

**ALL INDIA CATHOLIC EDUCATION POLICY 2007 &
NATIONAL ASSESSMENT AND ACCREDITATION CERTIFICATION COMPLIANCE
CATHOLIC BISHOPS' CONFERENCE OF INDIA (CBCI)
OFFICE FOR EDUCATION AND CULTURE, CBCI CENTRE
1, ASHOKA ROAD, NEW DELHI-110001**

Section 1: Profile of the Institution

1. Institution Details

Name of the Institution		Year of Establishment	
Location of the Institution		Diocese	

2. Address

Address		City	
State		Pin Code	
Website		E-Mail	
STD Code		Phone No.	
Fax STD Code		Fax No.	

3. Head of the Institution

Name		Date of Appointment	
Status / Designation			

4. Contact Details of Head of the Institution

STD Code		Telephone Number	
Mobile Number		Email	
Fax STD Code		Fax No	

5. Does the Institution Function From

A. MAIN CAMPUS

	Area of the campus in acres	Total Built Up Area In Sq. M.
Own Campus / Buildings		
Rented Campus/ Buildings		

B. SATELLITE CAMPUS

	Area of the campus in acres	Total Built Up Area In Sq. M.
Own Campus /Buildings		
Rented Campus/Buildings		

6. NAME OF THE BOARD/ INSTITUTION TO WHICH THE INSTITUTION IS AFFILIATED

N.O.C. From		Nature Of The NOC <input type="radio"/> Temporary <input type="radio"/> Permanent
Affiliated To		Nature Of Affiliation <input type="radio"/> Temporary <input type="radio"/> Permanent

7.FUNCTIONING OF THE INSTITUTION

TIME OF FUNCTIONING

Type Of Institution		A.M.	
Nature Of Funding		P.M.	

8. MANAGEMENT DETAILS

Name of Management/Trust	
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9. MANAGEMENT OF THE INSTITUTION IS REGISTERED

Society's Registration Act, 1960 <input type="radio"/> YES <input type="radio"/> NO	Relevant Details Of Registration
Name of the Registered Society	

10.OTHER PROGRAMMES OFFERED BY THE INSTITUTION

NAMES	
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11. DETAILS OF STREAMS OFFERED AT +2 / COLLEGE LEVEL

ARTS

SCIENCE

CVE

ANY OTHER

12. TOTAL NUMBER OF STUDENTS

	PRE PRIMARY		PRIMARY		HIGH SCHOOL		+2 / COLLEGE	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
NON CHRISTIAN								
CHRISTIAN								
OBC								
SC / ST								
GRAND TOTAL		+		+		+		+

13. NUMBER OF TEACHING, TECHNICAL AND ADMINISTRATIVE STAFF

	PERMANENT		TEMPORARY		TOTAL	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
TEACHER WITH PG						
TEACHER (GRADUATE)						
TEACHER (UNGRADUATE)						
TECH.STAFF (TOTAL)						
ADMIN STAFF						
SUPPORT STAFF						
TOTAL NO. OF STAFF		+		+		+

14. SUPPORT SERVICES (LIBRARY)

NUMBER OF BOOKS

NUMBER OF NEWS PAPERS

NUMBER OF JOURNALS

NUMBER OF E-BOOKS

Does the Institution have a Registered Alumni Association

Does the Institution have a Functional Guidance Counsellor

Does the Institution have a Medical attendant

Name :

Name :

Name :

15. LABORATORIES

PHYSICS

CHEMISTRY

MATHS

Co-Curricular
Activities (Names)

Club / Group
(Names)

16. MENTION FIVE ACADEMIC MILESTONES OF THE INSTITUTION

1.	
2.	
3.	
4.	
5.	

Section 2 : Institutional Data

1. The Institution has in place a structured internal quality assurance system for ensuring continuous quality monitoring for improvement	<input type="radio"/> YES	<input type="radio"/> NO
2. Library has reading room facilities for students and faculty separately	<input type="radio"/> YES	<input type="radio"/> NO
3. The Institution uses the students feedback for analysis and improvement purposes	<input type="radio"/> YES	<input type="radio"/> NO
4. Basic computer literacy is ensured for all students	<input type="radio"/>	

	YES	<input type="radio"/> NO
5. The Institution provides financial aid to at least 10% of the general category students	YES	<input type="radio"/> NO
6. The Institution has a mechanism for counselling students	YES	<input type="radio"/> NO
7. An annual in-house academic calendar is prepared and implemented by the Institution.	YES	<input type="radio"/> NO
8. The Institution has a mechanism for addressing grievances of students and staff	YES	<input type="radio"/> NO
9. The Institution promotes scholarly activities of the faculty beyond the syllabus.	<input type="radio"/> YES	<input type="radio"/> NO
10. Internet facility is available in the Institution for faculty and students.	<input type="radio"/> YES	<input type="radio"/> NO
11. The Institution is differently-abled friendly.	<input type="radio"/> YES	<input type="radio"/> NO
12. The Institution has a formal mechanism to promote research activities for its students and faculty.	YES	<input type="radio"/> NO
13. The Institution has adequate sports facility.	<input type="radio"/> YES	<input type="radio"/> NO
14. The Institution has developed a short term and a long term plan for its development and growth.	<input type="radio"/> YES	<input type="radio"/> NO
15. Institution has facilities for inter school / College activities.	<input type="radio"/> YES	<input type="radio"/> NO
16. Institution has facilities for inter class / house competitions.	<input type="radio"/> YES	<input type="radio"/> NO
17. Institution has an annual Fest / day.	<input type="radio"/> YES	<input type="radio"/> NO
18. Institution organizes an annual IT exhibition / event	<input type="radio"/> YES	<input type="radio"/> NO

Section 3 : Operational Quality Data

19. Percentage of classrooms equipped with LCD projector.	<input type="radio"/> <25%	<input type="radio"/> 25-50%	<input type="radio"/> >50%
20. Percentage of teachers using audio-visual aids including computer aided teaching.	<input type="radio"/> <20%	<input type="radio"/> 20-40%	<input type="radio"/> >40%
21. The average number of social service activities organized by the institutions	<input type="radio"/> <4	<input type="radio"/> 4-8	<input type="radio"/> >8
22. Average percentage utilization of annual funds for the last four years.	<input type="radio"/> <50%	<input type="radio"/> 50-75%	<input type="radio"/> >75%
23. Maintenance expenditure on infrastructure as percentage of the total annual budget.	<input type="radio"/> <2%	<input type="radio"/> 2-4%	<input type="radio"/> >4%
24. Average pass percentage of the passing out students each year.	<input type="radio"/> <60%	<input type="radio"/> 60-80%	<input type="radio"/> >80%
25. Availability of Computer per students ratio.	<input type="radio"/> <1:30	<input type="radio"/> 1:30	<input type="radio"/> >1:60
26. Percentage of permanent teachers with PG qualification.	<input type="radio"/> 20%	<input type="radio"/> 20-40%	<input type="radio"/> >40%
27. The Institution conducts Annual Art / Science / IT Exhibition.	<input type="radio"/> <3	<input type="radio"/> 3-5	<input type="radio"/> >5
28. Student Teacher ratio.	<input type="radio"/> <30:1	<input type="radio"/> 30:1-50:1	<input type="radio"/> >50:1
29. The Institution conducts remedial classes for weak students scoring below.	<input type="radio"/> <30%	<input type="radio"/> <40%	<input type="radio"/> <50%
30. The Institution has outreach programmes for poor children.	<input type="radio"/> <3	<input type="radio"/> 3-5	<input type="radio"/> >5
31. Award received by the students in sports and cultural activities in the last four years.	<input type="radio"/> None	<input type="radio"/> State or University level	<input type="radio"/> National or International level
32. Percentage of teachers doing higher education / research.	<input type="radio"/> <10%	<input type="radio"/> 10-25%	<input type="radio"/> >25%
33. Number of academic seminars or personality development programme of last four years.	<input type="radio"/> <4	<input type="radio"/> 4-6	<input type="radio"/> >6
34. Average of books bought yearly.	<input type="radio"/> <100	<input type="radio"/> 100-200	<input type="radio"/> 200-500
35. Percentage of students admitted against the reservation category as per Government of India norms.	<input type="radio"/> <25%	<input type="radio"/> 25-30%	<input type="radio"/> >35%

This is to certify that the information given in the Institutional Eligibility for Quality Assessment (IEQA) application is true to the best of my knowledge.

Name of the Institution

Name of the Diocese

Name of the Region

Phone Numbers _____ email _____

POSITIVE INDICATORS OF IMPLEMENTATION

(Put a tick or a cross or write YES or NO for each of the a),b),c)..... etc. statements and then write a number between 1 and 10 in the square against each of the numbered underlined statements to indicate the level of implementation of each of the 10 salient features of the "All India Catholic Education Policy 2007" given below by your institution on a scale of 1 to 10.)

➤ **1. Value Education / Faith Formation :**

- a) Value Education classes are held for all students.
- b) Graded catechism classes are held for Christian students
- c) Teachers are trained for teaching Moral Science / Catechism
- d) Students are happy, spontaneous, well supervised and self disciplined.
- e) Religious signs and symbols are conspicuously used.
- f) Assemblies & display boards & other means are used to proclaim the good news and promote value education
- g) 100% access and 100% success provided for Catholic / Christian students
- h) Catholic students get opportunity to make their confession and attend Mass
- i) There are moments of prayer in which all students participate

➤ **2. Transformation of the person and society :**

- a) Cumulative student profile is maintained.
- b) Punctuality, discipline, peer leadership are visible
- c) Students do activities and event management
- d) Education to social justice through campaigns, social awareness & social service programmes is promoted.
- e) Specific plans and efforts to eradicate corruption are in place
- f) Interaction with local political leaders and Government administration to eradicate corruption or to promote some welfare schemes is seen
- g) Mock parliaments, debates, group discussion are conducted to teach to fight injustice
- h) Social service projects and schemes are organized to eradicate social evils
- g) Personal guidance and career guidance counselling are organised.

3. Education that upholds family values :

- a) Education to emotional maturity is held for middle, high and higher secondary / college sections of the institution.
- b) Health Education programmes are held to enhance awareness about eating healthy
- c) There is contact with the family and parent-teacher interaction on a regular basis.
- d) Family and social values are appreciated and celebrated.
- e) Occasions of celebrations are used to educate towards better understanding, appreciation of the persons and events celebrated, to create greater national bond.
- f) Parents' day, Grant Parents' day etc. are celebrated to inculcate respect, obedience etc
- g) Awareness programmes are done on health & hygiene and various social evils & addictions

➤ **4. Women empowerment and care of the girl child:** ☐

- a) Separate and clean toilets and other facilities for girls
- b) No sign of any gender discrimination in leadership
- c) Show positive steps taken to ensure equality, empowerment and appreciation of the girl child through initiatives introduced and events held.
- d) Celebration of international day for Women, Mother's day etc. is noticed
- e) Encourage participation in campaign against pre-natal sex determination, female feticide, gender discrimination
- f) Participation in campaigns to promote education of the girl child
- g) Participate in campaigns to promote respect and equal opportunity for women

➤ **5. Quality holistic education is imparted :** ☐

- a) Academic excellence can be easily seen
- b) Qualified management and staff are running the institute
- c) Definite steps are taken to ensure physical, mental, emotional and spiritual growth
- d) Evidences and indicators are seen about promotion of co-curricular activities.
- e) Sports and Games facilities for games of indoor and outdoor category are easily seen
- f) Alternative Education through groups / clubs for education to emotional maturity, media education, health education, interschool activities and fests can be seen
- g) The services of a guidance counselor is available for counseling and career guidance
- h) Yoga, healing meditations, self defense methods, first aid, scouting, LTS etc are introduced

➤ **6. Sensitive to the ecology & environment :** ☐

- a) Has an eco-friendly and green campus well laid out and maintained
- b) Campaigns to save the environment and fight against use of plastics, pollutions are carried out from time to time.
- c) There is an active Nature-club to promote education and awareness regarding environment and introduce initiatives
- d) Campaigns to contain smoking, tobacco, drugs, HIV Aids, Cancer etc. are organized
- e) Cleanliness drive.... Garbage disposal and recycling etc. are organized
- f) Drive to save water, electricity, use of recycled paper etc. is organized
- g) Drive to switch off refrigerators, air conditioners, water heaters etc.
- h) Promoting the use of non polluting transport like bicycle when possible
- i) Things like rain water harvesting, use of organic manure are taught

➤ **7. Promote and prepare lay leadership** ☐

- a) Media education through classes / media club / visits to transmission centres are organized.
- b) Promotion of knowledge of current affairs through reading / assembly / competitions is done.
- c) Promotion of social consciousness and civic sense is seen.
- d) Institution prepares students to enter politics / civil services/ legal studies through coaching classes and orientation programmes
- e) Institution promotes awareness and understanding of the political systems, political parties, ideologies, various compulsions etc.
- f) Institution arranges interaction with the political leaders and administrative officers and social activists to make students understand the role of social activists in Democracy.
- g) Institution promotes understanding of the panchayat, taluk, district, state and national level governance and government systems.

➤ **8. Meet stakeholder needs :** ☐

- a) Ensure academic excellence, all round formation, soft skills, discipline, fluency in English, public speaking etc.
- b) Parents are happy with the institution and good Public Relation is in place
- c) Just wages are paid to the staff and periodic meetings and interaction take place
- d) Ensure to inculcate that care and concern towards parents, regular meetings, feedback systems are in place
- e) Befriend local and regional leadership and administration both Civil and Ecclesiastical.
- f) Participation in social, cultural and festival events promotes communication and friendship promoting good will
- g) Local leadership (civil, ecclesiastical, political) and people around are happy with the institute and speak well of it
- h) Good feedback systems are in place : meetings, tele-communication, questionnaire, news letters are used for the purpose etc.

➤ **9. Safeguards human rights, Child rights :** ☐

- a) Child policy and child protection policy / rights initiatives are drawn up and implemented
- b) Safe infrastructural facilities that promote good supervision are in place
- c) CCTV cameras, round the clock watchman ensure safety and protection
- d) No corporal punishment is ever used. Private tuitions are not allowed
- e) Friendly and caring atmosphere prevails in the institution
- f) Healthcare facilities : dispensary, first aid, doctor on call are available
- g) Safe and clean drinking water, playgrounds, library, boundary walls, safe transport facilities are there.

➤ **10. Care of the Marginalized :** ☐

- a) No student is denied admission due to lack of finance
- b) Lay collaborators are made to understand the vision of the Church's concern for the poor, the marginalized and weaker section of society
- c) Concessions / scholarships are given to needy students
- d) Visit families of students who are needy or suffering
- e) Special care / remedial classes for needy students are organized.
- f) Parents / past pupils help with evening classes / literacy for neighbourhood children
- g) Teachers share the vision of the Church and participate through voluntary service
- h) various types of reach out programmes are organized in the poorly run local schools
- i) Interventions for medical care, social upliftment programmes are part of the mission of the institute and students participate
- j) Social service projects organized by the institution also gets the students, parents, alumni and community and political leaders involved.