



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		SAINT CLARET COLLEGE ZIRO
• Name of the Head of the institution		Dr. Fr. Allwyn Mendoz
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		07085320300
• Mobile No:		08119860245
• Registered e-mail		zirocollege@gmail.com
• Alternate e-mail		principal@sccz.edu.in
• Address		Salaya,
• City/Town		Ziro
• State/UT		Arunachal Pradesh
• Pin Code		791120
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution		Co-education
• Location		Rural
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University		RAJIV GANDHI UNIVERSITY, ITANAGAR, ARUNACHAL PRADESH			
• Name of the IQAC Coordinator		Dr. Utpal Talukdar			
• Phone No.		07085320300			
• Alternate phone No.		08119038828			
• Mobile		09436232385			
• IQAC e-mail address		iqac@sccz.edu.in			
• Alternate e-mail address		utpal.talukdar12@sccz.edu			
3.Website address (Web link of the AQAR (Previous Academic Year)		https://sccz.edu.in/wp-content/uploads/2022/06/SCCZ-AQAR-2020-21_Final.pdf			
4.Whether Academic Calendar prepared during the year?		Yes			
• if yes, whether it is uploaded in the Institutional website Web link:		https://sccz.edu.in/wp-content/uploads/2022/12/Academic-Calendar_2022-2023.pdf			
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.02	2016	02/12/2016	31/12/2022
6.Date of Establishment of IQAC			02/08/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> Faculty Development Programme on 'NAAC Metrics, Documentation and Preparedness for Accreditation and CBCS' from August 5-7, 2021 and 33 staff participated in the program. The program was organized by PESEC and IQAC, SCCZ in collaboration with the Xavier Board of Higher Education in India, Bengaluru. Discussion on Curriculum Framework at the HoDs meeting with XBHEI on August 11, 2021 wherein 32 faculty members participated. Faculty Development Programme was organized on Talent LMS on August 30, 2021 and September 8, 2021 wherein 33 staff participated. IQAC meeting was organized to discuss the tentative perspective plan 2021-22 on November 20, 2021. IQAC meeting was organized to discuss the outcome achieved on the perspective plan 2021-22 on June 25, 2022. 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> • To organize Faculty Development Program on NAAC Metrics, Documentation, and Preparedness for Accreditation and CBCS. • To celebrate the AZADI KA AMRUT MAHOTSAV organized various events/awareness programs • To conduct students orientation program for the incoming first-year batch of students - vision, mission, and core values; awareness on campus culture directives; CBCS. • To streamline TalentLMS and update the digital repository; access of e-contents for students and staff. • To organize international conferences/workshops in collaboration with external agencies/organizations/departments. • Thought on possibilities on implementation of NEP 2020. • Introduction on 'Becoming an Autonomous College'. • To conduct and analyze the feedback on curriculum and its transactions of the stakeholders. 	<ul style="list-style-type: none"> • Faculty Development Program on NAAC Metrics, Documentation and Preparedness for Accreditation and CBCS was organized in collaboration with Xavier Board of Higher Education in India, Bengaluru, from August 5-7, 2021. • Faculty Development Program on hands-on-learning & Course Creation in TalentLMS in collaboration with Edifyer Inc. on August 30 & September 8, 2021. • Student Orientation Program (viz.- Claretine Orientation Program) was organized on September 2, 2021. Some of the highlights- vision, mission and core values; awareness on campus culture directives; CBCS. • International Conference on Application of Remote Sensing & GIS for Disaster Management organized by Department of Anthropology & Geography, SCCZ on November 6, 2021. Resource Persons were from Rajiv Gandhi University, Arunachal Pradesh; Gauhati University, Assam and Colorado School of Mines, USA. • Workshop on Climate Change, Mitigation & Ecosystem Resilience was organized by SCCZ in collaboration with Dept. of Environment, Forest & Climate Change, Government of Arunachal Pradesh sponsored by NABARD. • The Principal, SCCZ and Coordinator, IQAC & Academic Affairs participated in the Principal's Conclave 2022 on Implementation of NEP 2020 at UG level and other matters like Academic, Examinations,

Affiliations, NAAC Assessment, Autonomy, at Rajiv Gandhi University, Itanagar on April 26, 2022. • Application for Autonomy to SCCZ was submitted to Joint Registrar, UGC, New Delhi and a copy to Registrar, RGU for forwarding the same to UGC. • To mark the occasion of "Azadi ka Amrut Mahotsav", celebrating 75th years of India's Independence- A radio talk was delivered by two faculty of SCCZ at All India Radio, Ziro organized by Directorate of Art and Culture, Govt. of Arunachal Pradesh on August 11, 2022. Free Legal Aid Awareness & Outreach Program on the occasion of "Azadi ka Amrut Mahotsav" organized by District Legal Service Authority, Ziro on October 30, 2021.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Management Council	16/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
AISHE 2021-22	15/02/2023

15. Multidisciplinary / interdisciplinary

In order to implement NEP 2020, the college has made several efforts at the preparatory level. The faculty of the college have participated in seminars, discussions, and also input sessions which have been instrumental in preparing the ground for the

implementation of NEP 2020. Being an affiliated college, the college follows the guidelines of the affiliating Rajiv Gandhi University. Accordingly, the college has implemented the CBCS (Choice Based Credit System) from the academic year 2021-2022 at the Undergraduate level, as per the guidelines of the affiliating University. Environmental Studies (EVS) paper has been taught as a multidisciplinary subject as per the mandate of UGC and the affiliating university. Care has been taken to give maximum flexibility to the students in the choice of Generic Elective Courses under the CBCS pattern. This is but a small step towards implementing the multidisciplinary/ interdisciplinary approach.

16.Academic bank of credits (ABC):

The faculty of the College has been made aware of the concept of ABC (Academic Bank of Credits). The College has come under the purview of the Choice Based Credit System and all necessary mechanisms are in place with regard to the implementation of the Credit system viz., the Class schedule, and the internal and external assessments. Since the affiliating university is already taking steps to maintain such a bank for credits, the College will participate in the exercise and also contribute towards the proper implementation of the Academic Bank of Credits.

17.Skill development:

Towards Skill Development, the College has initiated several steps that have contributed towards skilled development of the students. Certificate Courses in Computer Applications, Tourism Management, Personality Development, and Communicative English, Training students to be Peer Counsellors (Counselling Cell), The Claretine Holistic Education Program which focuses on Value-based education, Certificate courses by IIRS (Indian Institute of Remote Sensing) Coaching Classes for Competitive Exams, Guest lectures by Scientists and Researchers from Geophysical institute, Shillong, etc. are instances of efforts made by the college towards Skill development. In addition to the above, the College has meticulously followed the university guidelines on introducing Skill Enhancement Courses and Discipline Specific Electives, and Generic Elective Courses through CBCS.

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

The College has contributed towards the integration of the Indian Knowledge System and culture in so far as it is included under the CBCS curriculum. Subjects such as Anthropology and History have references to the Indian Knowledge systems.

Topic selection for Fieldwork or Dissertation is made keeping in mind the possibility of gaining knowledge from local areas/practices.

On a wider level, days of significance to our Indian Culture and Heritage are observed and celebrated college-wide with special emphasis on the importance of the day with posters, awareness programmes, cultural activities, etc.

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

SCCZ is an affiliated college under Rajiv Gandhi University (RGU), hence, the Programme Specific Objectives (PSOs), Programme Outcomes (POs), and Course Outcomes (COs) are formulated as per the guidelines prescribed by the University. The same is displayed on the college website and made accessible to all the stakeholders as well as the interested public. The PSOs and POs are communicated to the students at the beginning of the session during the Claretine Orientation Program (COP). The POs and COs are further communicated to the students at the departmental level wherein students are led through a personal goal-setting exercise by their respective departmental faculty. The college ensures that the level of attainment of POs and COs is continually measured and evaluated. This is done through a combination of internal assessments as set by the institution and external assessments as prescribed by the University. Continuous internal assessments (CIA) are done through sessional tests and assignments, projects, presentations, and departmental seminars while external assessments are done through end-semester examinations (ESE) conducted by the University. POs are also annually evaluated in terms of students' progression to higher studies.

20.Distance education/online education:

The College has a study center for Distance Education affiliated to IGNOU. The College introduced the Learning Management System to cater to the students during the Pandemic. The use of the LMS has continued even after the physical classes resumed. All study materials are uploaded to the Learning Management System regularly. The College is a networking center for the Indian Institute of Remote Sensing (IIRS, ISRO) for its off-campus outreach certificate program. Several courses have been successfully completed at the center.

Extended Profile

1.Programme

1.1	148
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	934
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	272
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	208
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	33
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	33
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	38
4.2 Total expenditure excluding salary during the year (INR in lakhs)	192.74
4.3 Total number of computers on campus for academic purposes	84

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Saint Claret College Ziro adheres to the syllabi prescribed by Rajiv Gandhi University. The College envisions achieving excellence through discussions and planning at various levels. Faculty Council Meetings are instrumental in planning an effective curriculum. The Heads of Departments and faculty decide upon execution of the planned curriculum which is documented in a template provided by IQAC. The IQAC assesses the delivery and progress of completing teaching of course content and the teaching methodologies through academic activities such as practical classes, assignments, library hours, field trips, internships and project work. Co-curricular and extra-curricular activities, add-on and value added courses form part of the curriculum.

Individual planning is meticulously undertaken and documented by each teacher through a Staff Service Journal (SSJ). Each faculty maintains a Plan of Action (PoA) and Action Taken Report (ATR) reviewed by the HoD and forwarded to IQAC weekly for verification. The SSJ is then submitted to the Principal and archived by the IQAC.

The curriculum is rich in its diversity. Students showcase their talents through various socio-cultural activities, sports, games and

extension programs including NSS. The curriculum is enriched with lectures, conferences and seminars to ensure optimal learning experience and holistic development of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sccz.edu.in/index.php/agar-1-1-1-institution-ensures-effective-curriculum-delivery/

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

The Academic Calendar of the college is designed according to the calendar that is provided by the affiliating university. The following days are marked in the calendar: teaching days, college events, dates of examinations and internal sessional tests, departmental activities, celebration/observance of festivals, days of national and international importance, various deadlines, holidays, etc. which are followed strictly except due to declaration of holiday by the University or Government. The Academic Calendar is uploaded on the College website and published in the college handbook. Any changes to the academic calendar are communicated through notices/circulars to teachers, staff and students.

Continuous Internal Assessment (CIA) Sessional tests are conducted as mandated by the University and the test dates marked in the calendar are adhered to strictly. The components for CIA (20 marks) are: Attendance (5 marks), Monthly Assessment and Assignment(s) (5 marks), and Sessional Tests (10 marks).

This pattern gives weightage to regular attendance not only in curricular activities but also co-curricular activities.

Students who miss a sessional test or a deadline for submission of assignment. Due to valid reasons are given an opportunity to complete the same after discussion with the course teacher and the Head of Department.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sccz.edu.in/index.php/aqar-1-1-2-institution-adheres-to-the-academic-calendar-including-conducting-cie/

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

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

1.2 - Academic Flexibility

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

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

9

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College adheres to the syllabi prescribed by Rajiv Gandhi University in which Professional Ethics is a part especially in Anthropology, Education, Political Science, Mass Communication, Commerce and History programmes.

Gender Studies is integrated in Anthropology, Economics, Education, and Political Science. Besides this, students are exposed through different activities conducted on campus by the Women's Cell (International Women's Day) and Sexual Harassment Prevention Cell. The College has also instituted scholarships for both male and

female students. Human values form an integral topic in Education and Political Science. All students attend lectures on human values as part of the Value Education course.

Environment and sustainability is offered through the UGC mandated Environmental Studies Course and also forms part of the Political Science, Geography and Education programmes. The institution sensitizes students on environmental ethics that is built on scientific understanding by bringing human values, moral principles, and improved decision making. Activities such as cleanliness drive and tree plantations form part of the curriculum and are done in collaboration with the National Service Scheme.

CHEP (Claretine Holistic Education Program) comprises Communication Skills, Leadership, Conflict Resolution, Fundamental Duties and Human rights, Intellectual Integrity and Religious Harmony through Modules offered throughout the 3 years.

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

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

5

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

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

159

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sccz.edu.in/index.php/stakeholders-feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

480

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

272

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

2.2 - Catering to Student Diversity

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

The learning levels of students were addressed through the following:

Diagnostic Test:

- Across the semesters, a Diagnostic Test is conducted to assess the learning levels of the students and categorize them into slow learners, average learners, and fast learners. The students are also mentored accordingly.
- At the entry-level, class XII marks are referred to identify the students' learning levels.
- Academic performance, level of alertness, participation in discussion and other activities are taken into account for assessment.
- Sessional Tests and Assignments also help check learning levels.

Special Programs for advanced learners and slow learners:

- **MExcellence Project & Aspirational Goals:** A program for all the students wherein the students set their aspirational goals.
- **Mentoring Session** is done across semesters. It is a one-to-one mentoring session where students share their problems as well as aspirational goals. The mentor guides them in their overall growth.
- **Remedial Classes** for the slow learners.
- **Paper Presentations:** Each department conducts paper presentations as part of the special programmes for the growth of the students.
- **Foundational Unit & Advanced Unit:** Unit - 0 & Unit - 100 focus on relearning and provides scope for advanced knowledge, respectively.

File Description	Documents
Link for additional Information	https://sccz.edu.in/index.php/agar-2-2-catering-to-student-diversity/
Upload any additional information	View File

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

Number of Students	Number of Teachers
934	33

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

SCCZ encourages, nurtures, and offers ample opportunities for students to undergo

Experiential Learning:

- **Internship:** Students from the Departments of Mass Communication and Commerce undergo month-long Internship programs.
- **Laboratories:** well-equipped laboratories for Geography, Anthropology, media lab, computer lab, and Language Lab facilitate hands-on learning and application of taught information.
- **Field visits** to visualize how knowledge is utilized in the professional setting.
- **Short-term courses** conducted by IIRS-ISRO help students to enhance their skills, knowledge and attributes practically.
- **The publication of Newsletters** by every department allows students to hone their communicative skills.

Participative Learning:

- **Departmental Seminars** engage students in group research and present their findings in a formal setting, to inculcate research skills, ethics and teamwork.
- **Skill-Based courses** offered by various departments equip students with needed skills.
- **Workshops** on current topics and issues beyond classroom teaching.
- **SCCZ Literary Club** allows students to interact with each other

by providing platforms for harnessing and promoting literary capabilities.

- The Department of Mass Communication involves its students in performing Street plays, puppet show, advertising, etc as part of its course work.

Problem-solving methodologies:

- Students of the Department of Anthropology and Geography are involved in Field surveys and the data collected is analysed and reports are generated.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sccz.edu.in/index.php/aqar-2-3-teaching-learning-process/

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

The college has sufficient ICT tools such as Smart Boards, Projectors, Computers, and softwares which are used extensively in the teaching-learning process. This improves the overall teaching learning experience and also enables the teachers and students to hone their ICT skills.

In the odd semester, during prevalence of COVID-19, the college continued using E-learning platforms, viz., Google Classroom and Talent LMS, which have been made available to the students through Mobile Apps. Classroom discussions, exercises, assignments, and sessional tests were also conducted through Talent-LMS.

Post COVID-19 as well, there has been continuation in the use of ICT tools along with the E-learning platforms.

The computer lab is used by the Departments of Geography, English, Mass Communication, Commerce, and Anthropology to teach and learn relevant computer applications in the given subjects, such as GIS Software (QGIS), Language lab (Orell talk), Graphics Designing and

Audio and Video editing software (Photoshop, Adobe Premier Pro, Audacity etc.), Accounting Software (Tally), Data Analysis Software (SPSS).

SCCZ subscribes to E-Journals via INFLIBNET, where students and teachers avail e-resources as needed.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://lms.sccz.edu.in/dashboard

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

2.3.3.1 - Number of mentors

33

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

2.4 - Teacher Profile and Quality

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

33

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. /

D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

7

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

178

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Continuous Internal Assessment is comprised of Sessional tests and attendance which ensures that learning and its assessment go on simultaneously. Two Sessional Tests and one Assignment are assigned for each paper. The mark break-up for the CIA is 5 Marks for Attendance and 15 marks for Sessional Tests and Assignments.

Dates for sessional tests and deadlines for submitting the Assignments are notified in the Academic Calendar. Timetable for the Sessional Tests is circulated atleast two weeks in advance. Topics for Assignments are given at the onset of the semester. In order to qualify for the ESE, a student must secure a minimum of 8 marks (40%) in the CIA.

After every Sessional Test, the answer scripts are evaluated, and shown to the students. The answers are analyzed and discussed and any grievance that arises is resolved. If a student fails to pass the CIA, additional assignments are given as supplements. After the compilation of the CIA, the marks are displayed on the Bulletin Boards, and the grievance (if any) is resolved by the department.

At the end of the semester, students with less than the minimum required attendance are given absentee mentoring during library hours and remedial assignments.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college has an Internal Examination Cell that conducts Internal examinations. The Grievance Redressal Cell receives grievances submitted through the suggestion boxes. Exam-related grievance is brought to the notice of the management and the internal exam cell, and immediate redressal is sought. The grievance and the redressal are recorded in the register maintained by the Grievance redressal cell and/or the Internal Exam Cell.

Grievances related to the evaluation are checked with the evaluator, and required changes are made if necessary. Clarifications are given whenever any student seeks them.

Marks awarded by individual teachers are moderated by departmental moderation committees. The Continuous Internal Assessment (CIA) marks are collected and posted on the notice boards. After redressal of the grievances of students (if any), the final CIA is sent to the University only after all the rectifications and after one week of display on the college notice boards.

In certain cases, if discrepancies are noticed between the internal marks awarded to students by teachers and those entered in the mark sheets prepared by the University, the college assists the students in getting such errors rectified.

File Description	Documents
Any additional information	View File
Link for additional information	https://sccz.edu.in/index.php/cia/

2.6 - Student Performance and Learning Outcomes

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

The programme and course outcomes for each programme are formulated in accordance with the prescribed syllabus. Each department drafts the programme and course outcomes as per the UGC LOCF guidelines and the same is presented to the college IQAC committee for approval. The approved POs and COs of all the programs and courses offered by the college are displayed on the college website and hence accessible to all the stakeholders as well as the interested public. In addition, the syllabi of all courses are displayed on the college handbook and departmental notice boards. These efforts allow the students to make informed choices before enrolling in any course. After enrolment, the POs are communicated to the students at the beginning of the session during the Claretine Orientation Program (COP) where students are made aware of the general attributes they need to acquire after successful completion of a course and their roles and responsibilities as students of the institution. Each department further introduces their respective courses and communicates the program and course outcomes to the students in the introductory class and at periodic intervals thereafter. The programme and course outcomes are evaluated by each department and discussed during departmental and staff meetings.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sccz.edu.in/index.php/program-course-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

The college ensures that the level of attainment of POs and COs are continually measured and evaluated. This is done through a

combination of internal assessments as set by the institution and external assessments as prescribed by the University. Continuous internal assessments (CIA) are done through sessional tests and assignments, projects, presentations, and departmental seminars while external assessments are done through end semester examinations (ESE) conducted by the University. Attendance of the students is regularly monitored. The performance of the students in college-level and university level examinations are frequently evaluated and discussed at length in the departmental and staff council meetings. Evaluation is often accompanied by announcement and publication of students' results through the staff and the student bulletin boards, the departmental notice boards and newsletters. Efforts are made to felicitate students with good academic performance. Students who have performed poorly in the college-level examinations are appraised through a personal conference by the Principal and Vice Principal. Additional measures in the form of academic mentoring, career and personal counselling are provided to students to enable them to achieve the intended outcomes. PO is evaluated based on the performance of the students in terms of their progression to higher studies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sccz.edu.in/index.php/program-course-outcomes/

2.6.3 - Pass percentage of Students during the year

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

181

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sccz.edu.in/wp-content/uploads/2023/03/2.6.3-Annual-Report-2021-2022.pdf

2.7 - Student Satisfaction Survey

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

https://sccz.edu.in/wp-content/uploads/2021/05/SCCZ_Student-Satisfaction-Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

9

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

3.3 - Extension Activities

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

Regular programs related to various social issues such as peace & harmony, cleanliness drive, community/social service, tree plantation, health, blood donation, mask distribution (during the Covid-19), etc. were conducted under the aegis of associations viz., the National Service Scheme (NSS), a unique center People Education & Social Empowerment Centre (PESEC), and the Claretine Association for Social Action (CASA) to handle various extension activities and community services. Some of these important programs were conducted on various occasions such as during NSS special camp, Gandhi Jayanti, Swatch Bharat Abhiyan, World Sight Day, World AIDS Day, World Anti-Tobacco Day, etc. These programs are conducted in collaboration with various cells and associations of the college, local bodies and government departments and non-government bodies. Through these services, SCCZ students had the opportunity to develop and showcase their personal calibre at its best in carrying out various constructive activities related to social issues and in developing the qualities (of holistic development) of their character building, community relationship, self-service, leadership, discipline, etc. These programs also sensitize the student community as a whole and others of nearby communities/localities (all participants of the programs conducted) about the social issues.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/agar-3-3-1-extension-activities/
Upload any additional information	View File

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

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

5

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

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

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

696

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

5

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution is located on 20 acres and has adequate infrastructure and facilities. The built-up area is 4732 sq. m. and includes:

- Two Academic blocks (Academic Block A and B) with 5 and 4 floors, respectively.
- Residential facilities for Boys and Girls, teaching and non-teaching staff (Female)
- Guest House
- Parking space (two and fourwheelers)
- Transport facilities (Four college buses)
- Internal paved roads with street lights
- Athletics Track, Playgrounds and courts, indoor games room

Academic Block A:

- Principal's Office
- Administrative Office
- Board room
- IQAC Office
- Staff room
- 29 classrooms
- 6 Laboratories
- 1 Editing and Recording Studio
- 2 Seminar halls
- Indoor Games Centre
- Gymnasium & Yoga Centre
- NSS Office
- Alumni Office
- Auditorium
- Infirmary (Boys and Girls)
- Record Room
- Chapel
- Visitors' Parlour

Academic Block B:

- Vice-Principal's Office
- Administrator's Office
- 9 classrooms
- 2 Staff rooms

- Common rooms
- 1 Computer Lab
- Library & Information Centre
- Counselling Centre
- Cultural gallery

Other Facilities:

- Biometrics and facial recognition
- Fire safety mechanisms (hydrant, extinguishers, alarms)
- Ramps
- Alternative Energy, Power backup (Inverter)
- Internet-Wi-Fi (Office, Staff Rooms, Library, DCA Lab)
- 2 CCTVs, 134 CC Cameras, PA system
- 2 Canteens, drinking water (RO)
- Separate washrooms for ladies (47), gents (25 toilets and 45 urinals), and differently abled persons
- Room for Security Personnel

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-1-1-infrastructure-and-physical-facilities-for-teaching-learning/

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

To ensure all round development of students the college provides for physical spaces for cultural activities, extracurricular activities such as food-fests, theatre and musical performances, sports and games as well as other programmes. These are held at both the open-air stage and quadrangle. Since September 2022, a new Auditorium with a seating capacity for 1200 persons is being used.

Student workshops and seminars are held in the seminar halls and provide a regular forum for students to practice and hone their public speaking and communication skills.

For sports and games the college has well developed facilities. A football field, 2 basketball courts, a volleyball court and 2 badminton courts provide ample physical space for outdoor

activities, while an indoor games center has been developed over the years for students to play carroms and table tennis.

The newly established gymnasium, (Claretine Fitness Center established in 2022) has been set up to promote a healthy mind and body for both staff and students. It has a MultiGym section with equipment such as dumbbells, kettlebells, barbells, Olympic benches, fitness tubes and a band. A part of the gymnasium is set aside for a yoga room furnished with yoga mats.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-1-2-facilities-for-cultural-activities-sports-games-gymnasium-yoga-centre/

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

28

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

28

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-1-3-classrooms-and-seminar-halls-with-ict-enabled-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

192.74

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Since 2003, the college library and information centre has grown to 407 sq. m. and feature advanced automation that provides physical and digital space for reading, studying, and research.

The library runs on Koha ILMS, first implemented in 2014 (open-source, current ver. 21.05.21 and updated twice in a year). The RFID system was integrated with Koha in 2019 and allows faculty and students to access library holdings from campus through its Web OPAC service.

The new addition to the library is 5 All-In-One PCs, Internet connectivity through Wi-Fi, 1 Reprographic facility and 2 OPAC terminals. Under Open Access facility, students can browse all library materials and have unlimited access to the internet, strictly for academic purposes, as well as being under constant CCTV surveillance in the reading room and stack areas. The library has fully classified, labelled, organised, and automated its entire collection on diverse subjects, through ILMS and RFID system for easy issue-return, tracking and checking out.

The library provides access to over 6000 e-journals, 1,99,500 e-books listed under the N-LIST consortium subscription of INFLIBNET since 2018, and 6,00,000 e-books through the NDLI portal and over 7500 magazines and Newspapers through Magzter Subscription from 2021.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sccz.edu.in/index.php/aqar-4-2-1-library-is-automated-using-integrated-library-management-system-ilms/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.39

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

41

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

4.3 - IT Infrastructure

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

Despite the remoteness of the location and the numerous problems associated with network connectivity and steady electricity supply, the college has made efforts to obtain the best IT equipment. The college has upgraded its lease line internet bandwidth speed from 25 to 30 Mbps, provided by the Verve Infracon. An additional broad band connection of 150 Mbps was installed in November 2021.

The college has regularly upgraded its various lab facilities (Computer Lab, Mass Communication Lab, GIS Lab, Language Lab) as well as the classrooms, office, and library are equipped with the 27 projectors, 7 printers, 3 scanners, 3 Reprography machines (2 Photocopiers and 1 Digital Duplicator), internet connections, 5 Wi-Fi zones in two academic blocks, ERP Office Automation, Biometrics System with facial recognition, LMS, and ILMS, RFID etc. These testify to the robust IT facilities available on campus and the college frequently updates these facilities. ICT facilities such as projectors and smart boards are used in classrooms. The college is anodal centre for IIRS and hosts multiple certificate courses (of IIRS) in its well-equipped computer lab. Online classes during the COVID-19 pandemic were conducted through Talent LMS and Google Classroom.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-3-1-institution-frequently-updates-its-it-facilities/

4.3.2 - Number of Computers

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution **B. 30 - 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

64.20

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

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

As indicated by the administration, systematic procedures are followed for maintaining and using the college's physical, academic and support infrastructure.

Laboratory:

The head of the department strictly monitors all the laboratories

and equipment following the institutional policies. The students can use the laboratories under the supervision of their respective teachers.

Library:

The college library has a system to determine the purchases and maintains its resources following institutional and parent body policies and provides all user-centric services. The library also regularly monitors, updates and upgrades its hardware and software and signs AMCs with core developers for robust benefits.

Sports:

The sports committee (SAGA) maintains the sports ground and equipment, organises events, and celebrates college week under the sports instructor.

Computer:

The respective departmental heads monitor the usage of computers whenever is required, and inform college authority if any update/upgradation/AMCs required. A professional company maintains the college website and updates the online noticeboard with important information.

Classroom:

Each department has classrooms with multimedia projectors, smart boards for selected classrooms, and PA systems in large classrooms. Whiteboards, display boards, and department-required teaching aids promote a seamless and effective teaching-learning process. Classroom property is inventoried, repaired, replaced, cleaned, and maintained routinely.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-4-2-established-systems-and-procedures-for-maintaining-and-utilizing-physical-academic-and-support-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

789

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

95

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://sccz.edu.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

46

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

46

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

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

85

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

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

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

examinations) during the year

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

Junior Claretine Council (JCC) is the Body of the Student Representatives of Saint Claret College, Ziro. The JCC is non-political.

The Principal is the ex- officio President and the Vice-Principal (Administration) is the treasurer of JCC. The Vice-Principal (Academics & Students Affairs) is an ex- officio member of JCC. The other members of JCC are either elected or nominated, for a maximum period of one academic year. Ordinarily, a student may be elected only once in his/ her entire studentship at SCC.

9 representatives from 9 departments across semesters become members of the JCC. Functions:

1. Junior Claretine Council after being formally inducted leads Student based program along with the management.
2. Designing events to organizing events is taken care of by the JCC under the leadership of the JCC captain.
3. "Resonance" a week-long Cultural, Sports, and Literary Meet is organized by JCC under the guidance of the Chief Coordinator.
4. JCC is the flag bearer of the Student Community for Academic and Co-Curricular Activities.
5. From the JCC, the student animations shall be appointed for the various associations of the College, such as SCALE, CASA, SAGA, and CYC.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/aqar-5-3-2-institution-facilitates-students-representation-and-engagement-in-various-administrative-co-curricular-and-extracurricular-activities/
Upload any additional information	View File

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

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Saint Claret Alumni Network was first introduced in the year 2011 with its first commencement of the First Alumni Meet. In the year 2015, the Second Alumni Meet was successfully conducted and by consensus among the present member's Representatives were elected to hold office for the smooth running of the Association. Mr Gyati Ribya and Ms Junu Elapra were elected as President and General Secretary for the next three years' tenure. In the year 2019, the 3rd Alumni Meet was proposed for the 10th of April 2021 but right at the moment Covid-19 took place and everything came to a standstill.

Alumni participation over the years has been one of the key factors for institutions' progress and prosperity. Alumni have been rendering their services by participating as judges and advisors and suggesting things beneficial for the claretines at large. During 'Resonance' over the years, alumni as a gesture of goodwill towards their alma mater have been participating as judges and referees.

There has been a total amount of 26,000/- rupees from alumni throughout these years.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and the Mission together define the Institution's character and charter. The Objectives and Value-orientations of SCCZ emerge from its Vision and Mission. There is a well-structured,

bottom-up governance and leadership at SCCZ.

SCCZ Vision: "Saint Claret College, Ziro (SCCZ) envisions to become a premier institute of higher education in Northeast 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."

SCCZ Mission is "to mould intellectually competent, professionally skilled, spiritually evolved, morally upright, socially responsive, and culturally tolerant citizens, through holistic Claretine education, for advancing a civilization of love."

SCCZ has appointed Heads of Departments and established a functional IQAC, Disciplinary Committee, Grievance Cell, Sexual Harassment and Anti-Ragging Committee, Women's Cell and various other cells and associations for the holistic overall development of the Claretines. The Management, faculty and students collaborate and function /work together in order to realize the mission of the College.

Thus, the governance and leadership aligns with the vision and mission of the college and it reflects decentralized and participative practices in the institution's governance.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/vision-mission/
Upload any additional information	View File

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

One of the areas wherein participative management and decentralization are evidently visible is in the Admission Process. The entire process of Admission is conducted by the admission committee comprising different staff. Students also contribute to its accomplishment. The Admission Committee is led by a senior faculty member who is the coordinator. The other members are faculty members from all academic departments including the office administrative staff.

The process of admission is conducted in offline mode. The committee

shortlists all eligible applicants and through meticulous planning, each of the eligible candidates are interviewed. The interviewers counsel the students about the different programmes and courses available and to check if their interests align and help them make a choice. The admission committee led by the coordinator ensures with the collaboration of most of the other committee members, that the admission process is completed successfully. Apart from the admission process, the functioning of each department is also decentralized wherein every department has their own independent planning/meeting in lieu with departmental goals. Thus, such practices in the college reflect the participative management and decentralized manner of functioning of the institution.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/admission-process/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college is documented in the booklet 'Retrospective and Prospective' and is titled 'Innovate to Transform.' The plan has enumerated five priorities, which are:

- Professional expansion
- Infrastructural development
- Research publications and extension activities
- Autonomy
- International collaboration

Infrastructural development, which is a priority, has been successfully implemented. The efforts made by the college to expand its infrastructure in order to augment the quality of higher education are a success story. The new academic block of the college was approved by the governing body in 2017, and construction of the academic block has been carried out in a phased manner since then. Now that the new college academic building has been completed, it

has 26 classrooms, labs, seminar/ conference halls, an auditorium, staff room, offices, an exam cell, gym facility, indoor games room, ladies' and gents' toilets. The building is disabled-friendly, including ramp and stairs facility and the washrooms. The college has also added to its sports infrastructure by constructing a new basketball court.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://sccz.edu.in/index.php/infrastructure1-development/
Upload any additional information	View File

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

The unique feature of the SCCZ organogram is that it is bottom-up and not top-down. The Governing Body (GB) and the Management Committee (MC) are at the bottom, functioning as 'nurturing and holding grounds,' with students, the ultimate stakeholders, placed at the top, allowing them to blossom out into the world. The management, the faculty, the staff, and other stakeholders provide a supportive launching pad. The organizations such as UGC, NAAC, DHTE, affiliating university, etc. are in the circumference, with us reaching out to them and them reaching out to us, indicating that SCCZ is nurtured by various agencies. Major policy decisions are taken at the GB and MC levels, always in optimal consultation with the staff council and other concerned stakeholders.

The college has its own service rules. The comprehensive document contains the role and profile of every staff member. There are clear-cut policies and procedures laid out for staff appointment, staff promotion, leave, pay scales, resignation or termination, etc. The college has several policies, such as an admission and reservation policy, policy on maintaining ethical boundaries, policy on utilizing and maintaining physical resources, grievance resolution policy, etc. Adherence to these policies makes the functioning of the institution effective.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sccz.edu.in/index.php/administrative-chart/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College gives priority to the well-being of staff through the following measures:

1. In case of an urgent and valid financial need, a faculty or staff member who has completed at least one year of continuous service at the institution and has a good service record can avail of an interest-free loan.
2. In cases where additional leave is availed of by the staff due to unforeseen emergencies such as medical cases, the death of a family member, etc., the management commutes such leaves.
3. A faculty or staff member who has completed 7 years of continuous service in a regular permanent position and has not been dismissed or suspended for misconduct or convicted of a

criminal offence is eligible for gratuity on retirement or resignation.

4. Free bus service and free Wi-Fi connectivity are provided for faculty and staff members.
5. Some female staff are provided with free accommodation in the college girls' hostel if there are room vacancies.
6. The management hosts birthday celebrations and get-togethers on Patron's Day, Christmas, and other important occasions.
7. Staff picnic is organised annually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

31

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

3

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

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

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

6

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

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

The institution has a Performance Appraisal System (PAS) in place for teaching staff. The faculty members apply to the college authority for promotion as and when they fulfill the minimum API scores indicated in the API system tables of the UGC's Career Advancement Scheme 2018, which has been adopted by the college with some modifications as mentioned in the SCCZ Staff Service Manual.

The promotion for the teaching staff is granted after a thorough screening and verification by the screening/ selection committee appointed by the Management Council of the College. This is done in a transparent manner.

Teachers' performance is also appraised at regular intervals through an analysis of the Plan of Action (PoA) and the Action Taken Report (ATR) in the SCCZ Service Journal, which is monitored by the IQAC and approved by the Principal at the end of every semester. The annual student appraisal of teachers and Peer appraisal are other means of performance appraisal of the teaching faculty of the college.

The Non-Teaching staff are subject to promotion after putting in a specified period of service in accordance with the existing rules laid down in the Staff Service Manual of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The internal audit is done in a calendar year cycle (January-December). The Jan-Dec cycle is kept for the internal auditing to ensure that all transactions are well whetted on time so that the external auditing can take place without any lacunae or delay. The most important offices handling the internal audit are:

The Office of the Vice Principal (Administration)

Economic Council of the Society

Econome of the Society (Governing Body Member)

Governing Council of the College and Society

The college is an undertaking of the registered society, Claretian Formation Association of Northeast India, headquartered in Shillong (registered under the Societies Registration Act of

1890SR/CLAONEI-531/88 of 1988), and hence, the external auditing has been done along with the auditing of the society, as a part of it. The audit is done by Chartered Accountancy firm i.e., RSM and Associates conduct an annual audit of the college's finances till 2020-21. This is done in the financial year cycle (April-March) and is scrupulously followed. The most recent report was prepared for the year 2021-22 which is done by H.K. Agrawala and Associates. There have been no audit objections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0.18

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

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

The resource mobilization policy of the college sets the rule for generation of funds and parameters for its optimal utilization. The college has mobilized funds through the following means:

1. Sponsoring Society
2. Institutional Fee
3. Sale of stationary, prospectus, journal, etc.
4. Voluntary contributions of individuals, organizations, alumni

5. Rent from utilizing facilities and providing accommodation to external students for academic purposes

6. Grants from agencies/departments for conducting Seminars, Workshops and Conferences

7. Governmental Sources: Chief Minister's Fund, MLA LAD scheme

8. External funding agencies

The college has mobilized funds through the above means. The college has optimally utilized the funds thus obtained for various purposes such as the Development of Infrastructural facilities, Scholarships, conducting Workshops/conferences/seminars, procuring equipment, library books, Upgrading Library and Laboratory facilities, paying salaries/honorarium, incentives, etc.

The institution is also open to renting out its physical facilities such as auditorium, classrooms, computer lab, studio, equipment, playground, guest house, etc. in order to generate funds for the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Following two initiatives by the IQAC:

1. Weekly review of the Staff Service Journal: Each teaching staff maintains a Service Journal that documents teaching-learning PoA (Plan of Action) and ATR (Action Taken Report). The entries in the Journal are made by the staff on a regular basis. The journal is submitted to the HoD for review and then the same is submitted to the IQAC which reviews the journal and provides feedback. This practice of the IQAC has been instrumental in keeping track of the Syllabus completion and the realization of the activities listed in the Academic calendar. Along with the internal academic audit, an Academic and Administrative Audit by an external agency was conducted by the Xavier Board of Higher Education in India (XBHEI),

Bangalore.

2. Students Mentoring is an initiative to accompany and follow up with the students on their academic performance. The mentoring record and mentoring history is maintained by each mentor and the same is submitted to IQAC. Along with mentoring, the IQAC also analyses the performance of the students in the internal and external exams. The result analysis has always been instrumental in giving valuable insights to the teachers on planning their classes and benchmarking.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/agar-6-5-1-internal-quality-assurance-cell-iqac/
Upload any additional information	View File

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

1. Departmental Planning: The IQAC guides this exercise in which each department plans in detail for the Academic year. Departmental faculty after discussion are allotted the various courses to be taught and also assigned other responsibilities within the department.

The department plans for other academic activities viz.

Departmental Seminars: Student-led seminars by each department

Departmental Newsletter: published by each department by obtaining scholarly contributions from students

Celebration/observation of Days of regional/national/international importance, particularly significant to the department

Other matters discussed and finalized are: Departmental fieldwork, Zero-hour activities (the equivalent to Tutorials), Mentoring strategies, Remedial Teaching strategies, Assignment of Claretime Holistic Education Program (CHEP) responsibilities

2. Departmental Objectives and Benchmarking: Departmental Objectives and Benchmarking is another exercise guided by the IQAC and

implemented by each department for every batch of students at the beginning of the academic year. Departmental objectives are set in line with the vision and mission of the department. Benchmarking is done with the objective of following up on the progression of students in terms of their academic's performances and learning. The purpose of this exercise is to review how effective are the structures, methodologies, and teaching-learning processes of the departments.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/quality-initiatives-of-igac/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sccz.edu.in/wp-content/uploads/2023/03/2.6.3-Annual-Report-2021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As a co-educational institution, the college is mindful of several gender equity considerations. It has set up various committees and cells to ensure that no unpleasant incidence occurs to any student or employee. The Women's Cell, Sexual Harassment Prevention Cell, Anti-Ragging Cell, and Student Discipline and Monitoring Committee, are all in operation. These committees keep a close check on the student's safety and security.

To promote gender parity in the workplace, the institution does not support gender prejudice or wage disparities. Individual workers at the institution are hired based on their eligibility, qualifications and abilities.

Furthermore, several initiatives focusing on women's empowerment and liberation have been developed and implemented in college. The college also follows a well-structured curriculum with multiple objectives to sensitize the students on gender equity, patriarchy, feminism, gender relation and roles, and so on.

Women cell also incorporates gender sensitization programs, such as carrying out domestic violence awareness programs and arranging writing competitions in honor of important gender days.

The college provides both male and female students with well-furnished and hygienic residential facilities on campus, common rooms with adjoining rest rooms and counselling services, CCTV cameras on campus and in the hostels for safety and security.

File Description	Documents
Annual gender sensitization action plan	https://sccz.edu.in/wp-content/uploads/2023/05/7.1.1-Annual-Gender-Plan-2021-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sccz.edu.in/wp-content/uploads/2023/05/7.1.1.-Promotion-of-Gender-Equity.pdf

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

B. Any 3 of the above

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

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

Conscious of its ecologically sensitive location, the college tries to effectively manage its waste and ensure sustainability. It has taken several effective measures to manage both degradable and non-degradable waste. It does not produce any biomedical, hazardous chemical, or radioactive waste.

Solid waste management: Bio-degradable waste like food waste and some vegetable waste is disposed in a decomposing pit which gets converted into manure and is used for fertilization purpose and some waste vegetable matter is used for animal feed.

Recyclable waste like old newspapers, magazines, etc. is sold to vendors for packaging in shops, thus replacing plastic carry bags.

Non-biodegradable waste such as plastic food wrappers, aluminium foil, etc. is given to municipal garbage vehicles for disposal.

Liquid waste Management: Liquid waste from washing and bathing is disposed of in the sewers.

E-waste management: Most of the E-waste generated by college is often taken back by the seller for recycling. And Low-end computer monitors, CPUs, and other peripherals are donated to poor schools after refurbishing. Inkjet cartridges and laser tonners are refilled for further use.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://sccz.edu.in/wp-content/uploads/2023/05/7.1.3-Geo-Tagged-Photographs.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

B. Any 3 of the above

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

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

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

A. Any 4 or all of the above

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

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

The mission statement of the college lays importance on moulding

students into culturally, religiously, and linguistically tolerant citizens, which is part of the Claretine Holistic Education Program.

1. The college has created a special place dedicated to displaying artifacts and items of daily use of the tribes, highlighting the various cultures of Arunachal Pradesh, the Northeast, and other parts of India and the world.
2. On all important occasions and cultural events, the songs, dances, and other artistic expressions from various cultures are showcased, and students are encouraged to be present in traditional attire. Guests are invited to the events with traditional mufflers, shawls, and mementos.
3. The socio-economic gap among students is bridged by providing academic and residential scholarships, stipends, and free bus rides to deserving students.
4. "Gastronomia," as part of cocurricular activities, is organized for the greater good of humanity by raising funds for charity by selling the local delicacies prepared by the students. In addition, a creative event named "Darpan" is celebrated, which focuses on literature, culture, and exhibition.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The college focuses on comprehensive development, and one of the fundamental principles is to educate students and employees about constitutional obligations. Curriculum and co-curricular events are used to accomplish this value.

Various national and international events and awareness camps related to fundamental duties, rights, civil and legal awareness, etc. are organized every year by departments of the College, NSS Unit, Cells, and Association with the goal of sensitizing students and employees to constitution obligations, values, rights, and duties, as well as to being responsible citizens.

Many classes and lectures given to students throughout the semester

include topics related to basic duties, rights, and obligations, which aid in sensitizing students throughout the year.

The implementation of a choice-based credit system has made environmental studies mandatory, where students learn about their basic responsibilities for the preservation of ecosystems and biodiversity.

Some other related topics like - fundamental duties, national voters' day, Consumers rights and awareness etc. are thought of in the department like Education, Economics, Political science etc.

Many important days like, republic day, Independence Day, etc. are also observed to sensitize the students on their constitutional rights and obligations.

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

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

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college nurtures the young minds by involving them in various activities, events, observance and commemoration of various days of national and international importance throughout the calendar year.

Departments, Cells and Associations of the college, NGOs and Government Departments spear-head the celebrations and observances. Teachers Day, Independence Day, Republic Day are carried out by PESEC & JCC while Kranti Diwas, Gandhi Jayanti, Azadi Ka Amrut Mahotsav are observed by Department of History. World Environment Day, World Water Day, World Tourism Day are observed by Department of Geography and Eco-Club, World Consumer Rights Day, International Poverty Eradication Day by Department of Commerce and Economics. World Anthropology Day is observed by Department of Anthropology, National Education Day, International Literacy Day, are observed by Department of Education, NSS Day, International Peace Day, World AIDS day, National Voters Day, Constitution Day are observed by Department of Political Science, NSS Unit, CASA, HPC. World Theatre Day, World Press Day, World Poetry Day etc. are observed by Department of Mass Communication and English. International Women Day, Girl Child Day etc. are observed by Women Cell. All these celebrations and observances help students to gain knowledge of their importance and cherish the rich heritage of our country.

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

7.2 - Best Practices

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

Best Practices-1

InterViews: An Interdisciplinary Journal in Social Sciences

It provide a platform for critique and dialogue for ideas and seeks to publish peer-reviewed, research articles and book reviews. It

welcomes scholarly and original manuscripts that explore interdisciplinary ideas. It publishes empirical, theoretical, clinical, and historical articles, review articles, translations of original articles, conference proceedings, and book and article reviews that facilitate constructive reflection, critique, and dialogue in the service of contributing to knowledge that graduates to wisdom. Initially, the journal was self-funded. Since 2015, however, the journal has been part-funded by ICSSR, Delhi.

Best Practices-2

Counseling and Wellbeing Services

It has been established with various levels of services to address psychological needs and help towards holistic personal development and optimal academic performance. Lack of mental health facilities in the milieu, the recurrence of suicide in the surrounding communities are the impetus to set up a counseling system to address the preventive measures. The Counseling and wellbeing services at SCCZ function at multi-levels. Students are increasingly under pressure to meet academic requirements and stressed by the competitive environments, which need to be eased with supportive counseling and guidance services. To provide soulful education counseling services play a significant role.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

One area distinctive to the vision, priority and thrust of the College is its commitment to providing soulful higher education to the tribal youth, as articulated in the Vision of the College. Soulful education focuses on the total development of students to help them to be honest seekers and practitioners of truth and earnest agents of transformation within and around them. This vision is being carried out in and for a very needy population of our society through quality and excellent academic programs. This soulful education focuses on quality education that encompasses both education in and beyond the classrooms accompanied by co and extracurricular activities, experiential learning and internships,

that would shape the personalities to be agents of change, collaboration with other organizations and agencies of the society, and in service to the community. Given the short time frame, the exerted efforts have been bearing visible fruits in the academic world and in the society at large.

SCCZ was established in the year 2003, when there were no Colleges nearby and it was the earnest desire of Ziro. SCCZ was established to fill in this lacuna and in its nineteen years of existence it has made gradual progress towards realising this commitment.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Saint Claret College Ziro adheres to the syllabi prescribed by Rajiv Gandhi University. The College envisions achieving excellence through discussions and planning at various levels. Faculty Council Meetings are instrumental in planning an effective curriculum. The Heads of Departments and faculty decide upon execution of the planned curriculum which is documented in a template provided by IQAC. The IQAC assesses the delivery and progress of completing teaching of course content and the teaching methodologies through academic activities such as practical classes, assignments, library hours, field trips, internships and project work. Co-curricular and extra-curricular activities, add-on and value added courses form part of the curriculum.

Individual planning is meticulously undertaken and documented by each teacher through a Staff Service Journal (SSJ). Each faculty maintains a Plan of Action (PoA) and Action Taken Report (ATR) reviewed by the HoD and forwarded to IQAC weekly for verification. The SSJ is then submitted to the Principal and archived by the IQAC.

The curriculum is rich in its diversity. Students showcase their talents through various socio-cultural activities, sports, games and extension programs including NSS. The curriculum is enriched with lectures, conferences and seminars to ensure optimal learning experience and holistic development of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sccz.edu.in/index.php/agar-1-1-1-institution-ensures-effective-curriculum-delivery/

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

The Academic Calendar of the college is designed according to the calendar that is provided by the affiliating university. The following days are marked in the calendar: teaching days, college events, dates of examinations and internal sessional tests, departmental activities, celebration/observance of festivals, days of national and international importance, various deadlines, holidays, etc. which are followed strictly except due to declaration of holiday by the University or Government. The Academic Calendar is uploaded on the College website and published in the college handbook. Any changes to the academic calendar are communicated through notices/circulars to teachers, staff and students.

Continuous Internal Assessment (CIA) Sessional tests are conducted as mandated by the University and the test dates marked in the calendar are adhered to strictly. The components for CIA (20 marks) are: Attendance (5 marks), Monthly Assessment and Assignment(s) (5 marks), and Sessional Tests (10 marks).

This pattern gives weightage to regular attendance not only in curricular activities but also co-curricular activities.

Students who miss a sessional test or a deadline for submission of assignment. Due to valid reasons are given an opportunity to complete the same after discussion with the course teacher and the Head of Department.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sccz.edu.in/index.php/agar-1-1-2-institution-adheres-to-the-academic-calendar-including-conducting-cie/

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

B. Any 3 of the above

process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
9	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

The College adheres to the syllabi prescribed by Rajiv Gandhi University in which Professional Ethics is a part especially in Anthropology, Education, Political Science, Mass Communication, Commerce and History programmes.

Gender Studies is integrated in Anthropology, Economics, Education, and Political Science. Besides this, students are exposed through different activities conducted on campus by the Women's Cell (International Women's Day) and Sexual Harassment Prevention Cell. The College has also instituted scholarships for both male and female students. Human values form an integral topic in Education and Political Science. All students attend lectures on human values as part of the Value Education course.

Environment and sustainability is offered through the UGC mandated Environmental Studies Course and also forms part of the Political Science, Geography and Education programmes. The institution sensitizes students on environmental ethics that is built on scientific understanding by bringing human values, moral principles, and improved decision making. Activities such as cleanliness drive and tree plantations form part of the curriculum and are done in collaboration with the National Service Scheme.

CHEP (Claretine Holistic Education Program) comprises Communication Skills, Leadership, Conflict Resolution, Fundamental Duties and Human rights, Intellectual Integrity and Religious Harmony through Modules offered throughout the 3 years.

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

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

5

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

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

159

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni		A. All of the above
File Description	Documents	
URL for stakeholder feedback report	View File	
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File	
Any additional information(Upload)	View File	
1.4.2 - Feedback process of the Institution may be classified as follows		A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents	
Upload any additional information	No File Uploaded	
URL for feedback report	https://sccz.edu.in/index.php/stakeholders-feedback/	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of sanctioned seats during the year		
480		
File Description	Documents	
Any additional information	View File	
Institutional data in prescribed format	View File	
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of		

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

272

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

2.2 - Catering to Student Diversity

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

The learning levels of students were addressed through the following:

Diagnostic Test:

- Across the semesters, a Diagnostic Test is conducted to assess the learning levels of the students and categorize them into slow learners, average learners, and fast learners. The students are also mentored accordingly.
- At the entry-level, class XII marks are referred to identify the students' learning levels.
- Academic performance, level of alertness, participation in discussion and other activities are taken into account for assessment.
- Sessional Tests and Assignments also help check learning levels.

Special Programs for advanced learners and slow learners:

- MExcellence Project & Aspirational Goals: A program for all the students wherein the students set their aspirational goals.
- Mentoring Session is done across semesters. It is a one-to-one mentoring session where students share their problems as well as aspirational goals. The mentor guides them in their overall growth.
- Remedial Classes for the slow learners.
- Paper Presentations: Each department conducts paper presentations as part of the special programmes for the growth of the students.

- **Foundational Unit & Advanced Unit: Unit - 0 & Unit - 100 focus on relearning and provides scope for advanced knowledge, respectively.**

File Description	Documents
Link for additional Information	https://sccz.edu.in/index.php/aqar-2-2-catering-to-student-diversity/
Upload any additional information	View File

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

Number of Students	Number of Teachers
934	33

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

SCCZ encourages, nurtures, and offers ample opportunities for students to undergo

Experiential Learning:

- **Internship: Students from the Departments of Mass Communication and Commerce undergo month-long Internship programs.**
- **Laboratories: well-equipped laboratories for Geography, Anthropology, media lab, computer lab, and Language Lab facilitate hands-on learning and application of taught information.**
- **Field visits to visualize how knowledge is utilized in the professional setting.**
- **Short-term courses conducted by IIRS-ISRO help students to enhance their skills, knowledge and attributes practically.**

- The publication of Newsletters by every department allows students to hone their communicative skills.

Participative Learning:

- Departmental Seminars engage students in group research and present their findings in a formal setting, to inculcate research skills, ethics and teamwork.
- Skill-Based courses offered by various departments equip students with needed skills.
- Workshops on current topics and issues beyond classroom teaching.
- SCCZ Literary Club allows students to interact with each other by providing platforms for harnessing and promoting literary capabilities.
- The Department of Mass Communication involves its students in performing Street plays, puppet show, advertising, etc as part of its course work.

Problem-solving methodologies:

- Students of the Department of Anthropology and Geography are involved in Field surveys and the data collected is analysed and reports are generated.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sccz.edu.in/index.php/agar-2-3-teaching-learning-process/

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

The college has sufficient ICT tools such as Smart Boards, Projectors, Computers, and softwares which are used extensively

in the teaching-learning process. This improves the overall teaching learning experience and also enables the teachers and students to hone their ICT skills.

In the odd semester, during prevalence of COVID-19, the college continued using E-learning platforms, viz., Google Classroom and Talent LMS, which have been made available to the students through Mobile Apps. Classroom discussions, exercises, assignments, and sessional tests were also conducted through Talent-LMS.

Post COVID-19 as well, there has been continuation in the use of ICT tools along with the E-learning platforms.

The computer lab is used by the Departments of Geography, English, Mass Communication, Commerce, and Anthropology to teach and learn relevant computer applications in the given subjects, such as GIS Software (QGIS), Language lab (Orell talk), Graphics Designing and Audio and Video editing software (Photoshop, Adobe Premier Pro, Audacity etc.), Accounting Software (Tally), Data Analysis Software (SPSS).

SCCZ subscribes to E-Journals via INFLIBNET, where students and teachers avail e-resources as needed.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://lms.sccz.edu.in/dashboard

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

2.3.3.1 - Number of mentors

33

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

2.4 - Teacher Profile and Quality

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

33

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

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

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

7

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

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

2.4.3.1 - Total experience of full-time teachers

178

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Continuous Internal Assessment is comprised of Sessional tests and attendance which ensures that learning and its assessment go on simultaneously. Two Sessional Tests and one Assignment are assigned for each paper. The mark break-up for the CIA is 5 Marks for Attendance and 15 marks for Sessional Tests and Assignments.

Dates for sessional tests and deadlines for submitting the Assignments are notified in the Academic Calendar. Timetable for the Sessional Tests is circulated atleast two weeks in advance. Topics for Assignments are given at the onset of the semester. In order to qualify for the ESE, a student must secure a minimum of 8 marks (40%) in the CIA.

After every Sessional Test, the answer scripts are evaluated, and shown to the students. The answers are analyzed and discussed and any grievance that arises is resolved. If a student fails to pass the CIA, additional assignments are given as supplements. After the compilation of the CIA, the marks are displayed on the Bulletin Boards, and the grievance (if any) is resolved by the department.

At the end of the semester, students with less than the minimum required attendance are given absentee mentoring during library hours and remedial assignments.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college has an Internal Examination Cell that conducts Internal examinations. The Grievance Redressal Cell receives grievances submitted through the suggestion boxes. Exam-related grievance is brought to the notice of the management and the internal exam cell, and immediate redressal is sought. The grievance and the redressal are recorded in the register maintained by the Grievance redressal cell and/or the Internal Exam Cell.

Grievances related to the evaluation are checked with the evaluator, and required changes are made if necessary. Clarifications are given whenever any student seeks them.

Marks awarded by individual teachers are moderated by departmental moderation committees. The Continuous Internal Assessment (CIA) marks are collected and posted on the notice boards. After redressal of the grievances of students (if any), the final CIA is sent to the University only after all the rectifications and after one week of display on the college notice boards.

In certain cases, if discrepancies are noticed between the internal marks awarded to students by teachers and those entered in the mark sheets prepared by the University, the college assists the students in getting such errors rectified.

File Description	Documents
Any additional information	View File
Link for additional information	https://sccz.edu.in/index.php/cia/

2.6 - Student Performance and Learning Outcomes

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

The programme and course outcomes for each programme are formulated in accordance with the prescribed syllabus. Each department drafts the programme and course outcomes as per the UGC LOCF guidelines and the same is presented to the college IQAC committee for approval. The approved POs and COs of all the programs and courses offered by the college are displayed on the college website and hence accessible to all the stakeholders as

well as the interested public. In addition, the syllabi of all courses are displayed on the college handbook and departmental notice boards. These efforts allow the students to make informed choices before enrolling in any course. After enrolment, the POs are communicated to the students at the beginning of the session during the Claretine Orientation Program (COP) where students are made aware of the general attributes they need to acquire after successful completion of a course and their roles and responsibilities as students of the institution. Each department further introduces their respective courses and communicates the program and course outcomes to the students in the introductory class and at periodic intervals thereafter. The programme and course outcomes are evaluated by each department and discussed during departmental and staff meetings.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sccz.edu.in/index.php/program-course-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

The college ensures that the level of attainment of POs and COs are continually measured and evaluated. This is done through a combination of internal assessments as set by the institution and external assessments as prescribed by the University. Continuous internal assessments (CIA) are done through sessional tests and assignments, projects, presentations, and departmental seminars while external assessments are done through end semester examinations (ESE) conducted by the University. Attendance of the students is regularly monitored. The performance of the students in college-level and university level examinations are frequently evaluated and discussed at length in the departmental and staff council meetings. Evaluation is often accompanied by announcement and publication of students' results through the staff and the student bulletin boards, the departmental notice boards and newsletters. Efforts are made to felicitate students with good academic performance. Students who have performed poorly in the college-level examinations are appraised through a personal conference by the Principal and Vice Principal. Additional measures in the form of academic mentoring, career and personal

counselling are provided to students to enable them to achieve the intended outcomes. PO is evaluated based on the performance of the students in terms of their progression to higher studies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sccz.edu.in/index.php/program-course-outcomes/

2.6.3 - Pass percentage of Students during the year

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

181

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sccz.edu.in/wp-content/uploads/2023/03/2.6.3-Annual-Report-2021-2022.pdf

2.7 - Student Satisfaction Survey

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

https://sccz.edu.in/wp-content/uploads/2021/05/SCCZ_Student-Satisfaction-Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

9

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

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

Regular programs related to various social issues such as peace & harmony, cleanliness drive, community/social service, tree plantation, health, blood donation, mask distribution (during the Covid-19), etc. were conducted under the aegis of associations viz., the National Service Scheme (NSS), a unique center People Education & Social Empowerment Centre (PESEC), and the Claretine Association for Social Action (CASA) to handle various extension activities and community services. Some of these important programs were conducted on various occasions such as during NSS special camp, Gandhi Jayanti, Swatch Bharat Abhiyan, World Sight Day, World AIDS Day, World Anti-Tobacco Day, etc. These programs

are conducted in collaboration with various cells and associations of the college, local bodies and government departments and non-government bodies. Through these services, SCCZ students had the opportunity to develop and showcase their personal calibre at its best in carrying out various constructive activities related to social issues and in developing the qualities (of holistic development) of their character building, community relationship, self-service, leadership, discipline, etc. These programs also sensitize the student community as a whole and others of nearby communities/localities (all participants of the programs conducted) about the social issues.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/aqar-3-3-1-extension-activities/
Upload any additional information	View File

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

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

5

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

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

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

696

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

5

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The institution is located on 20 acres and has adequate infrastructure and facilities. The built-up area is 4732 sq. m. and includes:

- Two Academic blocks (Academic Block A and B) with 5 and 4 floors, respectively.
- Residential facilities for Boys and Girls, teaching and non-teaching staff (Female)
- Guest House
- Parking space (two and fourwheelers)
- Transport facilities (Four college buses)
- Internal paved roads with street lights
- Athletics Track, Playgrounds and courts, indoor games room

Academic Block A:

- Principal's Office
- Administrative Office
- Board room
- IQAC Office
- Staff room
- 29 classrooms
- 6 Laboratories

- 1 Editing and Recording Studio
- 2 Seminar halls
- Indoor Games Centre
- Gymnasium & Yoga Centre
- NSS Office
- Alumni Office
- Auditorium
- Infirmary (Boys and Girls)
- Record Room
- Chapel
- Visitors' Parlour

Academic Block B:

- Vice-Principal's Office
- Administrator's Office
- 9 classrooms
- 2 Staff rooms
- Common rooms
- 1 Computer Lab
- Library & Information Centre
- Counselling Centre
- Cultural gallery

Other Facilities:

- Biometrics and facial recognition
- Fire safety mechanisms (hydrant, extinguishers, alarms)
- Ramps
- Alternative Energy, Power backup (Inverter)
- Internet-Wi-Fi (Office, Staff Rooms, Library, DCA Lab)
- 2 CCTVs, 134 CC Cameras, PA system
- 2 Canteens, drinking water (RO)
- Separate washrooms for ladies (47), gents (25 toilets and 45 urinals), and differently abled persons
- Room for Security Personnel

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-1-1-infrastructure-and-physical-facilities-for-teaching-learning/

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

To ensure all round development of students the college provides for physical spaces for cultural activities, extracurricular activities such as food-fests, theatre and musical performances, sports and games as well as other programmes. These are held at both the open-air stage and quadrangle. Since September 2022, a new Auditorium with a seating capacity for 1200 persons is being used.

Student workshops and seminars are held in the seminar halls and provide a regular forum for students to practice and hone their public speaking and communication skills.

For sports and games the college has well developed facilities. A football field, 2 basketball courts, a volleyball court and 2 badminton courts provide ample physical space for outdoor activities, while an indoor games center has been developed over the years for students to play carroms and table tennis.

The newly established gymnasium, (Claretine Fitness Center established in 2022) has been set up to promote a healthy mind and body for both staff and students. It has a MultiGym section with equipment such as dumbbells, kettlebells, barbells, Olympic benches, fitness tubes and a band. A part of the gymnasium is set aside for a yoga room furnished with yoga mats.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-1-2-facilities-for-cultural-activities-sports-games-gymnasium-yoga-centre/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**28****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****28**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-1-3-classrooms-and-seminar-halls-with-ict-enabled-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****192.74**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Since 2003, the college library and information centre has grown to 407 sq. m. and feature advanced automation that provides physical and digital space for reading, studying, and research.

The library runs on Koha ILMS, first implemented in 2014 (open-source, current ver. 21.05.21 and updated twice in a year). The RFID system was integrated with Koha in 2019 and allows faculty and students to access library holdings from campus through its Web OPAC service.

The new addition to the library is 5 All-In-One PCs, Internet connectivity through Wi-Fi, 1 Reprographic facility and 2 OPAC terminals. Under Open Access facility, students can browse all library materials and have unlimited access to the internet, strictly for academic purposes, as well as being under constant CCTV surveillance in the reading room and stack areas. The library has fully classified, labelled, organised, and automated its entire collection on diverse subjects, through ILMS and RFID system for easy issue-return, tracking and checking out.

The library provides access to over 6000 e-journals, 1,99,500 e-books listed under the N-LIST consortium subscription of INFLIBNET since 2018, and 6,00,000 e-books through the NDLI portal and over 7500 magazines and Newspapers through Magzter Subscription from 2021.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sccz.edu.in/index.php/agar-4-2-1-1-library-is-automated-using-integrated-library-management-system-ilms/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.39

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

41

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

4.3 - IT Infrastructure

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

Despite the remoteness of the location and the numerous problems associated with network connectivity and steady electricity supply, the college has made efforts to obtain the best IT equipment. The college has upgraded its lease line internet bandwidth speed from 25 to 30 Mbps, provided by the Verve Infracon. An additional broad band connection of 150 Mbps was installed in November 2021.

The college has regularly upgraded its various lab facilities (Computer Lab, Mass Communication Lab, GIS Lab, Language Lab) as well as the classrooms, office, and library are equipped with the 27 projectors, 7 printers, 3 scanners, 3 Reprography machines (2 Photocopiers and 1 Digital Duplicator), internet connections, 5 Wi-Fi zones in two academic blocks, ERP Office Automation, Biometrics

System with facial recognition, LMS, and ILMS, RFID etc. These testify to the robust IT facilities available on campus and the college frequently updates these facilities. ICT facilities such as projectors and smart boards are used in classrooms. The college is anodal centre for IIRS and hosts multiple certificate courses (of IIRS) in its well-equipped computer lab. Online classes during the COVID-19 pandemic were conducted through Talent LMS and Google Classroom.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-3-1-institution-frequently-updates-its-it-facilities/

4.3.2 - Number of Computers

84

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

64.20

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

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

As indicated by the administration, systematic procedures are followed for maintaining and using the college's physical, academic and support infrastructure.

Laboratory:

The head of the department strictly monitors all the laboratories and equipment following the institutional policies. The students can use the laboratories under the supervision of their respective teachers.

Library:

The college library has a system to determine the purchases and maintains its resources following institutional and parent body policies and provides all user-centric services. The library also regularly monitors, updates and upgrades its hardware and software and signs AMCs with core developers for robust benefits.

Sports:

The sports committee (SAGA) maintains the sports ground and equipment, organises events, and celebrates college week under the sports instructor.

Computer:

The respective departmental heads monitor the usage of computers whenever is required, and inform college authority if any update/upgradation/AMCs required. A professional company maintains the college website and updates the online noticeboard with important information.

Classroom:

Each department has classrooms with multimedia projectors, smart boards for selected classrooms, and PA systems in large classrooms. Whiteboards, display boards, and department-required teaching aids promote a seamless and effective teaching-learning process. Classroom property is inventoried, repaired, replaced, cleaned, and maintained routinely.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sccz.edu.in/index.php/agar-4-4-2-established-systems-and-procedures-for-maintaining-and-utilizing-physical-academic-and-support-facilities/

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year**

789

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

95

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://sccz.edu.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

46

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

46

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee</td><td>No File Uploaded</td></tr> <tr> <td>Upload any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Details of student grievances including sexual harassment and ragging cases</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded	Upload any additional information	No File Uploaded	Details of student grievances including sexual harassment and ragging cases	View File	
File Description	Documents								
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded								
Upload any additional information	No File Uploaded								
Details of student grievances including sexual harassment and ragging cases	View File								
5.2 - Student Progression									
5.2.1 - Number of placement of outgoing students during the year									
5.2.1.1 - Number of outgoing students placed during the year									
0									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Self-attested list of students placed</td><td>View File</td></tr> <tr> <td>Upload any additional information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Self-attested list of students placed	View File	Upload any additional information	No File Uploaded			
File Description	Documents								
Self-attested list of students placed	View File								
Upload any additional information	No File Uploaded								
5.2.2 - Number of students progressing to higher education during the year									
5.2.2.1 - Number of outgoing student progression to higher education									
85									

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

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

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

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

Junior Claretine Council (JCC) is the Body of the Student Representatives of Saint Claret College, Ziro. The JCC is non-political.

The Principal is the ex- officio President and the Vice-Principal (Administration) is the treasurer of JCC. The Vice-Principal (Academics & Students Affairs) is an ex- officio member of JCC. The other members of JCC are either elected or nominated, for a maximum period of one academic year. Ordinarily, a student may be elected only once in his/ her entire studentship at SCC.

9 representatives from 9 departments across semesters become members of the JCC. Functions:

1. Junior Claretine Council after being formally inducted leads Student based program along with the management.
2. Designing events to organizing events is taken care of by the JCC under the leadership of the JCC captain.
3. "Resonance" a week-long Cultural, Sports, and Literary Meet is organized by JCC under the guidance of the Chief Coordinator.
4. JCC is the flag bearer of the Student Community for Academic and Co-Curricular Activities.
5. From the JCC, the student animations shall be appointed for the various associations of the College, such as SCALE, CASA, SAGA, and CYC.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/agar-5-3-2-institution-facilitates-students-representation-and-engagement-in-various-administrative-co-curricular-and-extracurricular-activities/
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Saint Claret Alumni Network was first introduced in the year 2011 with its first commencement of the First Alumni Meet. In the year 2015, the Second Alumni Meet was successfully conducted and by consensus among the present member's Representatives were elected to hold office for the smooth running of the Association. Mr Gyati Ribya and Ms Junu Elapra were elected as President and General Secretary for the next three years' tenure. In the year 2019, the 3rd Alumni Meet was proposed for the 10th of April 2021 but right at the moment Covid-19 took place and everything came to a standstill.

Alumni participation over the years has been one of the key factors for institutions' progress and prosperity. Alumni have been rendering their services by participating as judges and advisors and suggesting things beneficial for the claretines at large. During 'Resonance' over the years, alumni as a gesture of goodwill towards their alma mater have been participating as judges and referees.

There has been a total amount of 26,000/- rupees from alumni throughout these years.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and the Mission together define the Institution's character and charter. The Objectives and Value-orientations of SCCZ emerge from its Vision and Mission. There is a well-structured, bottom-up governance and leadership at SCCZ.

SCCZ Vision: "Saint Claret College, Ziro (SCCZ) envisions to become a premier institute of higher education in Northeast 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."

SCCZ Mission is "to mould intellectually competent, professionally skilled, spiritually evolved, morally upright, socially responsive, and culturally tolerant citizens, through holistic Claretine education, for advancing a civilization of love."

SCCZ has appointed Heads of Departments and established a functional IQAC, Disciplinary Committee, Grievance Cell, Sexual Harassment and Anti-Ragging Committee, Women's Cell and various other cells and associations for the holistic overall development of the Claretines. The Management, faculty and students collaborate and function /work together in order to realize the mission of the College.

Thus, the governance and leadership aligns with the vision and mission of the college and it reflects decentralized and participative practices in the institution's governance.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/vision-mission/
Upload any additional information	View File

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

One of the areas wherein participative management and decentralization are evidently visible is in the Admission Process. The entire process of Admission is conducted by the admission committee comprising different staff. Students also contribute to its accomplishment. The Admission Committee is led by a senior faculty member who is the coordinator. The other members are faculty members from all academic departments including the office administrative staff.

The process of admission is conducted in offline mode. The committee shortlists all eligible applicants and through meticulous planning, each of the eligible candidates are interviewed. The interviewers counsel the students about the different programmes and courses available and to check if their interests align and help them make a choice. The admission committee led by the coordinator ensures with the collaboration of most of the other committee members, that the admission process is completed successfully. Apart from the admission process, the functioning of each department is also decentralized wherein every department has their own independent planning/meeting in lieu with departmental goals. Thus, such practices in the college reflect the participative management and decentralized manner of functioning of the institution.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/admission-process/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college is documented in the booklet 'Retrospective and Prospective' and is titled 'Innovate to Transform.' The plan has enumerated five priorities, which are:

- Professional expansion
- Infrastructural development
- Research publications and extension activities
- Autonomy
- International collaboration

Infrastructural development, which is a priority, has been successfully implemented. The efforts made by the college to expand its infrastructure in order to augment the quality of higher education are a success story. The new academic block of the college was approved by the governing body in 2017, and construction of the academic block has been carried out in a phased manner since then. Now that the new college academic building has been completed, it has 26 classrooms, labs, seminar/conference halls, an auditorium, staff room, offices, an exam cell, gym facility, indoor games room, ladies' and gents' toilets. The building is disabled-friendly, including ramp and stairs facility and the washrooms. The college has also added to its sports infrastructure by constructing a new basketball court.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://sccz.edu.in/index.php/infrastructural-development/
Upload any additional information	View File

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

The unique feature of the SCCZ organogram is that it is bottom-up and not top-down. The Governing Body (GB) and the Management Committee (MC) are at the bottom, functioning as 'nurturing and holding grounds,' with students, the ultimate stakeholders, placed at the top, allowing them to blossom out into the world. The management, the faculty, the staff, and other stakeholders provide a supportive launching pad. The organizations such as UGC, NAAC, DHTE, affiliating university, etc. are in the circumference, with us reaching out to them and them reaching out to us, indicating that SCCZ is nurtured by various agencies. Major policy decisions are taken at the GB and MC levels, always in optimal consultation with the staff council and other concerned stakeholders.

The college has its own service rules. The comprehensive document contains the role and profile of every staff member. There are clear-cut policies and procedures laid out for staff appointment, staff promotion, leave, pay scales, resignation or termination, etc. The college has several policies, such as an admission and reservation policy, policy on maintaining ethical boundaries, policy on utilizing and maintaining physical resources, grievance resolution policy, etc. Adherence to these policies makes the functioning of the institution effective.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sccz.edu.in/index.php/administrative-chart/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College gives priority to the well-being of staff through the following measures:

1. In case of an urgent and valid financial need, a faculty or staff member who has completed at least one year of continuous service at the institution and has a good service record can avail of an interest-free loan.
2. In cases where additional leave is availed of by the staff due to unforeseen emergencies such as medical cases, the death of a family member, etc., the management commutes such leaves.
3. A faculty or staff member who has completed 7 years of continuous service in a regular permanent position and has not been dismissed or suspended for misconduct or convicted of a criminal offence is eligible for gratuity on retirement or resignation.
4. Free bus service and free Wi-Fi connectivity are provided for faculty and staff members.
5. Some female staff are provided with free accommodation in the college girls' hostel if there are room vacancies.
6. The management hosts birthday celebrations and get-togethers on Patron's Day, Christmas, and other important occasions.
7. Staff picnic is organised annually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

31

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

3

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

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

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

6

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

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

The institution has a Performance Appraisal System (PAS) in place for teaching staff. The faculty members apply to the college authority for promotion as and when they fulfill the minimum API scores indicated in the API system tables of the UGC's Career

Advancement Scheme 2018, which has been adopted by the college with some modifications as mentioned in the SCCZ Staff Service Manual. The promotion for the teaching staff is granted after a thorough screening and verification by the screening/ selection committee appointed by the Management Council of the College. This is done in a transparent manner.

Teachers' performance is also appraised at regular intervals through an analysis of the Plan of Action (PoA) and the Action Taken Report (ATR) in the SCCZ Service Journal, which is monitored by the IQAC and approved by the Principal at the end of every semester. The annual student appraisal of teachers and Peer appraisal are other means of performance appraisal of the teaching faculty of the college.

The Non-Teaching staff are subject to promotion after putting in a specified period of service in accordance with the existing rules laid down in the Staff Service Manual of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The internal audit is done in a calendar year cycle (January-December). The Jan-Dec cycle is kept for the internal auditing to ensure that all transactions are well whetted on time so that the external auditing can take place without any lacunae or delay. The most important offices handling the internal audit are:

The Office of the Vice Principal (Administration)

Economic Council of the Society

Econome of the Society (Governing Body Member)

Governing Council of the College and Society

The college is an undertaking of the registered society,

Claretian Formation Association of Northeast India, headquartered in Shillong (registered under the Societies Registration Act of 1890SR/CLAOEI-531/88 of 1988), and hence, the external auditing has been done along with the auditing of the society, as a part of it. The audit is done by Chartered Accountancy firm i.e., RSM and Associates conduct an annual audit of the college's finances till 2020-21. This is done in the financial year cycle (April-March) and is scrupulously followed. The most recent report was prepared for the year 2021-22 which is done by H.K. Agrawala and Associates. There have been no audit objections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0.18

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

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

The resource mobilization policy of the college sets the rule for generation of funds and parameters for its optimal utilization. The college has mobilized funds through the following means:

1. Sponsoring Society
2. Institutional Fee
3. Sale of stationary, prospectus, journal, etc.

4. Voluntary contributions of individuals, organizations, alumni
5. Rent from utilizing facilities and providing accommodation to external students for academic purposes
6. Grants from agencies/departments for conducting Seminars, Workshops and Conferences
7. Governmental Sources: Chief Minister's Fund, MLA LAD scheme
8. External funding agencies

The college has mobilized funds through the above means. The college has optimally utilized the funds thus obtained for various purposes such as the Development of Infrastructural facilities, Scholarships, conducting Workshops/conferences/seminars, procuring equipment, library books, Upgrading Library and Laboratory facilities, paying salaries/honorarium, incentives, etc.

The institution is also open to renting out its physical facilities such as auditorium, classrooms, computer lab, studio, equipment, playground, guest house, etc. in order to generate funds for the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Following two initiatives by the IQAC:

1. Weekly review of the Staff Service Journal: Each teaching staff maintains a Service Journal that documents teaching-learning PoA (Plan of Action) and ATR (Action Taken Report). The entries in the Journal are made by the staff on a regular basis. The journal is submitted to the HoD for review and then the same is submitted to the IQAC which reviews the journal and provides feedback. This practice of the IQAC has been instrumental in keeping track of the Syllabus completion and the realization of

the activities listed in the Academic calendar. Along with the internal academic audit, an Academic and Administrative Audit by an external agency was conducted by the Xavier Board of Higher Education in India (XBHEI), Bangalore.

2. Students Mentoring is an initiative to accompany and follow up with the students on their academic performance. The mentoring record and mentoring history is maintained by each mentor and the same is submitted to IQAC. Along with mentoring, the IQAC also analyses the performance of the students in the internal and external exams. The result analysis has always been instrumental in giving valuable insights to the teachers on planning their classes and benchmarking.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/aqar-6-5-1-internal-quality-assurance-cell-iqac/
Upload any additional information	View File

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

1. Departmental Planning: The IQAC guides this exercise in which each department plans in detail for the Academic year. Departmental faculty after discussion are allotted the various courses to be taught and also assigned other responsibilities within the department.

The department plans for other academic activities viz.

Departmental Seminars: Student-led seminars by each department

Departmental Newsletter: published by each department by obtaining scholarly contributions from students

Celebration/observation of Days of regional/national/international importance, particularly significant to the department

Other matters discussed and finalized are: Departmental fieldwork, Zero-hour activities (the equivalent to Tutorials), Mentoring strategies, Remedial Teaching strategies, Assignment of

Claretine Holistic Education Program (CHEP) responsibilities

2. Departmental Objectives and Benchmarking: Departmental Objectives and Benchmarking is another exercise guided by the IQAC and implemented by each department for every batch of students at the beginning of the academic year. Departmental objectives are set in line with the vision and mission of the department. Benchmarking is done with the objective of following up on the progression of students in terms of their academic's performances and learning. The purpose of this exercise is to review how effective are the structures, methodologies, and teaching-learning processes of the departments.

File Description	Documents
Paste link for additional information	https://sccz.edu.in/index.php/quality-initiatives-of-iqac/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sccz.edu.in/wp-content/uploads/2023/03/2.6.3-Annual-Report-2021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

As a co-educational institution, the college is mindful of several gender equity considerations. It has set up various committees and cells to ensure that no unpleasant incidence occurs to any student or employee. The Women's Cell, Sexual Harassment Prevention Cell, Anti-Ragging Cell, and Student Discipline and Monitoring Committee, are all in operation. These committees keep a close check on the student's safety and security.

To promote gender parity in the workplace, the institution does not support gender prejudice or wage disparities. Individual workers at the institution are hired based on their eligibility, qualifications and abilities.

Furthermore, several initiatives focusing on women's empowerment and liberation have been developed and implemented in college. The college also follows a well-structured curriculum with multiple objectives to sensitize the students on gender equity, patriarchy, feminism, gender relation and roles, and so on.

Women cell also incorporates gender sensitization programs, such as carrying out domestic violence awareness programs and arranging writing competitions in honor of important gender days.

The college provides both male and female students with well-furnished and hygienic residential facilities on campus, common rooms with adjoining rest rooms and counselling services, CCTV cameras on campus and in the hostels for safety and security.

File Description	Documents
Annual gender sensitization action plan	https://sccz.edu.in/wp-content/uploads/2023/05/7.1.1-Annual-Gender-Plan-2021-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sccz.edu.in/wp-content/uploads/2023/05/7.1.1.-Promotion-of-Gender-Equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>Conscious of its ecologically sensitive location, the college tries to effectively manage its waste and ensure sustainability. It has taken several effective measures to manage both degradable and non- degradable waste. It does not produce any biomedical, hazardous chemical, or radioactive waste.</p> <p>Solid waste management: Bio-degradable waste like food waste and some vegetable waste is disposed in a decomposing pit which gets converted into manure and is used for fertilization purpose and some waste vegetable matter is used for animal feed.</p> <p>Recyclable waste like old newspapers, magazines, etc. is sold to vendors for packaging in shops, thus replacing plastic carry bags.</p> <p>Non-biodegradable waste such as plastic food wrappers, aluminium foil, etc. is given to municipal garbage vehicles for disposal.</p> <p>Liquid waste Management: Liquid waste from washing and bathing is disposed of in the sewers.</p> <p>E-waste management: Most of the E-waste generated by college is often taken back by the seller for recycling. And Low-end computer monitors, CPUs, and other peripherals are donated to poor schools after refurbishing. Inkjet cartridges and laser tonners are refilled for further use.</p>	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://sccz.edu.in/wp-content/uploads/2023/05/7.1.3-Geo-Tagged-Photographs.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

B. Any 3 of the above

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

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

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

A. Any 4 or all of the above

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

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

The mission statement of the college lays importance on moulding students into culturally, religiously, and linguistically tolerant citizens, which is part of the Claretine Holistic Education Program.

1. The college has created a special place dedicated to displaying artifacts and items of daily use of the tribes, highlighting the various cultures of Arunachal Pradesh, the Northeast, and other parts of India and the world.
2. On all important occasions and cultural events, the songs, dances, and other artistic expressions from various cultures are showcased, and students are encouraged to be present in traditional attire. Guests are invited to the events with traditional mufflers, shawls, and mementos.
3. The socio-economic gap among students is bridged by providing academic and residential scholarships, stipends, and free bus rides to deserving students.
4. "Gastronomia," as part of cocurricular activities, is organized for the greater good of humanity by raising funds for charity by selling the local delicacies prepared by the students. In addition, a creative event named "Darpan" is celebrated, which focuses on literature, culture, and exhibition.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The college focuses on comprehensive development, and one of the fundamental principles is to educate students and employees about constitutional obligations. Curriculum and co-curricular events are used to accomplish this value.

Various national and international events and awareness camps related to fundamental duties, rights, civil and legal awareness, etc. are organized every year by departments of the College, NSS Unit, Cells, and Association with the goal of sensitizing students and employees to constitution obligations, values,

rights, and duties, as well as to being responsible citizens.

Many classes and lectures given to students throughout the semester include topics related to basic duties, rights, and obligations, which aid in sensitizing students throughout the year.

The implementation of a choice-based credit system has made environmental studies mandatory, where students learn about their basic responsibilities for the preservation of ecosystems and biodiversity.

Some other related topics like - fundamental duties, national voters' day, Consumers rights and awareness etc. are thought of in the department like Education, Economics, Political science etc.

Many important days like, republic day, Independence Day, etc. are also observed to sensitize the students on their constitutional rights and obligations.

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

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college nurtures the young minds by involving them in various activities, events, observance and commemoration of various days of national and international importance throughout the calendar year.

Departments, Cells and Associations of the college, NGOs and Government Departments spear-head the celebrations and observances. Teachers Day, Independence Day, Republic Day are carried out by PESEC & JCC while Kranti Diwas, Gandhi Jayanti, Azadi Ka Amrut Mahotsav are observed by Department of History. World Environment Day, World Water Day, World Tourism Day are observed by Department of Geography and Eco-Club, World Consumer Rights Day, International Poverty Eradication Day by Department of Commerce and Economics. World Anthropology Day is observed by Department of Anthropology, National Education Day, International Literacy Day, are observed by Department of Education, NSS Day, International Peace Day, World AIDS day, National Voters Day, Constitution Day are observed by Department of Political Science, NSS Unit, CASA, HPC. World Theatre Day, World Press Day, World Poetry Day etc. are observed by Department of Mass Communication and English. International Women Day, Girl Child Day etc. are observed by Women Cell. All these celebrations and observances help students to gain knowledge of their importance and cherish the rich heritage of our country.

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

7.2 - Best Practices

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

Best Practices-1

InterViews: An Interdisciplinary Journal in Social Sciences

It provide a platform for critique and dialogue for ideas and seeks to publish peer-reviewed, research articles and book reviews. It welcomes scholarly and original manuscripts that explore interdisciplinary ideas. It publishes empirical, theoretical, clinical, and historical articles, review articles, translations of original articles, conference proceedings, and book and article reviews that facilitate constructive reflection, critique, and dialogue in the service of contributing to knowledge that graduates to wisdom. Initially, the journal was self-funded. Since 2015, however, the journal has been part-funded by ICSSR, Delhi.

Best Practices-2

Counseling and Wellbeing Services

It has been established with various levels of services to address psychological needs and help towards holistic personal development and optimal academic performance. Lack of mental health facilities in the milieu, the recurrence of suicide in the surrounding communities are the impetus to set up a counseling system to address the preventive measures. The Counseling and wellbeing services at SCCZ function at multi-levels. Students are increasingly under pressure to meet academic requirements and stressed by the competitive environments, which need to be eased with supportive counseling and guidance services. To provide soulful education counseling services play a significant role.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

One area distinctive to the vision, priority and thrust of the College is its commitment to providing soulful higher education to the tribal youth, as articulated in the Vision of the College. Soulful education focuses on the total development of students to help them to be honest seekers and practitioners of truth and earnest agents of transformation within and around them. This vision is being carried out in and for a very needy population of our society through quality and excellent academic programs. This soulful education focuses on quality education that encompasses both education in and beyond the classrooms accompanied by co and extracurricular activities, experiential learning and internships, that would shape the personalities to be agents of change, collaboration with other organizations and agencies of the society, and in service to the community. Given the short time frame, the exerted efforts have been bearing visible fruits in the academic world and in the society at large.

SCCZ was established in the year 2003, when there were no Colleges nearby and it was the earnest desire of Ziro. SCCZ was established to fill in this lacuna and in its nineteen years of existence it has made gradual progress towards realising this commitment.

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

7.3.2 - Plan of action for the next academic year

Plans of action for the academic year, 2022-23:

- IQAC will continue its quality initiatives; collect and analyze the feedback of the stakeholders with ATR.

- National/International seminars/webinars will be organized.
- Staff will be encouraged to attend faculty development programs/ orientation programs/ refresher courses.
- Publication of research papers in UGC-CARE listed journal of UGC.
- Internships and field trips in departments like Anthropology, Geography, and Mass Communication.
- Faculty will be encouraged to develop e-contents and digital repositories and upload e-books in the LMS to access by students and teachers.
- The Management planned to allocate more funds to the library for the purchase of books and journals as well as subscribe to more relevant research journals.
- Students' progression will be followed-up after graduation.
- The SCAN- alumni association of the college planned to conduct the alumni meeting during the next academic year.
- IQAC will implement its regular quality initiatives for promoting quality culture in the college, with regular meetings and minutes to be documented and uploaded on the college website (IQAC page).
- SCCZ will remain committed to maintaining a plastic free, green campus, with less usage of paper, and tree planting drives.
- To submit the Self Study Report to NAAC for assessment and accreditation (Cycle-2).