YEARLY STATUS REPORT - 2020-2021

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.	**7085320300**
• Mobile No:	**8119860245**
• 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	
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**UGC 2f and 12(B)**

	• Name of the Affiliating University	**Rajiv Gandhi University, Itanagar**
	• Name of the IQAC Coordinator	**Dr. Utpal Talukdar**
	• Phone No.	**7085320300**
	• Alternate phone No.	**8119038828**
	• Mobile	**9436232385**
	• IQAC e-mail address	**iqac@sccz.edu.in**
	• Alternate e-mail address	**utpal.talukdar12@sccz.edu.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://sccz.edu.in/index.php/annual-quality-assurance-report-aqar/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fsccz.edu.in%2Fwp-content%2Fuploads%2F2021%2F10%2FAcademic- Calendar_2021-22.pdf&clen=146500&chunk=true

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.02**	**2016**	**02/12/2016**	**01/12/2022**

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	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
• If yes, mention the amount	Rs. 30,000.00	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

* Departmental Planning and Benchmarking was carried out for odd- and even-semester on 27th November 2020 and 27th March 2021 respectively. * Result analysis of RGU End Semester Examinations: February 2021 and June 2021was done on 27th March 2021 and 10th August 2021 respectively. * Mentoring was conducted for each department regularly. Besides, there is a trained student counselor appointed on campus for the holistic guidance of the students. * Feedback from students was collected and analyzed on 11th May 2021; Alumni feedback was collected on 1st June 2021; Exit Interview of the outgoing batch was done on 26th March 2021; Employer feedback was collected on 13th May 2021. And Student Satisfaction Survey (SSS) was collected on 15th June 2021. * Organized a National Webinar, "A Vision for Quality Higher Education through NEP 2020 and Revised NAAC Process" from 28 – 29 May 2021 in collaboration with NAAC, Bengaluru.

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
To conduct the diagnostic test for the students to diagnose the learner's levels. To encourage extensive use of ICT in teaching-learning and evaluation such as TalentLMS given online classes because of COVID 19 Pandemic for the academic year. To organize a national seminar by IQAC. The proposed theme of the seminar was NEP 2020 and plan to prepare a proposal to apply for collaboration with NAAC. To streamline TalentLMS and create a digital repository, upload e-books in the LMS to access by students and teachers. The SCAN-alumni association of the college planned to conduct the alumni meet during the academic year. IQAC planned to analyze the feedback of the stakeholders on curricular aspects. The cell will conduct the student satisfaction survey.	Departmental Planning and Benchmarking were carried out for odd- and even-semester on 27th November 2020 and 27th March 2021 respectively. Result analysis of RGU End Semester Examinations: February 2021 and June 2021was done on 27th March 2021 and 10th August 2021 respectively. Organized a National Webinar, "A Vision for Quality Higher Education through NEP 2020 and Revised NAAC Process" from 28 – 29 May 2021, collaborating with NAAC, Bengaluru. The online classes, tests, and assessments were conducted via TalentLMS from 10th September 2020 onwards. The SCAN-alumni association of the college organized 3rd Gathering of Saint Claret Alumni Network (SCAN) on 10th April 2021. Feedback from students was collected and analyzed on 11th May 2021; Alumni feedback was collected on 1st June 2021; Exit Interview of the outgoing batch was done on 26th March 2021; Employer feedback was collected on 13th May 2021. And Student Satisfaction Survey (SSS) was collected on 15th June 2021.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Management Council	21/08/2021

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	**26/02/2022**

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	**816**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**384**
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	**200**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**31**

Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**31**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**40**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**118.05**
4.3 Total number of computers on campus for academic purposes	**50**

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 (SCCZ) strictly adheres to the curriculum prescribed by the parent University enriching it with additional features at various levels for the optimal academic development of students.

1. Institutional Level: Two extra units,"Preparatory and Advance units" (Unit 0 and Unit 100) are added to the existing curriculum as bridge courses.

2. Faculty Level: FDPs are conducted at the beginning of each academic year to orient and empower their resourcefulness with the necessary tools for the academic year.

3. Student Level:

CHEPHours enhance students with a value-based education for integral human development and responsible citizenship.

Zero hoursprovide opportunities for students to clarify their doubts and seek further guidance.

Remedial classes for slow learners.

One to one mentoring sessions across semesters where students share their problems as well as aspirational goals. The mentor guides them in their overall growth.

MExcellence Project & Aspirational Goals- for the major students to set their aspirational goals.

Seminars & lectures: National and Departmental seminars, Extension Lectures, Quiz competitions, workshops, etc., are regularly organized for the benefit of the students.

Add-on courses:add-on, certificate & enhancement courses are also offered to students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[NIL](#)

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

The Academic Calendar is prepared in compliance with the academic calendar of the affiliating University at the very onset of the academic session. It is published in the College Handbook and given to every student and faculty. It is also uploaded on the College website. The Academic Calendar contains the date and the details of all activities, sessional tests, submission of assignments, etc. During the pandemic, the Continuous Internal Assessment was conducted through sessional tests and attendance, which was conducted online mode through the LMS of the colleges. However, the attendance component could not be included. The use of the LMS ensured proper documentation of the sessional test answer scripts and assignment submissions. The conduct of the entire Internal

Assessment was planned out and conducted by the Exam Cell as per the dates published in the Academic Calendar. The sessional tests were set to provide the assessment of at least 30% of the syllabus.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NIL

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 process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

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)

5

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

421

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

421

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 institution integrates cross-cutting issues through various co & extracurricular activities such as guest lectures, seminars, workshops, observance of important days, etc.

Human values/Value education: SCCZ integrates Claretine Holistic Education Program (CHEP) for students. CHEP modules enable students through a reflective and participative study of human values, intellectual competence, spiritual evolution, moral uprightness, professional ethics, social responsiveness, cultural tolerance, faith in God, integrity, peace, and cooperation.

Gender equality: Being a co-education, SCCZ aspires to see that students have a positive attitude toward gender equality.

Activities conducted:

- "Women in leadership", as a mark of respect for women in collaboration with the District Police, Ms. Tage Tunia, an SCCZ student, was Superintendent of Police for a day.
- Women's day celebration on campus and online.
- Online webinar on Gender Sensitization – Justice.
- Prioritizing women's education through special scholarships, residential facilities, and security on campus.
- Sanitary napkin vending machines and incinerators are installed in female restrooms.

Environmental awareness: SCCZ has integrated Environmental Studies for all students to inculcate, create awareness, and impart environment-related knowledge.

- Programs within and outside campus, viz., cleanliness drive and tree planting.
- Workshop on Climate Change, Mitigation & Ecosystem Resilience: with a guest speaker in collaboration with other organizations.

File Description	Documents
Any additional information	No File Uploaded
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

16

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

435

File Description	Documents
Any additional information	**No File Uploaded**
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)	**No File Uploaded**

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	No File Uploaded
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

404

File Description	Documents
Any additional information	No File Uploaded
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

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.
- Monthly Assessment Test (MAT) and Mid-Semester Examination (MSE) also help check the learning levels.

Special Programs for advanced learners and slow learners:

* MExcellence Project & Aspirational Goals- This programme is exclusively for the major 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	[NIL](NIL)
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
816	31

File Description	Documents
Any additional information	**No File Uploaded**

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 to acquire

Experiential Learning:

- **Short-term courses programs conducted by IIRS to help students to enhance their skills, knowledge and attributes practically**
- **Internship:Students from the Department of Mass Communication and Department of Commerce undergo month-long Internship programs which have been academically beneficial.**
- **Laboratories:well-equipped laboratories for Geography, Anthropology, media lab, computer lab, and Language Lab, which facilitate experiential learning.**

Participative Learning:

- **Add-on Courses: Certificate Courses and Skill-Based Courses are offered by various departments, to equip students with needed skills.**
- **Workshops on current topics and issues beyond classroom teaching.**
- **Departmental Seminarsengage students in group research and present their findings in a formal setting, to inculcate research skills & ethics and teamwork.**
- **Emersion programsconnect the book knowledge with real-life situations.**
- **Field visits & Educational tours tovisualize how the knowledge is being utilized in the professional setting.**

Problem-solving methodologies:

- **The NSS Unit conducts 'Special Extension Camp'- which helped students understand social problems and provide solutions to the society both in urban and rural settings**

NSS cadets are helped to develop scientific attitudes and skills towards implementing tasks/projects.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[NIL](#)

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 software which are used extensively in the teaching-learning process.

During the Pandemic, the college adopted 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.

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. The Language lab is utilized to improve language skills and pronunciation.

In collaboration with ISRO (Indian Space Research Organization), the college is equipped with a GIS Remote Sensing Laboratory where teachers train students in handling and analyzing a huge amount of data for real-time monitoring and geographical phenomena.

SCCZ also has ALS Video-Conference to groom students for the Union and State Civil Services Exams.

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://lms.sccz.edu.in/index

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

31

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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	No File Uploaded
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

153

File Description	Documents
Any additional information	No File Uploaded
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 the deadline for submitting the Assignments are notified in the Academic Calendar. Timetable for the Sessional Tests is circulated at leasttwo 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 scriptsare evaluated, and shown to the students. The answers are analyzed and discussed and any grievance that arisesis 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.

Attendance forms part of the internal assessment; 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	**No File Uploaded**
Link for additional information	[NIL](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	**No File Uploaded**
Link for additional information	[NIL](NIL)

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 course outcomes for each programme are formulated in accordance with the prescribed syllabus.Programme and course outcomes are clearly set in the following manner: a. Each Department drafts the

programme and course outcomes as per the UGC LOCF guidelines. This is done through a collaborative effort between the department heads, and other faculty. b. The same is presented to the IQAC for approval. The approved Programme and Course Outcomes are uploaded on the College website and Learning Management System. c. Each Department introduces the course and the program and course outcomes to the students in the introductory class. d. The same is reiterated at periodic intervals to the students. e. The Programme and Course Outcomes' realization is evaluated during staff meetings as well. d. Each department evaluates the learning outcomes of the past year and in view of the past outcome, decides and sets in ink the outcomes in two modes: Departmental Objectives and Benchmarking.

The learning outcomes are communicated in various ways: 1. Staff Notice Board 2. Email communique & Circulars to the Staff. 3. Website and LMS 4. Student Bulletin Board (Department) 5. Regular Departmental Meetings

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NIL]()
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 level of attainment of POs, PSOs, and COs are measured and evaluated through a combination of internal assessments as set by the institution and external assessments as prescribed by the University. These are done as specified below: * Sessional tests * Assignments, Projects, Presentations * Continuous Internal Assessment (CIA) * End Semester Examinations(ESE) * Announcement and Publication of Student Performance in examinations through the Staff and the Student Bulletin Boards. * Personal Conference with the students by the Principal and Vice Principal with students who have performed poorly in the college level examinations. * Remedial Teaching * Library Hours and Zero Hours

The data on the learning outcomes are collected through the following means: * From University circulars and website (ESE/Annual Exam results). * CIA Results (assignments/sessional tests) * Mentoring sessions * Counselling sessions * Discussions at Staff Council Meeting * Parent/Guardian feedback (informal, during

parental visits) * Feedback from the Employer * IQAC documentation.
* Through suggestion boxes.

In terms of assessing/evaluating a student's learning and
performance, SCCZ believes in Continuous Assessment, coupled with
and culminating in the Internal- and End- Semester examination as a
comprehensive index of student performance.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

197

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	**No File Uploaded**
Paste link for the annual report	https://sccz.edu.in/wp-content/uploads/2022/05/2.6-SCCZ_Annual-Report-2020-21.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

6

File Description	Documents
Report of the event	**No File Uploaded**
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

6

File Description	Documents
Any additional information	**No File Uploaded**
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 and harmony, cleanliness, communitysocial service, health, blood donation, mask distribution, etc. through awareness programs, camps,

rallies, street play, talk, poster display, trekking, community service, etc. were conducted under the aegis of NSS units of the college on campus and in the neighbouring communities/ localities. Important days observed- Constitution Day, Gandhi Jayanti, International Yoga Day, Kranti Diwas, National Sports Day, National Voter's Day, Sadhabavna Diwas, Swatch Bharat Abhiyan, World Sight Day, World AIDS Day, World Anti-Tobacco Day, etc. These programs were conducted in collaboration with various cells and associations of the college, local bodies, and government departments. These activities help all students especially the NSS volunteers of the college, in their holistic development including character building, community relationships, selfless service, leadership, discipline, etc. During the pandemic, the College used its own resources to provide lunch to the frontline health workers of Hapoli- Ziro township for one month. The Staff of the college also contributed to the Chief Minister's Fund during the pandemic. The College also has centre People Education and Social Empowerment Centre (PESEC) and an association Claretine Association for Social Action (CASA) to carry out extension and outreach programs.

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

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

0

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	No File Uploaded

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

7

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

200

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

2

File Description	Documents
e-copies of linkage related Document	View File
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 College has adequate infrastructure and physical facilities. Presently, the Institution has two academic blocks. 38 classrooms, Separate labs for Geography, Anthropology, Media lab, and Computer Lab, which is also equipped with a Language lab, and GIS Lab. The College also has 2 seminar halls and a Conference room. Besides, the location of lab-based departments adjacent to one another makes it easily accessible to the students.

Teaching-Learning facilities: The classrooms are well equipped with ICT facilities to make the teaching-learning process smooth for the teachers and students. All classrooms are being facilitated with LCD projectors whiteboard, a notice board, and sufficient furniture. The

bigger Classrooms are fitted with a PA system thereby making the teaching-learning process more audio-visual friendly. The college offers various subjects which also require the facility of laboratories. Laboratories are regularly upgraded based on the revision of course/syllabi of various subjects. The college also makes sure that the maintenance of the lab equipment is constantly monitored. Each department has adequate teaching aids.

SCCZ constantly upgrades its teaching and learning facilities in order to stay abreast of the latest trends. The College has its own Learning Management System with a large repository of learning materials.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL]()

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

The College has utilized its campus optimally to provide space for Cultural Activities, Sports, and Games. Located in a remote area, the college has converted the hilly terrain to provide sports and games facilities. The College has three Basketball courts, two badminton courts, one Volleyball court, and A ground that can be utilized as a Football ground, Cricket ground, Kho-kho, and track and field events. Indoor games facility for Table Tennis, Carroms, Chess and some other games is also available both in the College and the Hostel. A total area of 8818 sq.m is dedicated to sports and games facilities. The facilities are utilized by the students of the College and local people. The college has an auditorium with a stage for cultural programs. Regular co and extracurricular activities are conducted by the College. The students get ample opportunities to showcase their talents and abilities through drama, dances, songs, and other artistic expressions. The college conducts the annual college fest called Resonance, an annual Art Literary, Cultural, Sports, and Games competition. The college also observes important days such as National Sports Day, Theatre Day, Poetry Day, Birth Anniversaries of Shakespeare, and Kamala Das.

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

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

39

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

39

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NIL
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)

76.66

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

The college library has presently evolved into SCCZ Library and Information Centre with an area of 519 sq. metres. the college library has automated its services. The library has a conducive atmosphere for reading, study, and research, with physical and digital space to accommodate the emerging needs of education. The library uses Koha ILMS (open source) and RFID for maintaining its operations. The library has over 15000 printed books, CDs, and DVDs, 25 print journals, 10 print magazines, and 3 print newspaper subscriptions on diverse subjects and categories, classified, labeled, organized, and embedded with an RFID system for easy access, tracking and checking out. It boasts a braille section with 158 Braille Books to accommodate visually challenged clients and a depository of 110 back volume periodicals. Apart from that, the Library and Information Centre also subscribed to many online resources. The 23rd edition of Dewey Decimal Classification (DDC) is used to organize and classify the library's books. It is in accordance with Peter Suber's philosophy of Open Access that all of the library's content is available to its users for self-browsing. The College has an N-List subscription for its faculty and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	NIL

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)

2.27

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

17

File Description	Documents
Any additional information	**No File Uploaded**
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

The college has adequate IT facilities. In spite of the remoteness of the location and the numerous problems associated with network connectivity and steady electricity supply, the College has made efforts in obtaining the best IT equipment. The Computer lab, Media lab, GIS lab, Language lab, projectors, printers, scanners, Wi-Fi facility, ERP for Office Automation, Biometrics system to capture attendance ILMS, Learning Management System, etc., are testimonies of the robust IT facilities that are available on campus. The College has a leased line for internet connectivity with 30 MBPS bandwidth. The college updates the IT facilities frequently. Obsolete systems are replaced with new and latest technologies. Some examples of updating of IT facilities are; the Library was upgraded with RFID, Student ID cards were upgraded to RFID cards, Biometrics system was for Staff attendance, ERP for office automation, Software for Computer Applications, Antivirus, Online admissions portal, College Website, Office computers, setting up of new computer section in the Library, installation of CCTV cameras in the Old

building section and Hostel campus, Learning Management System, Cloud computing collaboration and productivity tools (Google Workspace). All students and staff are given institutional email IDs for better networking and collaboration.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](View_File)

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](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)

118.05

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
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.

The policy details are as follows: * Infrastructure: Classrooms will be designated to each department; Common facilities for specific purposes (seminar hall/ auditorium/ sports facility/ common labs etc) must be booked in advance. The support staff ensures daily maintenance, hygiene, and cleanliness of all physical facilities. * Support facilities: Transport facility will be available only for students and staff of the college. Any special purpose bus facility can be availed by booking it in advance. Bus facility can be availed for Departmental purposes or for Co- and Extra-Curricular activities. Regular maintenance of the Transport facilities is to be done by the Drivers and handymen. * A repair and maintenance log is kept in the Office. Staff/students who notice some need for repair or malfunctioning equipment/ appliances, enter the matter and the Administrator checks it on a daily basis and takes care of its rectification at the earliest. An action taken report is also maintained. * Overall maintenance of the physical and support facilities is the responsibility of the Administrator. Whenever there is a minor repair, the resources on campus will be utilized. For major repairs and maintenance, professional help will be sought.

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

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

710

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

75

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/index.php/5-1-student-support/
Any additional information	**No File Uploaded**
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

0

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

0

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	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
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

67

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/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 has a consultative status in the matters in which suggestions/opinions of the Council are sought. The JCC is absolutely non-political in character. Student representatives are democratically elected from their respective batches at the very beginning of the year, and these representatives democratically choose their Captain and Vice-Captain. The JCC works with the Management and the Staff Council in organizing and coordinating various events in the College such as the Investiture Ceremony and Inauguration of Associations, Teachers'

Day, Annual College Week, Food Fest, Commencement Ceremony, Farewell
for Outgoing batch, etc. and any other Co- and Extra-curricular
activities. The members of the JCC also serve as animators for the
various associations of the College such as PESEC (People education
and Social Empowerment Centre), SCALE (Saint Claret Art and Literary
Enterprise) SAGA (Sports and Games Association), CASA (Claretine
Association for Social Action) and CYC (Claretine Youth for Christ).
Over the years, JCC has produced exceptional leaders of excellence,
integrity, and total commitment. The Captain of the JCC represents
the students as a member of the IQAC of the College.

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

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

0

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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. And in 2015,
the Second Alumni Meet was conducted and the resolution was taken to
form the executive committee and elected office holders for the

smooth running of the Association. The association also constitutes the 'Drafting Committee' to formulate the 'Bye-Laws' for registering the Alumni Association.

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

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."

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, governance and leadership style for SCCZ. Every major policy decision is taken by the Governing Body whereas decisions related to the regular programs and daily running of the College are dealt with by the Management Council. The monthly Staff Council Meetings propose innovations and evaluate various activities. The Staff Coordinator, the IQAC Coordinator, Heads of Departments, and Coordinators of various associations and cells—all work together in

order to realize the Mission of the College. Thus, the leadership is participatory and collaborative.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

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 clearly visible is in the Admission Process. The entire process of Admission is conducted by the admissions committee comprising of different staff and wherein students also contribute to its success. The Admission Committee is led by a senior faculty who is the coordinator, there are faculty members from all academic departments, and Office staff. During the Pandemic, the process of admission was conducted in the online mode. The committee shortlisted all eligible applicants and through meticulous planning, each of the eligible candidates was interviewed telephonically. The interviewers were instructed to counsel the students about the courses available and check their interests and help them make a choice. On a regular basis, the committee met and evaluated the process. The location of the college was remote, there were numerous network issues and in the case of several students, the interview had to be conducted with many interruptions. The admission committee led by the coordinator ensured that through the collaboration of most of the staff members, the admission process was completed successfully. This practice of the college is an example of participative management and decentralization.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

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". The strategic plan of the college

is titled, "Innovate to Transform" and this plan has enumerated five Pillars of excellence and five priorities. One of the priorities of the college is Infrastructural development. The efforts made by the college to expand its infrastructure in order to augment the quality of higher education is a success story. The new academic Block of the College was approved by the Governing Body in 2017 and since then in a phased manner the construction of the academic block is being carried out. The pandemic had affected the progress of the construction since all the workers were migrants and hence the work had to be stopped due to the lockdown. Right now, the Academic Block is on the verge of completion. The new infrastructure boasts of about 29 classrooms, offices, Auditorium, Seminar Halls, conference room, staff room, exam cell, Labs, Gym facility, and ladies and gents' toilets. Care has been taken to keep the building disabled-friendly. 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	View File
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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 GB and the MC are at the bottom, functioning as a "nurturing and holding ground", with our student stakeholders placed at the Top, allowing them to blossom out into the world, with the Management, the Staff, and other stakeholders providing the supportive launching pad. The organizations such as UGC, NAAC, DHTE, etc. are in the circumference, with their reaching out to us and are reaching out to them indicating that SCCZ is nurtured by various agencies supporting from the sides as well. Major policy decisions are taken at the GB and MC levels, always in optimal consultation with the Staff Councils and other stakeholders concerned. The College has its own service rules. The comprehensive document contains the role and profile of every staff. There are clear-cut policies and procedures laid out for staff appointment, staff promotion, leave, remuneration, resignation/termination, etc. The college has several policies in place such as an Admissions and reservation policy, a Policy on maintaining Ethical boundaries, a

policy on utilizing and maintaining physical resources, Grievance Redressal, etc. The 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/wp-content/uploads/2022/05/Organogram.pdf
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
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 empowers the staff through various welfare schemes. The detailed policy is given in the SCCZ staff Service Manual. 1. Leave The staff members are entitled to casual and special casual leave, restricted holidays, earned leave, duty leave, maternity leave, paternity leave, vacation leave, academic leave, study leave, sabbatical leave, half-pay leave, and extraordinary leave. 2. Financial Assistance All staff members are eligible for the Employee Provident Fund EPF) and National Pension Scheme (NPS). Advances and interest-free loans are provided. Staff can avail of financial assistance to attend seminars, conferences, publications, membership in professional bodies, seed money for research, etc. 3. Excellent

working conditions Hygienic working environment, with separate staff washrooms, separate space in the canteen, free transport to the college, Periodic Faculty development programs, workshops, training programs, Scope for professional development through N-List membership, Access to the latest technology, Feedback, and appraisal on academic performance. Occasional recreation and social get-togethers.

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
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

98

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	**No File Uploaded**
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

32

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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 Performance Appraisal System in place for teaching staff in adopted from UGC Regulations 2018 with few adaptations. The faculty members apply to college authority for promotion, as and when they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required Performance Based Appraisal System/CAS proforma

adopted from The Gazette of India (Extraordinary), Part III-Section 4. No. 271, New Delhi, July 18, 2018 with few adaptations. The placement/promotion for the teaching staff is granted after a thorough screening and verification by the Management Council of the institute in a transparent manner.

Apart from the Performance Appraisal System, a Teachers' Appraisal mechanism is also carried out at regular intervals through an analysis of the Plan of Action (PoA) and the Action Taken Report (ATR) in the SCCZ Service Journal. This mechanism is monitored by the IQAC and receives the approval of the Principal at the end of every academic year.

The Non-Teaching staff is categorized into two: administrative and general. They are subject to promotion after putting in a specified period of service while in adherence to the extant rules laid by the Management Council.

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 part of it. The audit is done by a Chartered Accountancy firm i.e., RSM and Associates conduct an annual audit of the college's finances. This is done in the financial year cycle (April-March) and is scrupulously followed. The most recent audit report was prepared for the year 2019-20. There have been no audit objections.

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

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

File Description	Documents
Annual statements of accounts	View File
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 rules for the 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 stationery, 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	No File Uploaded

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 the 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 for the next semester.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	No File Uploaded

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

Departmental Planning: The IQAC guides this exercise in which each department plans in detail for the Academic Year. Departmental Planning involves discussion and allotment of papers to different faculty members of the Department and assigning of 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 contributions by the students • Celebration/observation of Days of regional/national/international importance, particularly significant for the department. Other matters discussed and finalized are, • Departmental Fieldwork: • Zero Hour Activities (the equivalent to Tutorials) • Mentoring Strategies • Remedial Teaching Strategies • Assignment of CHEP responsibilities 2. Departmental Objectives & Benchmarking Departmental Objectives & Benchmarking is another exercise guided by the IQAC and implemented by each department for every batch of students at the very beginning of the Academic year. Departmental objectives are set in line with the vision and mission of the department. Benchmarking, on the other hand, is done with an objective to follow up on the progression of the students in terms of their academics 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	NIL
Upload any additional information	No File Uploaded

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/2022/05/2.6-SCCZ_Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

Several Programs were conducted during the Academic Session 2020-2021 to promote Gender Equity. International Women's Day was observed on 8th March 2021. A poetry writing competition and a Digital campaign on the Empowerment of Women were held. Anti-Ragging Cell organized a program in a ragging-free environment on 11th March 2021. A departmental seminar on the theme "Women Writers of North East India" was organized, and Kamala Das's birth anniversary was observed on 31st March 2021. International Day against Drug Abuse and Illicit Trafficking was observed on the theme 'Share Facts on Drugs, Save Lives' on 26th June 2021. A Regional webinar on "Gender

Sensitization/Justice" was organized by the Sexual Harassment Prevention Cell, & Women Cell, on July 05, 2021. A street play was conducted on the theme ' No to Domestic Violence and Yes to Girl's Education' on National Press Day, 16th November 2021. The Red Ribbon Club observed World Aids Day. The theme of World Aids Day Was "End Inequalities. End AIDS". The campus is made secure with the presence of security personnel, and CCTV, and well protected with a boundary wall Counseling Services look after the well-being of female students on campus.

File Description	Documents
Annual gender sensitization action plan	https://sccz.edu.in/index.php/institutional-values-best-practices/#
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/index.php/institutional-values-best-practices/#

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	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

SCCZ has taken adequate measures to manage degradable and non-degradable waste. The college organizes various activities to keep the campus clean and inculcate healthy habits among students and staff. The College has cut down on plastic waste by reducing the consumption of bottled water. Water dispensers are used as alternatives. Paper cups are used when the need arises. Disposable plastic plates are not used on campus. The College generates food

waste on a regular basis through the Hostels. The food waste is operated by a piggery nearby. For solid waste management, the institution has placed waste bins on campus. Since Ziro does not have a recycling unit, the waste disposal is done through a collection of waste by recyclers who collect the waste from the campus frequently. Colour-coded bins are placed on campus for waste segregation. Whenever there is an accumulation of E-Waste, the college takes the same to Guwahati and hands it over to competent people for proper disposal. The college does not generate any Biomedical or hazardous waste.

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/index.php/institutional-values-best-practices/#
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 | **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

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	No File Uploaded

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

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

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	No File Uploaded

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).

Following practical activities are organized to create an inclusive environment:

College has several initiatives to promote inclusiveness. The mission statement of the college lays importance on moulding culturally tolerant citizens. Students from diverse backgrounds representing numerous tribes and language groups are treated equally on campus. The College has a special place for displaying artifacts and items of daily use of the tribes of Arunachal Pradesh, Northeast, and different cultures of India and the World. This promotes cultural tolerance among the students as they learn to appreciate diversity. During cultural events, the representation of songs, dances, and other artistic expressions from different cultures and languages is encouraged. Students are encouraged to be present in cultural attire on all important occasions. College adopts a traditional way of welcoming the guests who are invited to college events by traditional mufflers, shawls. College celebrates the cultural and linguistic diversity of the students and other stakeholders by organizing the Ethnic day to showcase different cultural and linguistic aspects. Cultural Tolerance is one of the topics in the Claretine Holistic Education Program wherein value-based inputs are given to the students on respecting other cultures. Students from poor backgrounds are supported through financial assistance and study materials.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

A Legal Awareness Program was organized in collaboration with the District Legal Services cell on October 30, 2021, discussing Anti Ragging Laws in India, Narcotic, Drugs, and Psychotropic Substances Act, Wildlife Preservation and Bio-Diversity Conservation, Protection of Children from Sexual Offences (POCSO) Act, 2012, and, creating awareness on several important laws laying special emphasis on the various punishments meted out to convicts under the Indian Penal Code.

Electoral Club organized SVEEP (Systematic Voters' Education and Electoral Participation Program) to create awareness of the rights of voters on 13 November 2021.

Consumer Rights Day was observed on March 15, 2021, and students were enlightened on the topic.

NSS Unit of the college has conducted awareness campaigns, Cleanliness drives, and Blood donations in neighbouring villages and localities.

COVID-19 awareness and social service: NSS units of the college were active in spreading awareness in various places of Arunachal Pradesh. Free masks, sanitizers, and soaps were distributed. The College also provided lunch to the frontline health workers of Hapoli and Old Ziro during the vaccination drive in May 2021.

Other sensitization programs on Mental health, Drug Abuse & Illicit Trafficking, Social Justice, Eradication of Poverty, hunger, etc. are conducted frequently in the College.

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 organises several events and commemorates days of national, international importance to evoke among the students and other stakeholders awareness about the relevance of each day/ event.

Other than the usual important days such as Independence Day, Republic Day, Gandhi Jayanti, Teachers' Day, which are celebrated by the College at a large scale, various other days are observed by concerned department/ cell/ association. Following days were also observed in 2020-2021.

26.05.2020: UN Charter Day

19.08.2020: World Photography Day

11.11.2020: National Education Day

16.11.2020: National Press Day

16.12.2020: Vijay Diwas

03.02.2021: International Day of Education

18.02.2021: World Anthropology Day

20.02.2021: Statehood Day and World Day of Social Justice

08.03.2021: International Women's Day

15.03.2021: Consumer Right's Day

22.03.2021: World Poetry Day

26.03.2021: Earth Hour

27.03.2021: World Theatre Day

31.03.2021: Birth Anniversary of Kamala Das

14.04.2021: Ambedkar Jayanti

22.04.2021: Earth Day

05.06.2021: World Environment Day

26.06.2021: International Day against Drug Abuse &Illicit Trafficking

19.08.2021: World Photography Day

08.09.2021: International Literacy Day

10.09.2021: World Suicide Prevention Day

27.09.2021: World Tourism Day

04.10.2021: International Translation Day

16.10.2021: World Dictionary Day

16.10.2021: World Food Day

18.10.2021: International Day for Eradication of Poverty

11.11.2021: National Education Day

16.11.2021: National Press Day

30.11.2021: World Aids Day

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.

1. **Online teaching-learning practice through Learning Management System (LMS)**

The college procured Talent LMS and trained the staff and is used for regular online classes and certificate courses, posting and repository of study and reference materials, the conduct of tests and examinations, submission of assignments, and monitoring progress.

The implementation of the LMS results in continuing the academic activities without interruption, access to learning materials, and assessment- both online and offline.

The poor network connectivity resulted in numerous problems for both teachers and students. It was augmented by the built-in Mobile app with offline compatibility to download for offline use.

1. **Counselling and Wellbeing Services**

The Counselling at SCCZ is done at multi-levels: Office-based by a professional counselor, classroom-based by trained teachers, and

Peer counseling by trained students. Well-being assessments are conducted to design and implement short modules, workshops, and seminars for teachers and students. Consultation and training programs are also conducted for outside agencies.

Students with clinical conditions continue their studies with supportive counseling & therapy and increased demand for wellbeing services. The measures implemented were advisory notice boards, opinion polls and emotional health checks, LMS based - A dose of Wellbeing & Wellbeing @ work.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

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

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. The college caters predominantly to the students belonging to the ST category who comprise of about 95% of its total strength. SCCZ has a well-designed value education program called CHEP (Claretine Holistic Education Program). Despite being located in a remote area, it has been at the forefront in its efforts to integrate the use of technology in teaching-learning. As a testimony to the quality of its teaching-learning practices, SCCZ has consistently scored the highest pass percentage in the University examinations. 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. Over the years, it has expanded its academic activities through various MoUs, publishing an International Interdisciplinary Journal in Social Sciences, establishing a Coaching centre for UPSC and other competitive exams, conducting the Ziro Literary Festival, which gives exposure to the students and other stakeholders to artists and literary personalities of national and international repute.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Future Plans of action:

- **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 program/orientation program/ 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 its regular meetings and minutes to be documented and uploaded on the same in the college website (IQAC page).**
- **SCCZ planned to maintain the campus green, and plastic-free, with less usage of paper, and plantation drives.**
- **To complete the NAAC assessment and accreditation process for Cycle-2.**