent – Teacher Association

PTA is available, whenever their services are requested.

6.13 Development programmes for support staff

Training programs

Welfare schemes like maternity leave, earned leave, etc.

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

Bhoomithra Sena Club sponsored by Govt. of Kerala.

Planted and maintained more than hundred trees in the campus.

Plastic free Campus.

Criterion – VII

7. Innovations and Best Practices

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

Entrepreneurial club activities

ICT enabled teaching.

Insistence of spoken English.

Free Internet facility.

Social sensitization programs.

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

Appointed a full time training and placement officer.

Placement activities were given more importance.

IQAC revised the student feedback method and implemented it.

Environment protection was given sufficient importance.

Social sensitization camps were organized.

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

College to Village Program

Morning Assembly

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

7.4 Contribution to environmental awareness / protection

Awareness classes for students on environmental issues.

Planting trees, in collaboration with Malayala Manorama.

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

Establish an incubation centre in the campus, to make the student entrepreneurs.

Improve industrial interaction.

Organize more workshops/seminars/conferences etc.

Name: Mr. Kevinson Kurian

Name: Dr. Johnny Jose

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____
