



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

DON BOSCO COLLEGE OF ARTS AND SCIENCE

DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL,
ETTAYAPURAM TK, THOOTHUKUDI DISTRICT - 628 908.

628908

www.dbcas.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Don Bosco College of Arts and Science (DBCAS) is a self-financing Christian minority institution affiliated with Manonmaniam Sundaranar University, Tirunelveli. Established by the Tiruchy Don Bosco Society in honor of Don Bosco's 200th birthday in 2015, the college aims to serve underprivileged and marginalized youth in the area.

Since its inception in August 2013, DBCAS has become renowned as one of the top colleges in Thoothukudi district for academics, sports, and fine arts. Many students come from rural areas, and the college has been a blessing for economically disadvantaged agricultural youth.

DBCAS provides an enjoyable, comfortable, and results-oriented educational experience. It fosters an environment of **knowledge building, critical thinking, skill enhancement, and self-learning**. The college offers a wide range of **student-centric activities**. The alumni have achieved success in various fields, including academia, fine arts, and sports.

The college offers **six undergraduate programs and one postgraduate program**, with a dedicated teaching staff, support staff, and student body. It takes pride in educating first-generation graduates from rural areas, with English as the medium of instruction and evaluation. DBCAS also provides separate hostel facilities for women in collaboration with the Sisters of FMA and offers excellent bus services to remote villages.

DBCAS boasts significant infrastructure, including spacious classrooms, state-of-the-art computer labs with Wi-Fi, a library, seminar hall, and Audio Visual hall with multimedia projectors, a canteen, a gym, a language lab, purified drinking water, and restrooms for students, teachers, and the differently-abled. It also has well-furnished offices, including the principal's office, secretary's office, staff meeting room, controller's office, indoor auditorium, volleyball court, and football ground. The college has achieved notable academic, cultural, and sports performances at the university, regional, and national levels.

As part of the Salesians of Don Bosco, with its headquarters in Rome, DBCAS benefits from the extensive network of 14,486 priests managing educational institutions in 134 countries. In India, the Salesians operate 264 schools, 48 colleges, and a University. This provides an opportunity for DBCAS students to collaborate with students from other countries and colleges, opening up broader connections and benefits for the students of KeelaEral in the future.

Vision

Don Bosco College of Arts and Science, inspired by divine and human values, envisage **enlightenment and empowerment of the youth** towards personal and social transformation.

Mission

- To make higher education **qualitative, inclusive, cost effective** and accessible to the rural masses.

- To exercise a preferential option in favour of the rural youth especially the **First Generation Learners and socially and economically weaker** sections of the society.
- To facilitate the actualization of individual **potential, integrating knowledge, skills, values and behaviour** and prepare the students **to face the global opportunities and challenges** of a meaningful life and career.
- To constantly pursue higher standards of **excellence, integrity and credibility** in all endeavours and transform the students, in collaboration with all the stakeholders of higher education, to be agents of social transformation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- DBCAS benefits from a **rich heritage and extensive experience** in running educational institutions across 134 countries, based on Don Bosco's Pedagogy of Preventive system.
- The management of DBCAS, namely the Trichy Don Bosco Society, is known for its **supportive and progressive mindset, fostering a culture of excellence in education.**
- The college's location on National Highways provides **easy accessibility** and a **picturesque environment** surrounded by greenery.
- DBCAS offers a **serene and eco-friendly campus**, incorporating features such as solar panels for alternative energy, rainwater harvesting, and a solid waste management system. This environment is conducive for Gen Z students to engage in their academics while being mindful of the environment.
- The college embraces the **unique charisma** of Reason (Intellectual), Religion (Integrity), and Loving Kindness (Rapport).
- DBCAS boasts a **dedicated, approachable, sincere, and qualified** faculty.
- The co-educational environment at DBCAS promotes **mutual understanding and respect between boys and girls.**
- The college prioritizes **learner-centered teaching and learning methods**, resulting in admirable academic results.
- DBCAS is recognized for equipping students with **additional certificate courses** beyond their prescribed syllabus, enhancing their employability skills and proficiency in English.
- The college collects fees at the lowest possible rate from students and allows unlimited installments.
- The faculty actively **motivates and assists** students in applying for both government and non-government scholarships.
- The "**Bosco Solidarity Fund**" is established through contributions from the management, faculty, and students. It provides financial support in the form of merit scholarships to students who excel in their studies.
- The Trichy Don Bosco Society's Don Bosco Foundation offers scholarships specifically for Sri Lankan refugees, orphans, and semi-orphans.
- DBCAS implements an efficient **mentoring system** at various levels to support and guide students.
- Opportunities are provided for talented students in **athletics and sports** to gain recognition at the university and national levels.
- Students are **socially engaged** through extracurricular activities, religious celebrations, and outreach programs.
- The placement cell organizes regular **job fairs in collaboration** with industries, facilitating employment opportunities with leading companies.

- The college fosters a **harmonious, cooperative, and obedient** student community.
- DBCAS serves as a center for lifelong learning for faculty and students, promoting continuous growth and development.

Institutional Weakness

The institution faces certain weaknesses, including:

- Financial constraints that limit the ability to provide additional facilities for students, given that it is a self-supporting college.
- Limitations as a self-financing institution in accessing government funds for infrastructural development.
- Attrition of teachers, leading to a fluctuating faculty size.
- Insufficient number of postgraduate and research departments.
- Decreasing number of faculty members holding doctorate degrees or meeting UGC requirements.
- Accommodating the needs of slow learners poses challenges due to time constraints, particularly because students need to return to their remote villages with limited bus facilities.
- Underutilization of the library by students as most of the books is in English.
- Negative impact on students' learning capacity and mental health due to the pandemic.
- The need for staff quarters to address accommodation requirements.
- Number of Post Graduate and research departments has to be started.

Institutional Opportunity

The institution has notable opportunities including:

- The expansive 13.57-acres land area provides **ample space** for the potential development of college infrastructure and facilitates students' movement.
- The potential to **elevate the institution** to an aided or autonomous college, to additional support and autonomy.
- The presence of poverty and illiteracy in the local community creates an opportunity **to uplift their financial status** through education and enhanced employability.
- Teachers have the potential **to advance in their careers** by leveraging the growing trend of ICT-enabled training programs at the national level for skill development.
- Following NAAC accreditation, **the institution can tap** into resources for research, scholarships, and other funds from government and non-government agencies.
- The possibility of **launching a multidisciplinary academic journal** in collaboration with all departments within the college.
- A conducive environment that fosters the **quality of education** due to a friendly neighborhood and high regard for the institution.
- With a rising youth population in the district, there is an opportunity to offer **innovative, value-based, job-oriented courses**.
- Increased acceptance of online education post-pandemic opens avenues for **expanding online learning opportunities**.
- Departments can take the **initiative to organize international and national-level** seminars, conferences, and research lecture series.

Institutional Challenge

The institution faces various challenges and areas for improvement, including:

- The proliferation of Arts and Science colleges in the surrounding areas, **leading to increased competition.**
- **Insufficient funding and limited revenue** generation opportunities.
- Students' lack of English language proficiency, **stemming from their agrarian backgrounds** and education in Tamil medium schools, affecting their performance in university examinations.
- Being primarily an undergraduate institution, it is challenging to **establish a vibrant research culture.**
- Difficulties in attracting **highly qualified faculty members** to a self-financing institution.
- The need to benchmark against leading institutions **to ensure the best outcomes** for students and faculty.
- The **impact of social media** and its potential consequences on students and the institution.
- The importance of **introducing diverse courses** that aligns with social trends and market demands.
- The need to access government/UGC/agency funds **to provide students with the latest and best facilities.**
- Financial constraints that hinder offering competitive salaries **to attract high-profile faculty members.**
- **Aspiring to upgrade the institution** to an aided/autonomous college, despite the current unfavorable government policies for self-financing colleges.
- **Encouraging students to pursue competitive examinations and higher studies** for their personal and academic growth.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The **Don Bosco College of Arts and Science** is an affiliated college follows the curriculum framed by **Manonmaniam Sundaranar University** and established academic structures committed to providing holistic development for its students (boys and Girls). The institution has a very effective delivery mechanism with pre-planned action process. Academic processes in Don Bosco College of Arts and Science are streamlined with semester rechner, timetables, workloads and other administrative tasks designed by academic council enable teachers to incorporate variety of teaching methods and analyses cross cutting issues and the real life situations in classrooms.

Faculties of the college have contributed to the university in course design and syllabus framing as chairperson/members of BoS. For perfect application of syllabus each teaching member of the college yearly plans in the beginning of the year including date of completion of units, internal tests, distribution of answer sheets, submission of marks, doubt clarification, model examination and semester exam. In addition to the best mix of action oriented programme in modern disciplines, the college also offers **add-on/certificate courses**,

indigenously developed, aimed at capacity building, employability and entrepreneurship. The goals of these courses are aligned with the vision and objectives of the college. Inputs from corporate and peer experts are inculcated in designing these courses. To refresh the subject knowledge faculty development programme and orientation is organized. Staff members are encouraged to attend more seminars and workshops (by adjusting their working hours). Curriculum is also enriched through **International and National Conferences and Seminars, Group Discussions, Industrial Visits, Rural Camp, Field Works and Educational Tours**. To enrich our curriculum like ethics in day to day life, **gender equality and eco friendly attitude** are given to the students. At the end of each semester, the feedback on curriculum from the **Students, Teachers, Employers, Parents and Alumni** was collected, codified and analyzed and the recommendations of the stakeholders were implemented.

Teaching-learning and Evaluation

The College aims at holistic intellectual, social, emotional and aesthetic development of the students. We try to work conscientiously to reflect upon and enhance salesian pedagogy which stands on the three pillars. **Preventive system of Don Bosco: Reason, Religion, Loving Kindness.**

As the college is situated in rural area traditional method of teaching and learning process is appreciated by the students. Though the teachers follow ICT enabled teaching methodology. 4 Classes with projectors and WI-FI enabled campus. During corona period these were the classrooms for online classes. Our teachers regularly update their subject knowledge through active involvement in faculty development programmes, curriculum reviews, evaluation and participation in different decision making bodies of the university.

Meticulous planning and periodical review of teaching plan ensures effective qualitative teaching – learning methods. The student centric approach combined with innovative teaching learning methods sharpen the understanding of the syllabus. Well Planned mechanism prevails to assess capacity of students at entry point and to bring them on a level playing field orientation programme is given to our students to focus them on their studies. Bridge courses are conducted to improve their English communication skills.

Every Saturday mentoring sessions are held to enhance their confidence & to discover in their talents & strengthen them. Provisions are made available to take care of needs of advanced learners. Slow learners are identified and intense remedial class is provided to enhance the subject knowledge & to bring them at par with other students. Staff is encouraged to organize & participate in seminar, webinar& workshops so that they refresh & enhance their knowledge. Education tours are organized regularly so that students get exposed to different learning atmospheres in other institution & industries.

Evaluation of teaching staff by students is done annually which keeps the staff alert regarding their preparedness & preparation. It helps them to improve their erudition and makes them inventive. Teachers and students of all programmes are made well aware of programme outcome, programme specific outcome & course outcome and attainment of the same is constantly monitored & special care is taken to improve the performance.

Research, Innovations and Extension

The institution facilitates conducive environment for research & innovation Management of the college continuously encourages the staff for pursuing their research, Good number of staff have registered their names for Ph.D & hence involved in their research works. During last 5 years 15 faculty members have been awarded with Ph.D degree. Staff members are publishing their research papers in many national and international journals & also attending many seminars, webinars & workshops to update their knowledge towards research.

In order to encourage innovation & entrepreneurship among the students the college has established entrepreneurship development cell / placement cell being an institution of international origin, DBCAS extends its service to the poor and marginalized of its neighbourhood through various welfare measures and extending the human resource of the institution.

Blood donation is a big extension programme of the college. All needy persons who approach the college for blood never go back disappointed.

Through NSS number of extension activities is done such as: hygienic & literacy campaign, voter awareness programme, blood donation campaign (along with YRC), NSS Camp, Constitution day celebration, Yoga day (Corona awareness campaign, mask distribution), Road safety awareness programme (with RRC) etc.

Functional MoUs were signed with different industries and institutions for sharing expertise, collaborative activities and training programmes for students & staff.

Infrastructure and Learning Resources

Though located in a rural setting, the college has state-of-the art infrastructure.

An audio visual hall, an air conditioned meeting cum seminar hall, an auditorium with a seating capacity for 700.

The campus is Wi-Fi enabled and all the departments, office & labs remain to LAN. There are 64 computing systems for students in the lab & the student's computer ratio reflects 7: 1 on an average and for the teachers in their staffroom. The laboratories, seminar hall, AV hall & all browsing stations are with (Bandwidth) 100 mbps high speed internet connections. 4 classrooms are equipped with projectors, a canteen, 2 computer laboratories, a rest room for girls students & teachers, separate rest rooms for boys, girls male and female teachers, sports room. Special provision for physically challenged persons _ ramp & special toilets, a well-furnished office, principal's office & Secretary's office.

The entire DBCAS campus is eco-friendly covered by green trees plantations. There are Kabaddi, football, basketball, volleyball courts, and a cricket field. The college has 2 hostels (one for boys & the other to girls).

Library of the institution equipped with 9781 books with the built-up area of 171.871 sq.mts with the total seating capacity of 100 numbers, on an average 13, 04373 lakhs investment made in the library in the last 5 years. The library provides an access to question bank in various subjects & discipline for students & faculty. The institution maintains appropriate procedure & policy for maintaining & utilization of the physical & academic resources in the campus.

The college busses help the students especially women students to reach the institution in time & reach back their homes safely. The initiatives are taken to keep the campus clean & green by providing dustbin facilities.

The institution grows one step at a time towards its goal of providing the infrastructures with international standard to these rural youngsters.

The campus ensures availability of rain water harvesting system and CCTV surveillance system etc.

Student Support and Progression

A number of student support facilities such as vehicle parking, recreational facility, First Aid and Medical Aid, Transport, Safe drinking water, Hostel, Canteen and separate toilets for girls and boys (as well as disabled) are available.

The institution takes much effort to accompany the students in their academic pursuit by providing the needed support to receive their scholarship from government, management & other philanthropists.

101 students were offered scholarship (Bosco scholarship) from the institution. College management – has been sponsoring from 25 to 35% of the students from economically, backward families (orphans, semi – orphans & single parent child) every year.

At the beginning of every academic year the first years are offered students induction programs & bridge course to make confident to pursue their higher education. Various capacity development & skill enhancement activities such as soft skills, language and communication skills, life skills like yoga, physical education, health & hygiene are imparted to enrich their capabilities were also given through workshop & training programmes.

Career counseling and training for competitive examinations offered in the institution benefitted a wide range of students. Separate committees are constituted to address student's grievances including sexual harassment drug abusing and ragging issues. The timely redressal of grievances expressed facilitates a comfort stay for the students in the campus.

Campus recruitment & placement drives are conducted every year with leading companies. The institution recorded 223 of the eligible student population for job placement in the last five years and 86 of the students are pursuing higher studies.

Students extra - curricular activities and participation in various sports/cultural activities recorded many awards/ medals won for the institution during the last five years. The Don Bosco College of Arts and Science organized Mini Marathon, Kabadi, Volley Ball and Cricket tournament not only to its students but also to the people in its surroundings and to the school children of its neighbourhood.

The Don Bosco Alumni Association is actively involved in the campus in close partnership with management, staff and students, offering internship opportunities Sports and Job – Oriented training and plays an active role in institutional functioning.

Governance, Leadership and Management

The institution follows a democratic and participatory mode of governance with all stake holders participating actively in its administration. The management council, teaching and non – teaching staff functioning in tandem, interdependently with synergy and We-feeling. The college exercises transparent mechanism in the

governance of the institution in line with its vision, mission and motto.

The college is run by Trichy Salesian Society and House council is the Apex body which formulates and monitors the implementation policies and contributes to the prudent mobilization of available human, physical and financial resources. A system of bottom to Top approach is followed in policy decisions.

The pillars that act as support to shoulder all the responsibilities in the administrative and academic functions of the college are: Governing body, House Council, the Administrative heads, (viz. Rector, the Principal and Executive Directors) and IQAC.

The Secretary heads the academic and administrative setup with the Principal; Executive Directors and HoD's support the principal in administration. The committees with senior faculty members as conveners are formed by the principal to ensure decentralization of work and collective responsibility among faculty. Student representatives are members in committees. To ensure participative decision making. Principal, Controller of Examination and HoD's focus on the operational level which includes teaching and non – teaching team together with students.

The institution provides welfare to its employees such as EPF, Gratuity subsidized price for hostel, academic trips, awards and recognition for excellence in service. The institution's strategic plan in the last five years include real time through digital platform, CBCS, Smart classrooms and integration of google class room. Implementation of outcome based education from drafting the syllabus, design the outcomes, question paper setting and till evaluation is well reflected in strategic plan of the institution. The college has structured grievance redress the complaints of student's amicably. E- Governance is implemented areas of planning, administration, operations and accounts. External and internal financial audits are conducted. The institution by enhancing IQAC has developed Feedback system and process of analyze and communication of the same to the stakeholders made easier meticulous and confidential.

Institutional Values and Best Practices

The college aims at training young men and women of quality to be leaders in all walks of life whom will play a vital role in bringing about the desired changes for the betterment of the poor and marginalized people.

Gender Equality:

Don Bosco College of Arts and Science values and promotes gender equity and this ideology is reflected in admissions, appointment of staff members, provision of facilities, membership in committees and conduct of activities both academic and co – curricular. Majority of the HODs in the college are women.

Green Initiatives

The college maintains the campus green, clean and a pollution free and eco friendly. Providing an ambient setting for academic endeavours.

Maintaining solar panels on campus to tap into renewable energy through use of CFL, LED's and T5 tube lights.

More than 50% of the students and staff members use public transport vehicle to commute to college only two

wheeler parking facility for the students is allowed as a measure to check the emission of Carbon dioxide. The college has constructed a Rain Water Harvesting system in the campus by which all the runoff water is collected and stored in large tank in the college campus resulting in raising the ground water table and the Water is used for gardening and other domestic purposes.

Societal Concerns

The college has commenced a plethora of innovative programs in its routine function in addition to activities of NSS Unit, Eco Club, RRC, RSP etc. to sensitize students on burning issues such as non – violence, national integration, truth and righteous conduct, universal values etc.

Financial Support

Scholarships encourage meritorious students to avail of the excellent academic ambience of the college as well as to ensure equitable weaker sections of society (and persons with disabilities).

The management understands its social responsibility and extends various scholarships schemes so that the students from every strata of society can realize their dream of studying in this prestigious institution. Our students are motivated to apply both government and non – government scholarships including Jindal, HDFC, Handicapped, Minority, SC/ST, Reliance etc. Besides DBCAS is given by the Management.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DON BOSCO COLLEGE OF ARTS AND SCIENCE
Address	DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL, ETTAYAPURAM TK, THOOTHUKUDI DISTRICT - 628 908.
City	KEELA ERAL
State	Tamil Nadu
Pin	628908
Website	www.dbcas.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	R.D. THILAGA	04632-290768	8300058840	-	principal@dbcas.edu.in
IQAC / CIQA coordinator	M.SIVASAN KARI	0091-9442044320	6379310932	-	secretary@dbcas.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	Tamil
Any Other	nil

Establishment Details				
State	University name	Document		
Tamil Nadu	Manonmaniam Sundaranar University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL, ETTAYAPURAM TK, THOOTHUKUDI DISTRICT - 628 908.	Rural	13.57	2921.02

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Tamil	36	Plus two	Tamil	64	9
UG	BA,English	36	Plus two	English	64	14
UG	BCom,Commerce	36	Plus two	English	64	34
UG	BSc,Mathematics	36	Plus two	English	48	0
UG	BCA,Computer Applications	36	Plus two	English	48	34
UG	BBA,Business Administration	36	Plus two	English	64	7
PG	MA,English	24	UG	English	30	6

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				28			
Recruited	0	0	0	0	0	0	0	0	8	20	0	28
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	7	1	0	8
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	5	0	8
M.Phil.	0	0	0	0	0	0	3	10	0	13
PG	0	0	0	0	0	0	2	5	0	7
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	59	2	0	0	61
	Female	37	0	0	0	37
	Others	0	0	0	0	0
PG	Male	2	0	0	0	2
	Female	4	0	0	0	4
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	57	65	90	77
	Female	63	106	139	147
	Others	0	0	0	0
ST	Male	7	0	0	0
	Female	15	0	0	0
	Others	0	0	0	0
OBC	Male	182	207	232	213
	Female	165	211	248	262
	Others	0	0	0	0
General	Male	7	8	0	10
	Female	6	9	0	8
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		502	606	709	717

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>The College is a multidisciplinary institution that offers programs in three streams: Language, Commerce, and Sciences. We are committed to implementing the multidisciplinary approach to higher education as outlined in the National Education Policy (NEP). As part of this commitment, the college offers various interdisciplinary certificate courses on an annual basis. However, it is important to note that the college is currently affiliated with Manonmaniam Sundaranar University, Tirunelveli, and therefore the implementation of the multidisciplinary approach will be carried out gradually in accordance with the revised curricula provided by the affiliating university.</p>
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2. Academic bank of credits (ABC):	The Institution is ready to implement the Academic Bank of Credits (ABC) within the scope of the existing streams and courses, as well as those that will be introduced in the future. Once the affiliating University implements the ABC system, the College is dedicated to adopting and implementing the ABC provision as outlined in the National Education Policy (NEP). The faculty's experience in curriculum design and pedagogy is further enhanced through the development of curricula for certificate courses, such as SWAYAM and NPTEL.
3. Skill development:	The institution places a strong emphasis on enhancing the employability of its students by focusing on skill development. To achieve this, an additional hour is dedicated after regular class hours for various skill development courses offered through the Student Enrichment Academy. These programs include Communicative English, MS Office and Internet Operation, Sports and Games, Coaching for Entry into Government Service, Fine Arts and Cultural, and NET/SET/JRF Coaching. It is important to note that as an affiliated college, DBCAS follows the curriculum designed by Manonmaniam Sundaranar University. Therefore, the skill development courses such as Tally, MS Office, and Employability Skill Development are provided by the affiliating University as part of the prescribed curriculum. The institution diligently follows the curriculum set by the University to ensure compliance and academic standards.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College incorporates Indian languages such as Tamil and Hindi into the curricula prescribed by the affiliating University. The faculty members take special care to integrate the Indian knowledge system and culture into their classes, aiming to create awareness about the rich ancient Indian systems. The National Education Policy (NEP) aligns with our commitment to enrich the student community with the diverse and vibrant Indian culture. To further enhance our efforts, faculty members will receive additional training in various aspects of Indian education, as required. We will leverage the abundant online opportunities provided by the NEP to achieve this objective effectively.
5. Focus on Outcome based education (OBE):	The National Education Policy (NEP) emphasizes the importance of outcomes-based education (OBE),

	<p>focusing on competencies, standards, benchmarks, and target achievement. Don Bosco College of Arts and Science (DBCAS) is fully prepared to fulfill these objectives and achieve the targets outlined in the structured curriculum provided by the affiliating university. The College maintains a transparent system for declaring the Programme Outcomes (POs) and Course Outcomes (COs) for all its programs, ensuring that both faculty and students are aware of them at the appropriate times. Regular follow-up is conducted with faculty members to ensure the fulfillment of POs and COs through suitable mechanisms at the end of each semester or course. The NEP offers an opportunity to enhance the teaching-learning process through the implementation of OBE, and the College is committed to leveraging this opportunity effectively.</p>
<p>6. Distance education/online education:</p>	<p>The College embraces distance and online education as a means to offer additional qualifications and provide opportunities for higher education, thereby contributing to the Gross Enrolment Ratio of the country. As a Learner Support Centre of Manonmaniam Sundaranar University, the College caters to students who are unable to attend regular colleges, ensuring access to higher education for all. With a Google Suite account, the College has adapted to the challenges posed by the pandemic by equipping faculty members with the necessary skills to effectively utilize tools such as Google Classroom, Google Meet, and Zoom for remote teaching. As a result, the College is well-prepared to transition seamlessly to a blended education model encompassing distance, online, and regular modes, aligning with the vision of the National Education Policy (NEP).</p>

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>ELECTORAL LITERACY CLUB is setup in Don Bosco College of Arts and Science with the primary objective of sensitizing the student community about democratic rights which includes casting votes in election. The club’s coordinator and members carry out the activities related to voter education campaigns.</p>
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<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The ELECTORAL LITERACY CLUB of the institution functions with the coordinator Dr. M. Prabhu, Department of Commerce, and the members.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<ul style="list-style-type: none"> • On 28/09/2018, the voter application forms were distributed to the students who crossed 18 years more than 100 filled applications were collected for the voter ID registration process was inaugurated by Ettayapuram Tahsildar Mrs. Vadhanal. • On 05/04/2021, NSS Program officer and 40 students of the college attended the election meeting at DSP Office, Vilathikulam. • NSS Program officer and 40 students of the college their assistance during the general elections to Tamilnadu Legislative Asssembly election - 2021 at Vilathikulam on 18/04/2021. • On 12/11/2021, the voter application forms were distributed to the students who crossed 18 years more than 50 filled applications were collected for the voter ID registration process was inaugurated by Ettayapuram Tahsildar Mr. Suresh Kumar. • The students of the college are deputed as volunteers as soon as the District Election Officer approaches the college for election duty. The staff also participates as presiding officers in the election duty at vilathikulam on 06/04/2021. • On 25/01/2021, the college NSS unit organized National Voters Day celebrated. The Secretary of the college Dr. A. Amala Jeya Rayan, the Principal Dr. S. Pious Missier and the faculty members participated and a pledge was taken by the faculty members.
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<ul style="list-style-type: none"> • To help the target audience understand the value of their vote to ensure that they exercise suffrage in a confident, comfortable and ethical manner. • On 25/01/2018 awareness on "Voting is my Right" by Dr. A. Amala Jeya Rayan, Principal of the college. • On 25/01/2020, the college organized Mini Marathon and Human Chain and the students also participated. The program was inaugurated by Ettayapuram Tahsildar Mr. Suresh Kumar. With the slogans of 'Every Vote Counts' and no voter to be left behind. • On 08/03/2021, the college was organized Rally about the importance of electoral participation. The Program was inaugurated by Ettayapuram Tahsildar Mr. Ayyappan.
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by</p>	<p>The eligible voters were encouraged to apply for their voter ID, especially those who are in their first year,</p>

ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

and were provided instruction and assistance in doing so. They routinely participate in a variety of awareness programmes to instill ideals and democratic rights and to properly enforce them. We also conduct mock parliaments and elocution, to create an awareness regarding the electoral procedures.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
502	606	709	717	739

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 70

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
30	31	32	32	32

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
35.03	25.00	46.73	39.54	33.36

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The institution is non-autonomous and affiliated to Manonmaniam Sundaranar University, Tirunelveli and so college adopts the curriculum designed and developed by the university. The curriculum is embedded to inspire students to aspire for excellence in education. All program follow **Choice Based Credit System (CBCS)** in the semester pattern. However the institution never fails to impart the values in the institution through ethics and value added courses. Students benefit from the **Choice Based Credit System (CBCS)** as it is provided in the syllabus.

Various committees are created for efficient curriculum development and delivery each academic year. Every academic year, the college conducts academic council meetings to implement an effective curriculum. The Department meetings will be used to implement the academic council's recommendations. The HoD's creates the **Master timetable, Workload and Subject allotment**. To ensure **the completion of syllabus, Work Done Register** which is attached to the attendance register is maintained by each faculty and monitored by the HoD's at the end of the each internal examination. Apart from the core classes, several programmes such as **seminars, workshops, industrial visits, study trips, certificate courses and conferences** are conducted by each Department to enrich and expand boundaries of learning experience.

Every year **orientation programme** is conducted for the staff and students. The library contains numerous books and magazines that are pertinent to various programs. All the students should visit the library and read at least **12 books per semester**. To encourage reading, every year in the Annual day, **Best academic award** will be given for the best library user for each department. The infrastructure of the college is upgraded yearly to accommodate the requirements of the curriculum. Students are given platform to work and interact with industry through **internship, industrial visits and field projects** to minimize the gap between industry and institute and to give insight to students about the actual functioning in the Industry.

Academic Performance Assessment is supported through **Continuous Internal Assessment** comprised of tests, seminars, assignments and model examinations. **Remedial classes** are offered to students who need further academic assistance. The Institution has a strong **feedback system** in place to evaluate and track the efficacy of the curriculum.

Before the start of the academic year, the principal hold a number of discussions before preparing the academic calendar with various committees. The Core Committee publishes the **Academic Calendar** which lists the events and schedule prior to the start of the academic year. The Departments construct the schedule for carrying out activities based on the Calendar and specific duties are delegated to the Faculty.

The Management committee grants its final approval the Academic Calendar. The Academic Calendar includes the CIA schedule, which is created by the Controller of Examinations. The calendar specifies the start date of the CIAs and Model Exam and the college conscientiously abides by the schedule when conducting these tests.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 12

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 61.17

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
257	356	465	487	437

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Environmental studies and Value based education are the compulsory papers for all the first year students as per the curriculum of **Manonmaniam Sundaranar University** and the students can study various matters like **gender, the environment, value-education issues and sustainability** in depth. In the third semester, all UG students take a unique yoga course to maintain a healthy lifestyle and to establish a holistic system integrating physical, mental, and spiritual growth. In semester IV, all students have the option to take computer course entitled “**Computers for the Digital Era**”. For all UG students, **Personality Development** is a compulsory paper in the fifth semester. Through this course, they learn the value of character development for a successful life.

Through extracurricular programmes like NSS and Youth Red Cross, students are exposed to a wide range of fields including **human rights, community development, rural development, women and child development and social law** enable the students to grow intellectually develop competencies and **sensitize them various issues**. They participate actively in these associations and internalize important humanitarian ideals including respect for **gender justice** through involvement in neighbourhood initiatives, growing in **social awareness** and participation in blood donation drives.

Every week, we have an ethics class year-wise for students which support their holistic development. All faith prayers were conducted to the students of different religious on the first Friday of every month. This supports the spiritual & holistic development of each student. Every year at the beginning of the academic year, **Bridge courses** are effectively planned and conducted by English department for the first year students. Every second year student has an opportunity for **rural camp** as an **Extension activity**,

they visit schools in villages. They meet the school students and do some activities. This deepens understanding the **social environment** and enriches his/her personality through actual participation in day-to-day life of the society. This process of learning is not only a desirable supplement to the classroom education but develops in the student a sense of responsibility, tolerance and cooperation. First, Second and Third years are enrolled into 6 different Clubs namely **ECO Club, Road safety patrol, NSS, Youth Red Cross, Red Ribbon Club and Awareness and AICUF** to engage in various community based activities. **Bosco Quiz Club** is a unique and exciting way to motivate, inspire, encourage and reward Students in their quest for knowledge and provide them with the opportunity to celebrate their achievements as part of a high profile, national competition.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 23.71

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 119

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 55.08

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
0147	145	224	256	280

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
382	382	382	382	382

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 56.96

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
84	98	114	122	126

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
191	191	191	191	191

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 16.73

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

In addition to the classic approach of employing chalk and talk, experiential learning, participatory learning, and problem-solving approaches are also widely used to support lifelong learning and lively methods worth quoting for problem solving methodologies followed in the college.

Experiential learning:

Don Bosco College of Arts and Science organizes workshops, group discussions, quizzes, assignments, and seminars to help them develop their talents. Our faculty members use a variety of teaching techniques, such as project-based learning and problem-based learning.

The curriculum now includes practical laboratory courses as a requirement, harmonizing with the learning process of trial and error. Innovative and small-scale initiatives are encouraged among students. Students are given experience through industrial and field tours, practical training, and internships at reputable institutions' industries. Periodic guest lecturers given by representatives of the relevant organizations and industries on subjects related to employability skills.

Participatory learning:

The staff in the departments uses demonstration or model presentations as ways to make academic concepts more accessible to students and to boost their understanding. In order to generate fresh, relevant thoughts and ideas, we employ the mind mapping technique, which involves putting down a key theme and the staff employ group discussion approach to evaluate interpersonal communication abilities.

Problem solving techniques

Students are given the chance to comprehend real-world problems and offer a solution through the use of team building, lateral thinking, and trial-and-error (practical) models. These tasks help students apply topics they have learned while also identifying restrictions, analysing problems, and choosing solutions.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
30	31	32	32	32

File Description

Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 54.78

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
24	22	22	9	9

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The evaluation changes suggested by **Manonmaniam Sundaranar University** are being effectively implemented thanks to the effective efforts made by **Don Bosco College of Arts and Science**. A schedule for internal assessments is developed in the academic calendar. Separate committees for internal and external examinations were established by the college, and they were led by the principal and the controller of examinations.

Each semester, internal exams are planned and administered by the Internal Examination Committee in accordance with the Academic Calendar.

The committee gets ready.

- The **strategic plan** for execution, which includes **seating arrangements** and a common examination **timetable** for each internal examination.
- A collection of **internal test questions** organized by department.
- Deciding on **Student Seating Arrangements, Staff Duty Lists**, and allocating tasks **Evaluation Transparency**.

Within a week of the exam's conclusion, the answer scripts are assessed and given to the students. On the basis of these evaluations, remedial classes are also scheduled. The departments that record student concerns retain a separate grievances redressal letter.

Retests: Students are required to take at least two internal exams; however, if they are unable to do so for

legitimate reasons such as illness, being required to represent their college at NSS camps or cultural events, or for any other legitimate reason, they may request and receive a retest with the proper approval of the institution's head and the department's head.

Internal assessment improvements during the pandemic:

The pandemic-driven situation prompted the CIA to employ ICT effectively, which resulted in internal evaluation reforms. ICT integration increased the CIA's transparency and flexibility. Google Forms was used to distribute the majority of the questions. Responses from the students were to be sent to a shared email address. Hardcopies of the response scripts might be submitted by students who did not have significant access to online services.

Publishing of the internal examination marks:

The three assessment marks, the seminar/assignment marks, and the finished 25 marks (75 marks in the external examinations) are published along with the percentage of attendance at the university portal for the internal examination.

EXTERNAL EXAMINATION

The college's external examination committee oversees the university examinations, making sure that the timetable, question papers, and staff assignments are received on time. They also ensure that students and staff are seated appropriately and that the answer scripts are submitted to the university promptly.

Procedure for External Evaluation and Grievance:

If necessary, students may request a reevaluation and a verification of their marks after receiving their results. Students may request photocopies of their answer books from the university. After receiving the answer sheet, the student reviews it and, if it is deemed deserving, goes to the CoE to request the necessary action. Other frequent complaints addressed would be:

- Failure to receive hall tickets
- Examination fee transfers.
- Concerns with malpractice.
- Results are retained.

The head of the institution writes to the university to request that their complaints be resolved as soon as possible.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Manonmaniam Sundaranar University is connected with DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL, which offers undergraduate (UG) and postgraduate (PG) programmes with university-designed syllabi and curricula. The board of studies informs the instructors and students about them at the time of the most recent revision.

Programme Outcomes (POs) are what students should know, be able to do, and think at the end of each course in their particular programme.

Programme Specific Outcomes (PSOs) are declarations of a program's results that help students understand how the skills they acquire in this course directly contribute to the advancement and sustainability of society.

Course Outcomes (COs): These describe the information and abilities that the student has attained as a result of taking each course. It describes the cognitive functions that a course offers.

The required graduation characteristics for each field are explained to the students in the orientation sessions offered by the college and the departments. The teacher in charge of each class makes sure that each student has a comprehensive understanding of the POs, PSOs, COs, and teaching-learning technique.

The three assessments—the Internal Assessment (CIA) and the End Semester Assessment—are the basis for measuring the achievement of outcomes. The results of the students' performances in their assignments, vivas, seminars, and internal tests form the basis of the ongoing evaluation method known as internal assessments. End-of-Semester evaluations are summative assessments in which grades are given following university review. The syllabus and results information are both posted on the institution's website. The assessment of achievement level is based on test questions, assignments, presentations, seminars, and end-of-semester exams.

.The college's IQAC created a technique of achieving PO, PSO, and CO that is tailored to each department.

The degree of performance of students in each of the courses offered in a programme is reflected in an action taken report that is created at the conclusion of attainment based on the scores attained. The relevant board of studies informs the university of each department's comments so that it can be further improved and enhanced.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Manonmaniam Sundaranar University is connected with Don Bosco College of Arts and Science, Keela Eral, which offers Under Graduate (UG) and Post Graduate (PG) degrees with university-designed syllabi and curricula.

The required graduation characteristics for each field are explained to the students in the orientation sessions offered by the college and the departments. The teacher in charge of each class makes sure that each student has a comprehensive understanding of the POs, PSOs, COs, and teaching-learning technique.

The three assessments—the Internal Assessment (CIA) and the End Semester Assessment—are the basis for measuring the achievement of outcomes. The results of the students' performances in their assignments, vivas, seminars, and internal tests form the basis of the ongoing evaluation method known as internal assessments. End-of-Semester evaluations are summative assessments in which grades are given following university review. The syllabus and results information are both posted on the institution's website. The assessment of achievement level is based on test questions, assignments, presentations, seminars, and end-of-semester exams.

The college's IQAC created a system for achieving PO, PSO, and CO that is tailored to each department. Additionally, a standard proforma is offered to streamline the procedure. The method

Measuring Course Outcomes attained through External Examinations:

Attainment Level 1: 50% students scoring 50% and more marks

Attainment Level 2: 60% students scoring 50% and more marks

Attainment Level 3: 70% students scoring 50% and more marks

Measuring Course Outcomes attained through Internal Tests:

Attainment Level 1: 50% students scoring 50% and more marks

Attainment Level 2: 60% students scoring 50% and more marks

Attainment Level 3: 70% students scoring 50% and more marks

Measuring Course Outcomes attained through Assignments:

Attainment Level 1: 50% students scoring 50% and more marks

Attainment Level 2: 60% students scoring 50% and more marks

Attainment Level 3: 70% students scoring 50% and more marks

Outcome	Action to be taken by faculty
High attainment of all CO –PO(>2.5 out of 3)	Set new, higher goals or standards of performance for the upcoming academic year (A.Y.).
Moderate attainment of all CO –PO(1.8 to 2.49 out of 3)	Keep notes, carry on with the action Plan from the previous year with an improvement plan
Low attainment of all CO –PO(0.9 to 1.79 out of 3)	Record observations, evaluate the goals, and amend or improve the action plan from the previous year in order to reach the goals with a plan for improvements.
CO –PO not attained, poor performance(<0.9 out of 3)(>2.5 out of 3)	Note any observations, evaluation of the target critically with the Programme Assessment Committee (PAC), Update the faculty/department level action plan from the previous year.

The degree of performance of students in each of the courses offered in a programme is reflected in an action taken report that is created at the conclusion of attainment based on the scores

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 81.26

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
173	219	208	114	166

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
192	220	234	210	227

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.63

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

1. Promotion of Innovation:

In 2021, the Institute established the Entrepreneurship Development Cell (ED Cell) with the objective of nurturing student inventions from idea to startup, creating an entrepreneurial ecosystem. The ED Cell regularly organizes activities and educational programs for students. Additionally, the college established the Innovation & Entrepreneurship Development Cell (IED) to foster innovation and entrepreneurship activities. Students are encouraged to present their entrepreneurial endeavours, including marketing strategies.

2. Awareness:

To foster awareness and knowledge about entrepreneurship, the institute plans various events such as

gatherings, workshops, seminars, and guest lectures. These events provide students with the opportunity to interact with successful business leaders in their respective fields. Training programs are also conducted to enhance awareness about marketing strategies for the products and services.

3. Center of Excellences (DON BOSCO COMPUTER ACADEMY - DBCA):

We have initiated efforts to cultivate our students and leverage innovations as a key catalyst for economic advancement. Ideas and innovations are gradually being nurtured through the startup ecosystem. By leveraging our existing resources, we foster a culture that encourages both staff and students to actively participate in research and development endeavors. Our DBCA - center of Computer Academy gives training in areas such as MS Office, image and video editing, hardware, typing and more, has played a pivotal role in equipping our students with essential knowledge and enabling them to create innovative projects across diverse domains.

4. Human Resources:

The institute actively seeks passionate and highly skilled staff members to mentor and shape the young minds. Encouraging faculty members to pursue doctoral degrees is an important initiative taken by the institute. The government also promotes faculty participation in various skill development programs. So during the last five years (Sixteen) of our staff members are conferred with Doctoral Degree.

5. Internships:

Our Students have completed internship at POSTULATE INFO TECH (P) Ltd.

6. Research:

The college motivates faculty members to conceive and submit research projects to different supporting agencies such as DRDO, DST, DBT, SERB, etc.

7. Guideship/Mentoring:

Dr. M. Rajee has provided guidance to the Department of Business Administration at Manonmaniam Sundaranar University, guiding four scholars. Dr. S. Pious Missier, principal of our college has provided guidance to the Mathematics at Manonmaniam Sundaranar University in Tirunelveli, mentoring four scholars in the academic year 2018-2021. Dr. Ragu Antony has provided guidance to the Department of English at Manonmaniam Sundaranar University in Tirunelveli, guiding four scholars.

8. Patent:

Dr. M. Sivasankari from the Department of Computer Applications was awarded a patent on April 22, 2022, for her innovative work on a "*Sensor-based Hand Recognition System for Assisting People with Hearing.*"

9. Publications:

The college encourages faculty members to publish books and book chapters. Dr. M. Sivasankari has authored three books, Dr. Ragu Antony has translated three books, Dr. M. Prabhu has authored one book,

and Dr. S. Victor Antonyraj has also authored one book.

10. Collaborations:

To foster real-time project development, the college collaborates with various organizations through Memorandums of Understanding (MOUs) with the select partners.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.01

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.33

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	04	02	09

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Manonmaniam Sundaranar University has assigned a National Service Scheme (NSS) Unit 206 to the College, with two hundred and fifty students registering as NSS Volunteers for the academic year 2017-2022. The motto of NSS is "Not Me But You," emphasizing the belief that serving humanity is a service to the divine. The institution aims to instill these values and attitudes in its students, leading to various community outreach initiatives.

Extension Activities Objectives

- To develop pupils' social awareness by giving them opportunities to interact and work alongside people.
- Students become knowledgeable about social issues, gain a sense of social responsibility, and engage in innovative and positive social action.

Extension Activities Outcomes

- By involving them in extracurricular activities, the pupils have developed a sense of community duty and selflessness.
- It promotes general personality development, social responsibility, and social awareness.

The NSS unit focuses on the well-being of the local community, raising awareness about social issues and taking necessary actions to improve society. These social outreach projects have had a significant impact on the overall development of students, exposing them to diverse social classes and socioeconomic levels. Every year on Independence Day and Republic Day, NSS students collaborate with institutes to organize and participate programs that shed light on current social issues.

We implemented the Rain Water Harvesting on 23.09.2021 in the college campus.

The college carries out neighborhood community outreach initiatives such as Swachh Bharat (2017-2022). Villagers are educated about the importance of cleanliness and its impact on their health.

In certain areas of Ettayapuram, Sivagnanapuram, Narkalaikottai, Keela Eral regions NSS unit of our college organized medical camp. Cycle Rally for national youth day celebration, Marathon, Human chain and Rally for national voter's day was organized. Goal-setting and career counseling sessions were conducted at Thappathi Camp which is a Sri Lankan refugee center. High school and college students received guidance regarding various competitive examinations.

The college also initiated a tree-planting project, we have planted four hundred and fifty saplings to create a clean and green campus. The planted trees benefit local residents by reducing air pollution in the near future.

Additionally, a campaign was launched to raise awareness about plastic pollution and the detrimental effects of plastic usage.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

A recognition award serves as a tangible expression of employee appreciation, given to individuals or groups to acknowledge and celebrate their noteworthy efforts or achievements. Our college received a letter of gratitude from Tamilnadu Aids Control Society and safe blood transfusion council for organizing blood donation camp and The state of Tamil Nadu's credentials plays a crucial role in regulating the society and the state's blood transfusion network. Our college NSS Program Officer attended a one day seminar on "World Day against Trafficking in Persons - Awareness Programme on 30th July 2019. Our Faculty members have participated in the State Level Conference on "Green Buzz" on 11th March 2019. Our staff acknowledged the services for their committed services in the HIV/AIDS Prevention Programme on 2017-2018. Our College frequently organizes similar activities in its campus, which not only enhance students' knowledge of blood donation but also contribute to potentially save lives. As a result, students are enthusiastic about participating in this program on a regular basis.

During the blood donation camp, 150 students willingly volunteered to donate blood, which was then delivered to public hospitals to aid those who are in need. This compassionate act is one of the commendable initiatives undertaken by our organization. Additionally, the college's staff and students

actively participated in a three-days Social Emergency Response Volunteers [SERV] induction session on 22-24 August 2019, and the NSS Program officer attended seven days Empanelled Training Institution (ETI) -Orientation and capacity building event organized by the Rajiv Gandhi National Institute of Youth Development on 20 -26 April 2018.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 36

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
08	04	12	09	03

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 4

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college boasts a comprehensive range of infrastructure and physical facilities that support effective teaching and learning.

Class Rooms:

The college's classrooms are designed to facilitate interactive and engaging learning experiences. Spacious and well-maintained, these classrooms provide a comfortable atmosphere where students can actively participate in discussions, collaborate with peers, and interact with faculty members. The furniture and layout of the classrooms are carefully arranged to promote effective communication and maximize student engagement. LCD projectors are provided in every department to enhance the teaching and learning experience.

Laboratories:

To ensure hands-on learning and practical application of knowledge, Don Bosco College of Arts and Science offer a variety of specialized laboratories. The infrastructure at Don Bosco College of Arts and Science includes well-equipped computer science laboratories for all undergraduate science programs, offering excellent support for the teaching-learning process. To enhance the comfort and convenience of both instructors and students, the computer science laboratories are equipped with air conditioning. The institution understands the importance of practical exposure in reinforcing theoretical concepts, and its laboratories are designed to provide students with a comprehensive learning experience.

Recognizing the significance of technology in education, the college provides students with access to cutting-edge computing equipment. Computer labs are equipped with desktop computers or laptops, enabling students to develop their digital literacy skills and utilize software applications relevant to their fields of study. The availability of computing equipment ensures that students can engage in research, project work, and computer-based learning activities, enhancing their technological competence and preparing them for the demands of the modern world.

Extra- Curricular Activities

The college offers facilities such as a well-stocked library, auditoriums for cultural events and seminars,

sports grounds, and recreational spaces. These amenities contribute to the holistic development of students, fostering their intellectual, physical, and creative abilities beyond the academic curriculum.

Library

Don Bosco College of Arts and Science acknowledges the importance of the library in fostering students' passion for learning and promoting higher cognitive achievement. As a result, the college has established a reading room that provides access to the Online Public Access Catalog (OPAC), enabling students to explore and utilize library resources effectively. Furthermore, to facilitate access to online journals related to the regular courses offered at the college, an e-library has been established. This e-library is equipped with computer systems connected through a Local Area Network (LAN), allowing students to conveniently access and utilize online journal resources.

Conference-cum-Seminar Hall

The college features a versatile conference-cum-seminar hall that serves as a venue for various activities such as student seminars, project presentations, and more. Additionally, the hall is also utilized for conferences, seminars, and workshops organized by the college, including paper presentations delivered by professors and researchers.

Multipurpose Hall

The college possesses a multipurpose hall that serves a variety of functions. Apart from being used for commencement and farewell ceremonies, the hall accommodates keynote speeches, theme-based lectures delivered by experts, and paper presentations conducted by teachers and academics.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 3.77

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
1.1	0.28	0	1.35	4.04

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Don Bosco College of Arts and Science is an esteemed educational institution that places a strong emphasis on holistic development and extracurricular activities alongside academics. The college boasts a comprehensive range of facilities for cultural activities, sports, games, gymnasium, and a yoga center, ensuring that students have ample opportunities to engage in various physical and cultural pursuits.

Cultural Activities

Cultural activities are an integral part of the college experience, and the institution provides dedicated spaces and resources to foster creativity and artistic expression. The college's cultural facilities include well-equipped auditoriums and performance spaces that serve as platforms for students to showcase their talents in music, dance, drama, and other performing arts. These venues are designed to provide optimal acoustics and seating arrangements, creating an immersive experience for both performers and audiences.

Sports and Games

Recognizing the importance of physical fitness and sports in the overall development of students, Don Bosco College of Arts and Science offers a range of sports and games facilities. The college provides outdoor sports facilities, including dedicated spaces for games such as kabaddi, volleyball, badminton, throw ball, football and cricket. The sports facilities are well-maintained and equipped with necessary amenities, allowing students to engage in regular practice sessions, competitions, and friendly matches.

Gymnasium

Additionally, the college boasts a well-equipped gymnasium that supports the physical well-being of students. The gymnasium is furnished with modern exercise equipment and facilities, providing students

with opportunities for strength training, cardiovascular workouts, and overall fitness development. Trained instructors are available to guide students and ensure their safety while using the gymnasium.

Yoga

Promoting mental and emotional well-being, Don Bosco College of Arts and Science also houses a dedicated yoga centre. The yoga centre provides a tranquil environment where students can engage in yoga and meditation practices. These activities help students enhance their focus, concentration, and overall mindfulness, thereby promoting stress reduction and emotional balance.

Furthermore, the college encourages participation in intercollegiate sports tournaments, cultural festivals, and other extracurricular events. The institution provides support and resources to students who wish to represent the college in various competitions and showcase their talents in cultural and sports arenas.

The facilities for cultural activities, sports, games, gymnasium, and the yoga center at Don Bosco College of Arts and Science are regularly maintained to ensure a safe and conducive environment for students. The institution understands the importance of a well-rounded education that extends beyond the classroom, and these facilities play a vital role in nurturing students' physical, mental, and cultural growth.

In conclusion, Don Bosco College of Arts and Science prioritizes the provision of adequate facilities for cultural activities, sports, games, gymnasium, and the yoga center. By offering these resources, the institution aims to support the overall development of students, providing them with opportunities to explore their talents, enhance their physical fitness, and foster a sense of community and well-being.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Don Bosco College of Arts and Science prioritizes the integration of technology and ensures that its IT facilities are regularly updated to meet the evolving needs of the staff and students. The college campus is fully equipped with round-the-clock internet connectivity and Wi-Fi access, allowing seamless

connectivity for both academic and research purposes. The college possesses a total of eight LCD projectors, with one of them being portable. Additionally, there are approximately eight laptops, wireless microphones, speakers, an amplifier, mixer, and a camera available. These resources are effectively utilized to enhance the teaching and learning process, making it more engaging and impactful.

Wi-Fi Enabled Campus

The entire campus is equipped with 24x7 Wi-Fi connectivity, providing students and staff with convenient access to online resources and facilitating a digitally connected learning environment.

College Office

The college office is equipped with five high-configured computer systems, two printers, and a photocopier. These resources are well connected to the internet and Wi-Fi, ensuring efficient administrative operations.

Digital Library

The college offers a digital library equipped with three computers containing digital resources and one computer dedicated to the Online Public Access Catalog (OPAC) system, enabling easy access to a wide range of academic materials.

Technology Enabled Classrooms

Each department is equipped with SMART classrooms to enhance the teaching and learning experience.

Multimedia Hall

The college features a dedicated multimedia hall with interactive boards, high-quality projectors, wireless microphones, speakers, amplifiers, mixers, and cameras. This state-of-the-art facility provides students with a theatre-like experience during audio-visual sessions.

Computer Lab

The well-furnished computer lab houses a server, 64 computer systems, a high-configured printer, LAN connectivity, portable LCD projector, and internet facilities. It serves as a comprehensive resource for computer-based activities, research, and practical learning.

Accessibility

The available computers in the institution are utilized by both staff and students for various curricular and extracurricular activities such as PowerPoint presentations, seminars, and assignments. The educational technology (ET) equipment is also utilized by staff and student teachers for seminars and the preparation of teaching and learning materials. Additionally, the ICT facilities are utilized by staff members to enhance their teaching competencies and conduct research.

Software

The college predominantly utilizes software such as Windows 7, 8, and 10, MS Office 2007 and 2010, Tally 9 and Tally Prime, Photoshop, C, Turbo C++, JAVA, Python, and more to support academic activities and cater to diverse technological needs.

In conclusion, Don Bosco College of Arts and Science prioritizes the integration of technology and provides a robust IT infrastructure. With widespread Wi-Fi connectivity, technologically advanced classrooms, multimedia halls, computer labs, and a digital library, the college ensures that staff and students have access to the necessary resources for effective teaching, learning, and research.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 7.84

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 64

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 26.28

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic

support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
6.0	7.0	20.10	4.94	9.17

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 23.53

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
180	122	149	173	146

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 25.45

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
490	110	0	0	233

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 27.16

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
98	83	25	04	98

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
210	251	240	210	223

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.97

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
1	2	1	2	2

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 4

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	1	1	0	0

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 14.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	14	19	35

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

Alumni Report:

The Alumni (Past Pupil Association) is a beneficial venture to build a bridge between the Institution and the students graduated from the institution. It is a platform through which our past pupils are able to connect themselves with the institution and their own peers and of course their seniors passed out of the institution. The experiential sharing makes them to be proactive to face the current challenges in the competitive and professional world. The alumni continue to offer their support to the institution by way of financial and non-financial contribution and always pay keen interest to the development of the institution.

Objectives of Alumni Meeting

- To build a bridge between college and career.
- To cater to the job seekers among the alumni through reference of professionals.
- To foster and develop goodwill among all alumni so as to make them service minded citizens of the country.
- To aid and support the Institution's efforts in securing resources for development.
- To act as a platform the alumni support and further the institution's quest of academic excellence.

Alumni gatherings

The meeting of Alumni is held every year according to the suitability of the members. Apart from this the different departments in the institution make their untiring efforts to have meeting of their own past pupils that have brought about significant results for the betterment of the departments as well as to the institution. The alumni of DBCAS, in its past five years of history have provided notable contribution to the infrastructure of the college and scholarship to the students.

Significant Contributions of the Alumni:

The DBCAS Alumni is growing slowly and contributing tall and proud by way of their contribution for the wellbeing of the institution and the students. They have provided Scholarships to the poor students, financial assistance in the purchase of books and stationeries for the deserving students.

The alumni have funded and organized sportsevents at regular intervals. The alumni volunteers to serve as coaches for various sports events and has given cultural trainings at various places and occasions.

Non-Financial Contribution:

- Student Internship training, guest lectures, and motivational speeches.
- Experts who serve as resources for seminars and guest speeches.
- Feedback to grow positively.
- IQAC participant.

Honourable Alumni:

DBCAS is really proud and happy that a good number of our past pupils have been playing an active role in the society for nation building. They hold the highest positions in every industry, including the government, business, and education.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

VISION:

Don Bosco College of Arts and Science has a clear vision and mission statement guided by both divine and human values. Following the educational principles of Don Bosco, the college aims to Enlighten and Empower the underprivileged youth, fostering personal and social transformation.

To ensure widespread awareness, the college prominently displays its vision, mission statements, and core values in its premises. Additionally, these statements are included in valuable publications and on the college website, reaching a broader audience.

MISSION:

The mission of Don Bosco College of Arts and Science encompasses the following objectives:

- To provide high-quality, inclusive, and affordable higher education to the rural youth.
- To prioritize and support rural youth, especially the first generation learners and from marginalized backgrounds.
- To facilitate the holistic development of students by integrating knowledge, skills, values, and behavior, preparing them to seize global opportunities and overcome challenges for a purposeful life and career.
- To consistently strive for excellence, integrity, and credibility in all aspects of college activities, while collaborating with all stakeholders in higher education, with the goal of shaping students into catalysts for social transformation.

Governance and Leadership

The institute is governed by a number of bodies that create policies, define roles and responsibilities, establish rules and regulations, and continuously improve them. All academic and administrative activities are managed and monitored for successful implementation through the use of institution regulations and policy guidelines. Leadership involves the academics and employees in many ways during the development and implementation of the management system. Faculty members are appointed to statutory organizations and committees, and alumni and other interested parties are welcome to submit ideas for innovation and development. Through routine, systematic audits, checks, and monitoring by a Quality Assurance Framework, the Leadership guarantees that academic and administrative practices and procedures are adhered to the institute's vision and mission.

Institutional practices such as decentralization and participative management. Decentralization

The institution's management, administration, finance, and academic issues are managed through decentralised, transparent systems, with statutory committees established to formulate policies. The principal leads the academic administration and ensures high-quality education.

- The college committee is responsible for policy decision making, academic decisions are spearheaded by the principal in consensus with the staff council
- The IQAC is responsible for administrative and academic quality.
- Extension services are managed by coordinators.
- Student support activities are initiated and carried out by academic counsellors.

Participative Management

The institution has decentralised participatory management, where all stakeholders, including department head, faculty, students, alumni, employers, university nominations, industry experts, educators, and community representatives, participate in committees to make decisions.

Institutional Perspective Plan

? Research Funds through various funding agencies – UGC, ONGC, DST.

? Extension Activities through UBA (Unnat Bharath Abiyan).

? The college has planned to collaborate with foreign institutes

? Village Adoption under UBA (Unnat Bharath Abiyan).

? Introduction of PG Courses.

? Introduction of new add-on course.

? Introduction of hands-on training courses.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Governing Body:

The Governing Body, which meets frequently and approves the budget and strategic plan, is in charge of supervising the administration. The college is renowned for its excellent administrative procedures and workplace environment.

Academic Council:

The highest academic body that makes decisions and offers guidance on all academic topics is the Academic Council. The Academic Council carries out any additional duties that the Governing Body may delegate.

Functions of the Finance Committee:

The Finance Committee serves as an advisory body to the Governing Body, providing budget estimates and audited financial statements for the autonomous scheme.

Policies and Procedures

For effective operation, the college has a special policy and procedural system, both of which are listed on the college website. The mission and vision are in line with the quality policy.

Administrative Setup

The Principal, the Secretary, and the Management Committee make up the nucleus of administration. The Board of Management, which consists of the President, Secretary, and other members, is the supreme authority responsible for establishing and enacting the college's overall policies. The daily operations are overseen by the principal. The HODs, IQAC Coordinator, and Assistant Coordinator work in conjunction with the faculty members and other coordinators of various clubs, cells, academies, and organizations to plan and carry out the college's activities. To ensure effective and smooth operation, a curricular and co-curricular activity with several levels are followed, and tasks are assigned to each level.

Service Rules and Appointment Procedures

The Government of Tamil Nadu's Regulations apply to both teaching and non-teaching personals.

The institute follows the norms and regulations for hiring and promotions, both teaching and non-teaching staff, as per the laws in force of the government of Tamil Nadu regulations on hiring and promoting staff members as well as service standards and procedures, is distributed to all staff members, both teaching and non-teaching. All operational information for everyday activities is contained in the SOP document.

The institutional Strategic/Perspective plan is effectively deployed

The Institute has a strategic plan in place. It is a solid strategy with well-defined goals.

1. Teaching and Learning

1. Smart Classrooms for every development.
2. E-learning Modules
3. E-governance
4. Skill-based courses to meet the needs of the digital age.

2. Research and Development

- Organizing national and international research seminars and conferences
- Encouraging the faculty members to undertake research work.
- Awarding the researchers of DBCAS.

3. Social Responsibility

- Organizing periodical social reach out programmes.
- Networking with NGOs formation-building.
- Conscientization on issues such as gender equality, peer respect and valuing diversity.

4. Human Resource Management

- Increasing institutional scholarships.
- Signing of MoU's programmes
- Establishing student skill development.
- Networking Alumni.
- Equipping the library and laboratories.

Institutional Perspective Plan

- Research Funds through various funding agencies – UGC, ONGC, DST.
- Extension Activities through UBA (Unnat Bharath Abiyan).
- The college has planned to collaborate with foreign institutes
- Village Adoption under UBA (Unnat Bharath Abiyan).
- Introduction of PG Courses.
- Introduction of new add-on course.
- Introduction of hands-on training courses.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Staff welfare is at a priority of Don Bosco College of Arts and Science. The existing welfare measures for the teaching and non-teaching as listed below

Medical

- All qualified employees are entitled to maternity leave.
- Regular health and eye camps are organized, as are COVID vaccination camps.
- Health education programs for women faculty members.

Financial

- Financial Support is offered to the faculty and non-teaching to attend seminars/conferences/symposiums, ADPs, and workshops.
- Provident Fund is also provided to the faculty.

Educational

- The goal of the counseling cell is to provide staff and students with opportunities for success.
- Women in academia are encouraged and given leadership roles.
- The college's teaching and non-teaching staff members receive recognition for their accomplishments through our college group.
- Appreciation meetings, which are conducted at each suitable step, recognize the accomplishments of IQAC, the staff.

Other Benefits

- Employees and students have access to a canteen on campus during regular business hours and after hours, and the management annually hosts a stress-relieving event like party games or a staff picnic/tour.
- The Amenity Centre supports the faculty and students inside the college.
- Periodically, sporting events including cricket, throw ball, music ball, and lucky corner for faculty are organized.
- CCTV surveillance is used to provide security services.
- Staff quarters are available for both teaching and non-teaching.
- On special days, fraternity breakfast, lunch, and tea snacks are hosted.
- The Counselling Cell exists for students and staff advance.
- Women in academia are supported and given important positions.
- Through our college group, the teaching and non-teaching staffs at the college are recognized for their efforts and successes.
- IQAC achievements, the personnel are praised and recognized at Appreciation Meetings organized at each appropriate stage.

Performance Appraisal System

The institutional performance appraisal system is a self-evaluation tool that enables both teaching and non-teaching personnel to examine their standards of excellence in relation to institutional and to concentrate on their professional growth and development.

Teaching staff:

Internal appraisal uses a performance-based, self-appraisal system to identify an individual's strengths and

flaws and track one's growth.

Non-Teaching Staff:

The non-teaching staff's performance in terms of administrative and technical abilities is assessed through the assessment system. The superintendent updates the principal on the results. Feedback from stakeholders is also taken into account.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.91

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	2	1

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 0

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
07	07	07	07	07

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The founder secretary of the institution established a tradition that is still followed today, not to charge capitation fees or donations for either admissions or appointments. The college is, therefore, dependent on government funding and resources that well-wishers have mobilised.

Resource Mobilization:

As a self-financing college, the fees that students pay are the main source of funding. Every program's fee component is determined by multiplying the incurred expense by the number of sanctioned participants. The College raises money from its own resources in a number of ways, including student fees and bank interests. The Board of Management drafts and approves a clear policy for resource mobilisation. Management is responsible for paying faculty's salary. Students' tuition, entrance, lab, and certificate fees provide the college with funding. The improvement of the lab facilities are carried out with the help of these. The college's alumni, benefactors, and well-wishers offer their assistance for endowments, as well as for supporting major events and academic initiatives. The college also receives minority, management, as well as Jindal and SC/ST scholarships.

Utilization:

The funds that have been raised are used for the intended purposes. The categories for use are as follows

Maintaining and enhancing infrastructure

- Assisting teachers to attend workshops, seminars, and conferences.
- Planning seminars, workshops, and conferences

- Improving educational facilities.
- Offering scholarships and free tuition to deserving students.

The College has a well-established mechanism for conducting internal and external audits.

1.The college conducts its internal audit through the Secretary and the Administrator

The institution conducts internal and external financial audits regularly

Management through the Governing Body looks into the income and expenditure pattern and pragmatic recommendations are given. The well-structured financial section is in place and every financial transaction is recorded through software. Financial Rules are in place in the Institute and “No- Cash” Transaction System is followed. Optimal utilization and execution of the budget is monitored through internal and external auditing.

Internal audit is conducted on a yearly basis and the statutory external audits conducted annually by chartered accountants.

An effective financial management system is in place and is helping the institution in overall growth. After completion, the final statutory audit reports shall be submitted to the Governing body for approval in the month of June/July every year. After approval, the financial accounts documents could be used for all statutory purposes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Internal Quality Assurance Cell (IQAC) operates to develop an internal culture of quality assurance and generates, regulates and analyses monthly information reports related to quality enhancement of the teaching and learning process, structures and methodologies of operations and learning outcomes which is outlined in the Internal Quality Strategy.

Enhancing IQAC Processes:

A key initiative is the maintenance of learning records by students. The examinations of the college embed OBE and are conducted by an internally located QA cell. DBCAS has also entered into MoUs with leading companies to facilitate student engagement and set benchmarks. The college has activated its Alumni Association.

The important contribution of quality assurance strategy:

Don Bosco College of Arts and Science primarily focuses on the practice of courses the quality of which the IQAC constantly monitors, suggests changes and offers incentives:

The college has introduced quality courses to improve learning outcomes and enhance employability as a strategy for institutionalizing quality assurance and disruption in the teaching-learning process. Skill aligned curriculum nurtures the passion and interest of students. The college has also incubated numerous skill-based training certificates through the Quality Assurance cell.

Incremental Improvements

The IQAC is entrusted to monitor the periodic progress and ensure implementation.

•Curricular Aspects

During the pandemic, the optimal use of ICT in the teaching learning process has yielded encouraging outcome like online teaching and evaluation.

•Administrative Aspects

- In tune with the curriculum, the requisite infrastructure was created. The existing Wi-Fi bandwidth has been upgraded. The library has been partially digitized and made user-friendly. Laboratories are equipped with computers and sophisticated equipment.

•Scholarships and placement cell

- To support the needy and meritorious students, DBCAS has floated a number of scholarships.
- To improve employability, the DBCAS has strengthen edit straining and placement department.

•Collaborations

- The College works closely with Organization in the field of Information Technology. Collaborative ventures have led to the use of facilities and trainers for training.

S.No.	Particulars

1	Feedback collection and ATR
2	Add-on Courses
3	Digitalization
4	Faculty Development Program
5	Bridge Course
6	Mentoring
7	Samples of some innovative teaching methods
8	Scholarships
9	Placement Cell
10	MoUs
11	Social Outreach Programs(DB CARE)
File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Measures initiated by the Institution for the promotion of gender equity

- Being a Co-educational institution, the college initiates activities which promote gender equity and sensitization in all spheres related to student's life. The College provides a safe and secured environment and is one of the most preferred co-educational institutions in its vicinity, for maintaining a right balance between the genders.
- Equal opportunity is ensured right from the time of admission to both the genders to pursue their higher education. To this effect, the College now has almost equal enrollment of boys and girls.
- The College organizes Value Education classes once a week for all students, where the weekly topics regarding gender equity are given primary importance and issues affecting the society and bringing transformation towards creating mutual respect for both the genders.
- The Mentoring system that has been introduced in the College looks after many aspects of gender equity, in the guidance of the students to achieve to their optimum capacity. Academic counseling stresses that the women students should enroll in various courses and in higher education and look for employment opportunities.
- Women faculty are appreciated and entrusted with leadership roles.
- Apart from curricular intervention, formation of statutory bodies, as per UGC guidelines, like Women's Cell provide for the conduct of programs that aid in sensitizing students towards gender equity. In this regard, the campus is free from ragging and harassment and proud to have a history of no such incidence.

Sensitization in curricular & co-curricular activities:

Curricular activities:

- The Value Based Education, one of the papers in the curriculum of the Affiliating University for UG first year students emphasizes on human rights and gender equality and equity and violence against women.
- The use of gender-sensitive language in textbooks and teaching materials can help foster an inclusive learning environment.
- Professors encourages all students to participate actively in classroom discussions and group activities, irrespective of their gender.

Co-curricular Activities:

- Our college provides a diverse range of co-curricular activities that cater to the interests and strengths of students of all genders, such as sports, arts, technology, culturals and leadership programs.
- Our College is encouraging mixed-gender teams and clubs can break down gender barriers and promote collaboration and understanding.
- Our College is creating safe spaces for students to discuss gender-related issues and challenges can be instrumental in promoting awareness and sensitivity.
- Our College ensures that achievements and recognition in co-curricular activities are based on merit, irrespective of gender, and not perpetuating gender biases in award systems.

Facilities for women on campus:

- The College has a Girls’ Sick Room, which is used to look after the students who become ill during the College hours.
- Common medicines and requirements of sanitary pads are made available in the College. They are taken to the nearest Government Hospital or the hospital as suggested by their parents / guardians for any health related issues.
- The college campus is under 24/7 surveillance and guarded by security personnel round the clock.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: E. None of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity:

As it serves students from numerous towns and rural areas, Don Bosco College welcoming environment is regarded as a vital resource. Sincere efforts are made by the institution to provide an inclusive environment that promotes harmony among the participants while keeping in mind the tremendous diversity of our country pupils from various cultural and racial origins.

Inside the campus, sports and cultural events are planned to foster unity among the students. Other significant programmes that encourage acceptance of and harmony with differences in cultural, regional, linguistic, socioeconomic, and other contexts include:

- Celebration of Women's Day
- Yoga Day
- Human Rights Day
- Independence Day
- Republic Day
- Birth Anniversaries and memorials of great Indian personalities.
- Food distribution to the needy during the pandemic period.

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

The college takes good interest in making the students and staff aware of the constitutional obligations as a citizen of this great nation. One of the ways the students and staff are kept alive with the national spirit is the playing of the national anthem every Monday during the department assembly.

To exercise a preferential option in favor of the rural youth especially the First generation learners and socially and economically weaker sections of the society. To facilitate the actualization of individual potential, integrating knowledge, skills, values and behavior and prepare the students to face the global opportunities and challenges of a meaningful life and career. To constantly pursue higher standards of excellence, integrity and credibility in all endeavors and transform the students, in collaboration with all the stakeholders of higher education, to be an agents of social transformation.

The College places a high premium on promoting religious freedom through programmes that supports the campus social and religious peace. Every day the sessions begin with a public address system reading of the common college prayer, and on the first Monday of every month there is a common assembly and once in a week there is an ethics/catechism classes.

Under the Choice Based Credit System (CBCS) of the affiliating University, the college has chosen a particular course for the first UG students named Value Based Education through which the College academically inculcates in the young minds on social justice, human rights and marginalized people, social issues and communal harmony, value and others as major areas in the syllabus provided for the

course. The teachers handling this course are given special instructions and directions to link the lessons to the lifestyle of the present day youth and how they consider their duties and responsibilities as citizens of the nation, while demanding their important rights to be upheld. Emphasis is also paid in instilling in the young minds the importance to stand for their personal and social rights without having to infringe upon those rights of other individuals and society. Our Institution's core values are inspired by divine and human values, envisages enlightenment and empowerment of the youth towards personal and social transformation.

File Description	Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

BEST PRACTICE I

Title of the Practice: Scholarships for students by the Institution - BOSCO Scholarship

Objective of the Practice:

The DBCAS family firmly believes in helping students who are in economically poor condition but are eager to learn. Therefore, we set up a lot of scholarships for their welfare of the students who are qualified for it and are in financial need can receive the scholarships given by the management.

The Context:

The majority of college students come from impoverished, rural, and poor backgrounds, so our prime aim is that every college student must acquire at least one scholarship. In order to get their scholarship, we tried a lot. Apart from government and private scholarships, our institution also provides Bosco scholarships for students who are in need.

The Practices:

- The institutions put a lot of effort into figuring out which students require scholarships.
- From the Don Bosco solidarity fund, the institution itself offers a Don Bosco scholarship to the poor and needy students.
- Students from socio-economically weaker sections, like refugees, orphans, and semi-orphans, are benefiting.
- Students are encouraged by the staff members who are in charge of scholarships. They produce a list of the names of students who are qualified and help them apply for scholarships.
- For Bosco Scholarship Institution offers 2 lakhs p.a., and every student gives Rs. 100 per year, and each staff member gives Rs. 1000 per year willingly and generously to help the needy.

Evidence of Success:

The following are the No. of Students from 2017 to 2022 got benefitted through BOSCO Scholarship:

No. of Years	No. of Students
2017-18	25
2018-19	20
2019-20	20
2020-21	27
2021-22	20
Total years = 5	Total No.of Students benefitted =112

Problems Encountered and Resources Required

Due to lack of fund, few of our students unable to benefit from this scholarship.

BEST PRACTICE II**Title of the Practice: Earning for Learning**

Earning while you Learning is a practice that is highly successful when we are all able to provide an opportunity for our students to earn while they learn.

Objective:

The following are the objectives of the practice being implemented among the students:

- To reduce their parents' financial burden by paying the tuition fee.
- To enlighten and empower the poor and rural youth through education and help them take on responsibilities in life.

- To mould and motivate the students to meet their financial needs individually.

Context:

Earning for Learning is an initiative to encourage students to stand by themselves. This practice is open to all students who are willing to work and to students who are facing financial crisis and, therefore, are in need of receiving support for academic resources.

Practices:

For the past six years, our college has offered a unique opportunity for students to earn money while pursuing their education. This programme allows students to work after college hours, primarily focusing on cleaning the classrooms. The college management generously compensates these hardworking students on a monthly basis, and the earnings serve as valuable financial support for their educational expenses.

A significant number of our college students come from underprivileged backgrounds, and their parents struggle to meet all the educational expenses. By empowering students to earn money while they learn, we aim to alleviate some of the financial burdens faced by both students and their families. Volunteers are assigned to clean classrooms and other areas after their class hours, providing a convenient and productive means for students to contribute to their education.

While many students opt for part-time jobs outside of college, some face limitations due to distance or restrictive parental preferences, especially among female students. However, those residing in hostels have the opportunity to earn within the college premises. Though the earnings may not fully cover their needs, it undeniably lessens the financial strain on their parents.

This system has proven to be highly beneficial, as it not only supports many of our college students but also fosters a sense of independence and self-reliance. Working alongside fellow students in a comfortable and time-limited atmosphere enhances their self-esteem. The short working hours allow them to leave for home promptly after work without interfering significantly with their study time.

As the popular African proverb wisely states, “Little by little, a little becomes a lot”. Though the individual earnings from this initiative may seem modest, the cumulative impact can be significant. By diligently saving the earnings from the first year until the third year, students can accumulate a considerable sum, offering a helping hand for their future aspirations.

Evidence of Success:

Academic Year	Departments	No. Of students Benefited	Total
	Tamil	3	

2022-2023	English	4	20
	Commerce	6	
	Computer Applications	5	
	Mathematics	1	
	Business Administration	1	
2021-2022	Tamil	3	18
	English	4	
	Commerce	3	
	Computer Applications	6	
	Mathematics	1	
	Business Administration	2	
2019-2020	Tamil	2	35
	English	4	
	Commerce	10	
	Computer Applications	10	
	Mathematics	5	
	Business Administration	4	
2018-2019	Tamil	3	36
	English	7	
	Commerce	7	
	Computer Applications	10	
	Mathematics	5	
	Business Administration	4	
2017-2018	Tamil	8	42
	English	4	
	Commerce	11	
	Computer Applications	6	
	Mathematics	8	
	Business Administration	5	

Problems Encountered and Resources Required:

One of the challenges faced by the college in implementing this practice is the lack of regular follow-up from students. Some students question the need to work or take risks while in college, believing that their primary role is solely to study. Such sentiments are not uncommon among college students, who may grapple with conflicting ideas and feelings.

Fortunately, this initiative does not require any additional resources from either the institution or the students. The key change needed is a shift in attitude—a willingness to work and a readiness to share the financial burden. By fostering a positive mindset towards earning while learning, students can not only support themselves but also contribute to their educational expenses without placing extra strain on the college or its resources.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Don Bosco, an esteemed Italian Saint known for his commitment to education and his advocacy for youth, established the Salesians of Don Bosco (SDB) in Rome. Presently, the SDB operates in 132 countries worldwide. This global movement primarily focuses on serving children and young people, offering a distinctive educational system rooted in core values.

In 2013, the college was founded on Madurai Bypass Road, KeelaEral, Thoothukudi, becoming the sole Christian minority institution serving to the educational needs of rural youth in Thoothukudi district. Since then, the college has been dedicated to fostering excellence and empowering students in this region. The institution places significant emphasis on the holistic development of students, aiming to produce individuals who are physically strong, mentally mature, socially responsible, and environmentally conscious. Its vision and mission statements reflect the institute's unique character and its commitment to shaping individuals who can catalyze societal transformation.

In our college, most of our students are the first graduates. Our college has been instrumental in nurturing and empowering students from impoverished and educationally disadvantaged backgrounds. Through quality education, personalised support, and a nurturing environment, these students have experienced remarkable personal growth. Their achievements not only benefit them individually but also have a profound and positive impact on their families and communities. Our institution takes pride in playing a role in the transformative journey of these students and remains committed to empowering future generations to overcome barriers and achieve their full potential.

In our college, we are ensuring that the **4S**, Spoken English, Scholarship, Sports, and Skill training courses through which we are moulding our students to shine better. Especially for scholarships, our college staff members are helping the students apply for private and government scholarships, and for spoken English, we have an English academy through which we are giving special spoken English classes as well as bridge courses every year, and we are motivating the students to talk in English. For that purpose, there is a coordinator to organise various programmes and follow the students to vanquish their fear and correct their errors. We are giving as much importance to sports as we do to academics. In our college, some of our students got selected for the Asian Games, and some of the students who performed well in boxing won silver and bronze medals at the state level. Our college kabaddi team won gold at the national level and was chosen to compete in the Asian Games. We also have a computer academy at our college. The Computer Academy offers some computer-related skill training courses.

The extension services of Don Bosco College are highly regarded by the KeelaEral neighborhood. A dedicated committee is responsible for analysing and organising these extension activities. Students are encouraged to offer suggestions based on their observations of community needs. The committee evaluates and prioritises these needs, implementing support measures to alleviate them. The extension programme places a strong focus on creating a clean environment and promoting literacy. Numerous activities such as awareness programmes, rallies, field visits, blood donation camps, tree planting, evening study centres, and supporting neighbouring schools' learning methods are conducted through the extension programme and involve the participation of NSS, YRC, and RRC students, staff members, and other students. A blood donation camp is conducted by the YRC and RRC of our college every year. A significant amount of blood is donated by our college students and staff, contributing to life-saving activities.

To promote literacy in the community, *evening study centres* were established in a nearby area of our college. Our college students and alumni/ alumnae from nearby areas volunteer as evening study centre teachers. The compensation for their service is provided by our management. The beneficiaries are mostly school students. Their parents were also overjoyed about this tuition centre because they are not financially well off to support their children's education. So our students involvement makes them happy and satisfied. The majority of the students are enthusiastic about their academics. They are seeking financial assistance in order to continue their studies. Our college students assist them in achieving their goals; they assist them much in their studies; as a result, school-age youngsters can clear their doubts, receive good grades, and learn to build a helping tendency, resulting in a change in their behaviors.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

- To make higher education high-quality, inclusive, affordable, and widely available to people in rural areas.
- To use a preference option in favor of the socially and economically underprivileged and First Generation Learners in rural areas and youth.
- To help students reach their full potential by integrating knowledge, skills, values, and conduct and placing them in a position to take advantage of global opportunities and overcome the challenges of a fulfilling life and profession.
- To transform students into agents of social transformation by continually pursuing greater standards of excellence, integrity, and credibility in all efforts and working with all higher education stakeholders.

Concluding Remarks :

Don Bosco College of Arts and Science works hard to contribute significantly, sustainably, and socially to society and the country as a whole. It acts as a hub of knowledge by offering the best instruction possible that is focused on research, helping both teachers and students to become extraordinary individuals prepared to tackle global challenges.

The implementation of student-centric strategies like the experiential, participative, and problem-solving methodologies coupled with ICT fulfils the teaching-learning ethos. Additionally, numerous internship and practical training courses are run to fill the knowledge gap between theory and practise.

The departments' extension activities, numerous programmes on patriotism, culture, harmony, constitutional obligations, and social awareness all work to instill social, moral, and ethical values in students' minds, turning them into responsible citizens.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :12</p> <p>Remark : Repetition of Add on/Certificate/Value added programs in every year during assessment period will be counted one only. Hence input edited accordingly.</p>																																								
1.4.1	<p><i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</i></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website</p> <p>Answer After DVV Verification: C. Feedback collected and analysed</p> <p>Remark : Input edited as per the provided supporting documents.</p>																																								
2.1.1	<p>Enrolment percentage</p> <p>2.1.1.1. Number of seats filled year wise during last five years (Only first year admissions to be considered)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>147</td> <td>145</td> <td>224</td> <td>256</td> <td>280</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0147</td> <td>145</td> <td>224</td> <td>256</td> <td>280</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>382</td> <td>382</td> <td>382</td> <td>382</td> <td>382</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>382</td> <td>382</td> <td>382</td> <td>382</td> <td>382</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	147	145	224	256	280	2021-22	2020-21	2019-20	2018-19	2017-18	0147	145	224	256	280	2021-22	2020-21	2019-20	2018-19	2017-18	382	382	382	382	382	2021-22	2020-21	2019-20	2018-19	2017-18	382	382	382	382	382
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Remark : HEI has not provided visible documents kindly provide visible documents

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	2	2	3

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : Documents are not provided as per the SOP. Hence input edited accordingly.

3.3.1 **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7	3	3	2	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

Remark : Input edited as per the Publication in the current UGC CARE with ISSN will only be considered

3.3.2 **Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	6	10	6	13

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	04	02	09

Remark : The books with ISBN numbers only will be considered, hence input edited accordingly.

3.4.3 ***Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	10	13	10	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
08	04	12	09	03

Remark : Excluding National festivals, Days celebrations like Yoga day, Women's day etc, input edited accordingly.

5.1.4 ***The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Input edited as per the provided documents

6.2.2 ***Institution implements e-governance in its operations***

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above
Remark : Input edited from supporting documents.

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
35	40	37	38	38

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
5	9	5	6	6

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
07	07	07	07	07

Remark : 6.3.3.1-FDP is in-house will not be considered. Hence input edited accordingly. 6.3.3.2-Input edited from IIQA.

6.5.2 Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2. Academic and Administrative Audit (AAA) and follow-up action taken**
- 3. Collaborative quality initiatives with other institution(s)**
- 4. Participation in NIRF and other recognized rankings**
- 5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : Input edited from supporting documents.

7.1.2	<p>The Institution has facilities and initiatives for</p> <ol style="list-style-type: none"> 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and nondegradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment <p>Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: E. None of the above Remark : INput edited as HEI has not provided geo-tagged photographs</p>
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2.Extended Profile Deviations

Extended Profile Deviations
No Deviations