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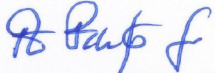
(An Association of Catholic Institutions of Higher Education in India)
31, Primrose Road, Bangalore – 560 025

Estd. 1951


Certificate

Reg.No.195/85-86
Dated Sept. 23, 1985

This is to certify that
Saint Claret College
Ziro, Arunachal Pradesh
has undertaken the process of
ACADEMIC AND ADMINISTRATIVE AUDIT
from **June 21 - 23, 2021** conducted by
Xavier Board of Higher Education in India, Bangalore.


Dr. Sr. Annamma Philip FMM
Secretary General,
Xavier Board




Rev. Fr. Antony Arackal
President, Xavier Board & Chairman,
St. Albert's College (Autonomous), Ernakulam



XAVIER BOARD OF HIGHER EDUCATION IN INDIA

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**ADMINISTRATIVE AUDIT REPORT
OF
SAINT CLARET COLLEGE, ZIRO, ARUNACHAL PRADESH**

The Administrative Audit of **SAINT CLARET COLLEGE, (SCCZ), ZIRO, ARUNACHAL PRADESH** was conducted by Xavier Board of Higher Education in India, Bangalore. The Audit covered the period from June 2016 - Sept. 2019 and was done in 2 phases due to the COIVD-19 pandemic, subsequent lockdown and travel restrictions across the country. The onsite visit was completed from Oct. 27- 28, 2019 while meetings with department, various Committees, students and other stakeholders were held online from June 21-23, 2021. The team comprised:

- Dr. Sr. Annamma Philip, FMM, Secretary General, Xavier Board of Higher Education in India (XBHEI), Bangalore and Former Principal, Stella Maris College (Autonomous), Chennai, Tamil Nadu (Onsite visit),
- Dr. Fr. Emmanuel Kallarackal, CSC, former Principal, Holy Cross College, Agartala, Tripura (Online meetings) and
- Dr. Ms. Ordetta Mendoza, Coordinator of Programmes, XBHEI and former IQAC Coordinator and Head, Post Graduate Department of Bioinformatics, Stella Maris College (Autonomous), Chennai, TN, and Co-ordinator of the XB-AA Audit (onsite visit and online meetings).

The College completed and submitted the Administrative Audit manual developed and deployed by Xavier Board of Higher Education in India, Bangalore in January 2020.

Xavier Board of Higher Education in India places on record the tremendous work and tireless efforts of the Principal, faculty, administrative and supportive staff, students, and alumnae for the initiative to carry out the Administrative and Academic Audit of the institution. The audit team places on record its gratitude to the Management of the College for the opportunity and the support given to them to undertake and complete the Administrative and Academic Audit for the institution.

z. Emmanuel

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Former Principal, Holy Cross College,
Agartala, Tripura



Ordetta Mendoza

Dr. Ms. Ordetta Mendoza
Co-ordinator of Programmes, XBHEI,
Co-ordinator of XB-AA Audit of SCCZ, Ziro

Dr. Sr. Annamma Philip, fmm and Dr. Ms. Ordetta Mendoza visited the institution in October 2019. The onsite visit of the XB-AA Audit began with an opening meeting with Dr. Fr. Allwyn Mendoz, Principal of the College who made a presentation about the institution and this was followed by a short interaction with the team members. Thereafter the team met Dr. Utpal Talukdar, IQAC co-ordinator and Dr. Bhaboklang Sohkhlet, IQAC deputy co-ordinator and visited the IQAC office and perused through records. The team also met all the faculty members at a separate meeting.

The team was taken around the College buildings, campus grounds and hostel during which the Principal showcased the various infrastructure facilities of the College, the upcoming Administrative and academic block, the Rain Water Harvesting facilities, Library, etc.

Since the College is situated in an absolutely remote area of the country (4 -5 hours journey by public transport to the nearest large town and state capital - Itanagar) with very little possibility of having distinguished experts from across the country as resource persons, the team members took the opportunity to address the faculty and conducted 2 programmes for them on 'Professional Ethics and 'College Autonomy'.

The team members met the Bursar of the College and discussed the financial aspects of the working of the college. Audited Statement of accounts and other documents were perused.

From June 21-23, 2021, XBHEI conducted phase 2 of the XB-AA Audit. The Principal made a presentation once again on the progress of the institution. Meetings were held with the faculty of various departments, Co-ordinator of various centres and associations, bursar, non-teaching staff, student council and alumnae,

The team noted the progress the College has made since the last accreditation in terms of increase in infrastructure facilities, programmes, number of faculty and students and the overall functioning of the college, quality initiatives and quality sustenance measures in response to the last NAAC Peer team recommendations.

History:

Saint Claret College was established in 2003 on a 20 acres campus having a built-up area of 3287sq.m. and is a Minority institution affiliated to the Rajiv Gandhi University, Itanagar, Arunachal Pradesh. It has been recognised by the UGC under sections 2(f) and 12B in 2008. The institution has a well-focussed Vision and Mission in keeping with the principles of the Claretian Society for Education. It was awarded A grade with a CGPA of 3.02 by NAAC in December 2016 (Cycle I).



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OBSERVATIONS:

Strategic Plan

The institution has a well-prepared strategic plan: 2015 - 2028 and has been following up its implementation through various programmes and meetings with relevant stakeholders.

Governance and Management

Participative management is the buzz word for the functioning of the College. The Principal is in charge of the overall functioning of the institution and takes final decisions related to the academic matters while final decisions relating to administrative and financial are taken by the Vice – Principal (Administrator) and the Bursar respectively in consultation with the Principal. Several committees have been set up which takes care of the day-to-day functioning of the institution with Principal at the helm of Academic, Administrative and Financial matters. ICC, Grievance Redressal Cell, Anti-Ragging Cell, Admission committee and Library committee, etc., have been set up and are functional. The institution has appointed Co-ordinators to prevent any Sexual harassment in the campus and also look into matters pertaining to the same.

A co-ordinator for Research Promotion has also been appointed.

The college publishes a handbook every year with all the necessary information such as academic calendar, rules and regulations for students and other matters regarding the functioning of the institution for the use of all concerned.

Faculty Profile


Currently the college has 31 full-time faculty members, 6 of whom hold Doctoral degrees and 22 faculty members have qualified to teach having passed the NET. 6 faculty members hold only PG degrees. The institution has always encouraged the faculty to pursue Doctoral programmes and has also facilitated 4 of them to acquire Ph.D. and 1 to obtain the M.Phil. degree. The attrition rate in the institution is a high due to factors such as the institution location, being an unaided institution, job opportunities for spouses, children's education and medical facilities for the family.

Programmes in the institution

The college offers Undergraduate Degree in Commerce, Mass Communication and in 7 disciplines in Arts


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Students Admission and Discipline

The College has an ad hoc, functional Admission Committee which helps in the admission process. The final decision regarding admission is made by the Principal and the Vice-Principals. There has been an increase in admissions from 2016-17 to 2017-18. However, the process could be better streamlined and minutes documented.

Non – teaching staff

The college has 23 non-teaching staff paid by the Management.

There are many welfare measures initiated by the institution in favour of the non-teaching staff such as advance payment of salary, interest-free loan, loan specifically in view of purchasing laptop, Contributory Provident Fund, Gratuity provisions, accommodation facilities on campus etc. The college has also organised two training / professional development programmes for the non-teaching staff.

Financial aspects

There is a Finance Committee in the college which is headed by the Principal. Being an unaided institution the source of income to the institution is the student fees. The college has a corpus fund and the interest is reinvested for the development of the college.

The institution conducts both internal and external financial audits regularly. The internal audit is conducted by the society of Claretians, Northeast India Delegation on a quarterly basis. The annual financial audit is conducted RSM Associates, Chartered Accountants, Guwahati, Assam. Audit is done once a year.

Infrastructure

The institution is in the process of constructing a new block with state-of-the-art infrastructure facilities. It has also revamped its existing infrastructure to better the teaching - learning evaluation process.

In the existing buildings there are 14 lecture rooms and 2 rooms with smart board / ICT facility, common faculty rooms with separate cabins, seminar halls, conference room, and sufficient rest rooms available for the faculty members, non-teaching staff and students.



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Institution Automation

The college has an MIS and its administrative functions are partially automated. It has sufficient IT facilities integrated with servers for the purpose.

Student Welfare measures

The college offers scholarships to students on a merit cum means basis. Students who belong to the ST community receive a stipend for their education from the government.

ICC

There is a well-established Internal Complaints Cell in the College with the Principal as the Chairperson. To date there have been no grievance brought to the notice of the cell.

Anti Ragging Cell:

A functional anti-ragging cell headed by the Principal and with sufficient representation from different sections of the college is functional. Students are made aware of the serious consequences of ragging through orientation programmes, meetings with student leaders, during value education classes and notices placed in strategic places, on notice boards, on the website and in the college handbook. To date no incident has been reported.

Examination Office, evaluation process and reforms

Since the college is affiliated to Rajiv Gandhi University, Itanagar, the examination calendar is given by the University. The college conducts the Semester End Examination and the Continuous Internal Assessment tests as per this calendar. The details are published in the College Handbook and the website.

The ratio of internal assessment to end semester examination is 20:80. The overall pass percentage in the college for the academic year 2018-2019 is 95% for General BA, and 100% for Mass Communication and B.Com. Many students of the College also obtain University ranks.

Library and Learning Resources

The college Library houses several sections such as the stack room, reading and internet browsing section etc. Entry and exit of students (footfall) and issue and return of books has been automated through the use of KOHA (ILMS) and RFID. The college is a registered member of N-LIST of IFLIBNET. The institution spends over 1.5 lakh on books and journals (hardcopies) every year. Computers are available in the library for use of faculty and students

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for browsing. There are over 10000 holdings in the library including 24 journals, CDs and Videos. The working hours of the library are from 8.30am to 3.30pm. The Librarian is assisted by a library assistant.

Concerns of Women staff and students:

The institution has a Women's Cell which organises and conducts programmes and other activities for women faculty and students. The activities of the Women's Cell include celebration of Women's Day, participation in activities organised by Women groups of the society, creating awareness on issues affecting women, and promoting the well-being of women on campus who are more in number than men on campus.

There are security personnel on campus (both female and male) to maintain discipline, to help anyone in distress and also take care of the campus.

Co-curricular activities

SCCZ has bagged the Best Disciplined Team Award repeatedly at various youth festivals, in addition to winning merit awards in various competitions at the state level.


The College organises annual competitions in Art, Literary, Cultural, Sports and Games called 'Resonance'. The inter Departmental Fest 'Darpan' is organised once in every three years.

Extra-curricular activities


PESEC:

People Education & Social Empowerment Centre [PESEC], with its Motto, "**Towards the Excellence of the Masses,**" is a Centre aimed at taking education right into the hearts and hearth of the people through satellite programs for people education and social empowerment. PESEC has a two-fold focus: An Internal Focus with which it serves the Claretine population, both staff and the students, and an External Outreach Focus with which it serves the population outside college – teachers, students, officers, youth, adults, etc. – through various conscientization and skills training programs. Over the years PESEC has conducted a variety of outreach programs.

Claretine Association for Social Action (**CASA**) with its motto, "that they may have life." focuses on training students in the art of a life of caring and giving to society especially to her differentially-abled children. Various social service projects and exposure programs are offered through CASA for the Claretines.


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The College conducts several extra-curricular activities such as the Ziro Literary Festival which is an annual event conducted in collaboration with Phoenix Rising, an event management company. The two-day event showcases several Literary personalities, poets and artists. Workshops, Poetry sessions, Book readings, Film Screening, Panel Discussions and conversations during the event.

The SCCZ Film Club offers Claretines opportunities to enjoy movies every month with a difference: analyze them from various perspectives, and to develop skills for becoming film critics.

The College also provides opportunities to the students to participate in extracurricular activities off-campus, such as Cultural Competitions, Model UN, NSS Camps, Sports and Literary competitions etc.

The NSS unit is very active and the students participate in several programmes such as Mission Clean Kley, Painting Competition to mark Swachh Bharat Abhiyan, Pre-Republic Day Camp, adventure camp, etc.

Sports and games facilities

The College has demarcated 2.18 acres of land for sports and games play grounds. It has a Sports And Games Association (**SAGA**) with its motto, 'healthy body for a healthy mind' which aims at providing facilities for the physical development of the students, and capacity for teamwork. Various sports and games activities are encouraged and teams formed for the same. An auditorium and Gym facilities are being constructed and this is indicated in the campus map.

There is no Physical director or directress for coordinating the sports and games in the college.

Amenities in the institution

Drinking water and Canteens

The institution has potable drinking water. Filtering of the water is done through RO+UV. The water quality is checked quarterly.

There are three canteens on campus which work from 8am to 5pm, with separate dining facilities for Faculty, and students which are well patronised! Hygiene and sanitation is well maintained in the canteens.



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Medical Facilities

There is no infirmary facility or trained nurses available in the institution. The closest Health Centre is 3.5 kms and the Hospital is 10 kms away from the institution. The College vehicles are kept on standby for any medical emergency and first aid boxes are available in the College and the Hostel.

Transport

The institution has 4 buses and 150 students avail of the bus facilities. Transportation of faculty is pro bono while the students pay a minimal fare per trip.

Incinerator, ramps and lifts, alternate power and sanitation and hygiene

The institution has incinerators but no ramps and lifts. Provision for the same are being made in the new academic block under construction.

There CCTV cameras provided on campus and in the hostels. The Academic Block, and the Hostel are equipped with Fire Fighting mechanism (Hydrant, extinguishers, Fire Alarm). Regular inspection and certification is done regularly.

Since the rainy season extends for 9 months in the year therefore no viable alternative power supply that can be envisaged other than the electricity provided by the government and generator. Solar powered water heaters have been set up but due to the lack of many days of sunshine its usage is minimal.

There are sufficient number of separate toilets for female and male faculty members, non-teaching staff and students. Toilets for differently abled staff and students are being constructed in the new academic block.

Other amenities

The institution has a DTP Center and wifi with 5 Mbps. There are general gardens, separation of degradable and non-degradable garbage and this is monitored by a staff-in-charge of the maintenance of the campus. An extremely large Rain Water Harvesting facility (114'x12x 6') with a Volume 8734cft that holds upto 2,47,330 litres has been constructed below the Basketball Court and this caters to the needs of the whole campus.

Counselling Centre

Besides the faculty mentoring system, SCCZ provides a Counselling Cell staffed with a professional counsellor who is available for students from Wednesday to Friday. The Cell provides for the holistic development of the personality of a Claretine. It helps a student to

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address and resolve their personal, emotional, relational, and academic difficulties. It also focuses on students who do not perform well in their examinations and tend towards absenteeism in class. Claretines are encouraged to make use of the services of the Counsellor for their holistic development and emotional wellbeing.

Hostels

Through its twin hostels, residential facilities (total capacity: 210) are offered on campus for deserving female students only, on admission to SCCZ. There is a plan for a PG Hostel besides the existing 2 Hostels for female students. There are a total of 105 rooms in the hostels presently.

Extension Activities:

The institution conducts awareness programmes on health & hygiene, blood donation, cleanliness drive in the neighbouring villages and District Civil Hospital, campaigns in support of 'No to plastic', participation in the local tribal festivals, etc.

The impact on the students and the community are a society with better human welfare index and a student community with a higher social sensitivity index. The various outreach activities of the college have made the students more compassionate and socially alert. The students participate in all the extension activities with great enthusiasm.

Publications:

The college has the unique distinction of publishing an International interdisciplinary Journal in Social Sciences with an ISSN, indexed with DOI, and a separate website. The journal 'INTERVIEWS', has been published annually for the last 8 years without having missed any issue. Contribution of articles are made by faculty and researchers across India and also from abroad.


The college also has the practice of bringing out a departmental newsletter by each of the 9 departments. This practice has encouraged the students to get some initiation into research. Apart from this the institution has 1 event-based newsletter and a college magazine.

Placement Cell:

Due to its remote location no corporate companies are willing to come to the institution to interview students for potential jobs and hence the College does not have a placement cell. The institution hopes to remedy this in the future.

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Alumnae Association

There is no registered alumni association in the college and no activities have taken place in the last 3 years. But SCCZ looks forward to nurturing a familial relationship with all the Claretines who pass through its portals. To this end, SCCZ has established **SCAN** (Saint Claret Alumni Network). Every student who graduates from SCCZ registers as a member of SCAN, and the College keeps in touch with them. Reunions and get-togethers are yet to be held.

IQAC


The college has a functional IQAC. The co-ordinator is appointed by the Principal. The members of the IQAC are appointed as per the guidelines of the NAAC. The IQAC meets from time to time and organises programmes for the growth and development of the institution in keeping with quality initiatives and quality sustenance measures. The minutes of the meetings and other details are available on the College website.

Best Practices

One of the Best Practices of the college is the **Claretine Holistic Education Programme (CHEP)**: When SCCZ came into being, the educational scenario in Arunachal Pradesh was anything but rosy. There was little infrastructure, few institutions, and limited exposure for the youth to quality education. The teachers focused exclusively on completing syllabus, and no other out-of-the-box thinking was easy. However, SCCZ insisted on providing education with a difference, and wanted its students – Claretines - to graduate with a difference. Teachers were formed into teams. The five components of the Mission and five Core Values of the Colleges were listed. Teachers were allowed to choose each component as per their degree of comfort and confidence. Each team was then guided to select and finalize three sub-topics, in a graded order, building on the previous ones. They were then guided to prepare a lesson module for 45 minutes, which is light on theory, but strong on exercises, interactive discussions, debates, group games, and a final reflective wrap up with consolidation of gains from the session. The lesson plans for 10 components x 3 subtopics (thus 30) were prepared and compiled into a CHEP Module Booklet. It was then distributed to all faculty, and each team trained the remaining faculty on how to impart the module to the class, so that finally every faculty member was trained to take any module and every student gets a standardized class input. The Programme has been a great success. Measuring such success is mostly qualitative. Student and staff feedback have been very encouraging. Students love the highly interactive

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environment of the CHEP hours with its thought-provoking exercises and discussions. Many alumni have mentioned that what they have cherished most in their SCCZ Campus experience was the CHEP Programme.

Other best practices include (1) efforts to integrate use of technology in teaching - learning-evaluation and (2) Departmental Seminars and *Darpan*, the Departmental fests.

Institution distinctiveness:


The 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. Saint Claret College, Ziro (SCCZ) was established in 2003, at a time when there were no Colleges nearby and it was the earnest desire of the people of Ziro to have a Degree College which would provide Quality Higher Education. SCCZ was established to fill in this lacuna and in its seventeen years of existence it has made gradual progress towards realizing this commitment.

The college caters predominantly to the students belonging to the ST category which comprises about 95% of its total strength. It is also committed to empowering the young women in the local communities by offering them priority in admission to the institution. Despite being located in a remote area, the College has spared no efforts to integrate the use of technology in teaching-learning thereby consistently scoring the highest pass percentage in the University examinations. It is the only College to have been commended by the State Government for services in Higher Education (2015), and has been awarded the Best Performing Private College of Arunachal Pradesh (2019). Over the years, it has expanded its academic activities through various MoUs, establishing Coaching centre for UPSC examinations and other competitive exams, etc. which gives exposure to the students and other stakeholders to artists and literary personalities of national and international repute.

The College has also collaborated with institutes of National importance such as NIT, Arunachal Pradesh, IIRS/ISRO, Dehradun (the College is a Nodal Centre for its Distance Learning Program), Shillong Geophysical Research Centre (the college has collaborated with the institute to house a Seismograph on campus). These efforts of the college have benefited primarily the students who get access to quality higher education in this remote part of the country. which is central to the establishment of Saint Claret College. Every undertaking by the college is in view of fulfilling its vision.


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Recommendations

- Effective curriculum delivery through a well-planned and documented process, each semester. Teaching plans to be given to the students at the beginning of each semester.
- The institution needs to integrate more cross cutting issues relevant to gender environment and sustainability, human values and professional ethics into the curriculum.
- The various policies of the institution and committees can be reframed / re-constituted including Admission and finance committee.
- Strategic plan to be made known to the faculty and staff (wherever applicable).
- Teachers must complete their Ph.D. degree as soon as possible and this maybe linked to the CAS.
- The role, function and term of office of Heads of Departments, chairpersons of committees, various cells and societies to be spelt out
- Finance Committee needs to be reconstituted with a senior faculty member nominated by the Principal on the committee.
- Demand ratio is below 1:1 and needs to be improved through various measures.
- Mentor: mentee ratio is to be looked into and also the number of hours that students meet their mentors.
- The institution must assess the learning levels of the students immediately after admission and organise special programmes for advanced learners and slow learners.
- Head of department position while being made on rotation must be given to faculty with atleast 5 years of service in the institution.
- Few more value-added and other certificate courses can be offered by the institution.
- Role, function and Term of office of IQAC members to be spelt and the functions of the IQAC must pertain only to quality assurance and sustenance in the institution.
- Many faculty members hold more than 2 positions in the college. This may be remedied by giving positions to mid-level faculty members to hone their leadership and organisation skills, foster team spirit and enhance participative management.
- Agenda for meetings especially general council and staff council meetings to be given at least 2 weeks in advance.
- A Physical director needs to be appointed to oversee the various sports and games in the institution.


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- Anti-ragging and Anti-sexual harassment posters to be displayed in prominent places on campus. The posters must have the name and contact details of the chairperson and college.
- More professional training and other programmes for non-teaching staff.
- Encourage student participation in several extension activities, promoted through the societies and clubs, especially outreach programmes in association with NGO's.
- Placement cell and Alumni Association to be made more active and vibrant.
- College must apply for Autonomous status as soon as possible, so as to begin the academic year 2021-22 under the autonomous mode.

Date: June 23, 2021

Place: Bangalore, Karnataka



A handwritten signature in blue ink, appearing to read "Fr. Emmanuel Kallarackal".

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