

ST. JOHN'S COLLEGE, AGRA

(An Affiliated College of Dr. B.R. Ambedkar University, Agra)
(A Minority College of Church of North India, Diocese of Agra)
[Established: 1850]

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DATE 6TH NOVEMBER, 2016

ANNUAL QUALITY ASSURANCE REPORT OF THE COLLEGE
ACADEMIC SESSION: 2015-2016
SUBMITTED TO NAAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. John's College, Agra

1.2 Address Line 1

M. G. Road

Address Line 2

St. John's crossing

City/Town

Agra

State

Uttar Pradesh

Pin Code

282002

Institution e-mail address

stjohnscollegeagra@gmail.com

Contact Nos.

05622520301

Name of the Head of the Institution:

Prof. P.E. Joseph

Tel. No. with STD Code:

05622520301

Mobile:

9412535115/7088302224

Name of the IQAC Co-ordinator:

Dr. Girish Maheshwari

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2006	5 Years

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC AQAR

AQAR (2014-2015) submitted on 15.11.2015

1.9 Institutional Status:

Type of Institution Co-education Urban

Financial Status Grant-in-aid + Self Financing UGC 2(f)

UGC 12B

1.10 Type of Faculty/Programme

Arts

Science

Commerce

Management

Education

1.11 Name of the Affiliating University

Dr. B.R. Ambedkar University, Agra

1.12 Special status conferred by Central/ State Government :

GC/CSIR/DST/DBT/ICMR : NIL

2. IQAC Composition and Activities

2.1 No. of Teachers

14

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

NIL

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

NIL

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

01

2.11 No. of meetings with various stakeholders:

Faculty	31	Non-Teaching Staff	01
Alumni	02	Others	03PTM

2.12 Has IQAC received any funding from UGC during the year? No

2.13 Seminars and Conferences (only quality related)

(i) No. Of Conferences	: 02
(ii) Workshops	: 06
(iii) Seminars	: 01
Total Nos.	: 09

(ii) Themes

Seminars/Conferences on :

- International Conference on New Challenges in Biotechnology and Molecular Biology in the context of 21st Century held on 27-29 Feb 2016.
- Inter National conference in collaborations with IUAC, Delhi, Dr. B R Ambedkar university, Agra and R B S College, Agra on Nano structuring by Ion Beams on 23-25 Nov 2015
- Child Abuse(Child Line 1098) and Search for Identity(Child Line1098)

Workshop on :

- Workshop on Analytical instrumentation training course (AITC-14) on 06-20th Feb 2016
- Workshop on Soft skill development held on 10-19th Oct 2015
- Workshop on Advance scientific skills from 14-22nd Sep 2015
- Workshop on Geographical Information System(GIS) from 16th -24th Nov 2015
- Workshop on Disaster Management on 16th September 2015
- Workshop on Inclusion and empowerment of People with Disability on 03rd Dec 2015

2.14 Significant Activities and contributions made by IQAC-

1. Creative suggestions made to Departments to conduct seminars, workshop, conferences etc.
2. IQAC emphasizes the need to encourage students to actively participate in extra – curricular activities as part of over all personality development.

3. Interaction and discussion with head of the departments and faculty round table meetings with head of the department.

2.15 Plan of Action by IQAC/Outcome: The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year .

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Preparation of Self Study Report for NAAC reaccreditation second cycle 2. Automation of Staff Record 3.Introduction of on line application and entrance examination for Graduate classes for the session 2016-17 to create transparency in admission and to get a batch of students of quality combined with merit 4.Installation of e-portal 	<p>The process of reaccreditation and preparation of the SSR initiated with formation of a dynamic websitefor data input on the website.Organised a number of sessions to disseminate information on NAAC,the different criteria for assessment.The writing process was carried out by different committees ,constituted by the Head of the institutionand led by a member of IOAC under the guidance of Co-Ordinator,IQAC.The complied report was reviewed by Steering committee and the SSR was uploaded on the website in NOV.2015 and hard copies of the same were submitted at the NAAC office in 2015</p>

	2.Achieved
	3.Ongoing
	4.Achieved

2.16 Whether the AQAR was placed in statutory body : Yes (Management)

Provide the details of the action taken: The AQAR was read and confirmed in the Governing Body

Part –B 1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	16	NIL	NIL	
PG	17	NIL	1	
UG	03	NIL	05	
PG Diploma	NIL	NIL	1	
Certificate	NIL	NIL	1	
Others	NIL	NIL	NIL	
Total	36	NIL	8	

1.2 (i) Flexibility of the Curriculum: Elective option

(ii) Pattern of programmes: Semester :1 Annual: 43

1.3 Feedback from stakeholders Alumni

Parents

Students

(On all aspects)

Mode of feedback : Manual

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

N/A

1.5 Any new Department/Centre introduced during the year. If yes, give details.

N/A

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
74	31	41	01	01

2.2 No. of permanent faculty with Ph.D.

66

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	15								15

2.4 No. of Guest and Visiting faculty and Temporary faculty :

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	34	
Presented	01	24	
Resource Persons		3	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Introduction of e-Portal,
- Role Play and Case study.
- Research Paper Preparation and Presentation in Conference and publication
- Inviting Interdepartmental lectures

2.7 Total No. of actual teaching days during this academic year

163

2.8 Examination/ Evaluation Reforms initiated by the Institution

NA

2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02

2.10 Average percentage of attendance of students:

67%

2.11 Course/Programme wise distribution of pass percentage : Not Available

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through Professional skill development training programmes.
2. The college encourages research publications, paper presentation and participation in international /national conference, workshop and symposia to both students and teachers
3. Academic council discuss future plans of the institution and prepare a roadmap for quality assurance and enhancement.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	
Faculty exchange programme	

Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	41

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent positions filled during the Year	Number of Positions filled temporarily
Administrative Staff	19	01	NA	NA
Technical Staff	14	01	NA	NA

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC coordinator himself conducted three projects in last five years. IQAC propagate various research grants available at UGC,DST as well as other agencies. Give guidance to students to prepare projects and encourage them to get their papers presented in conferences and published in reputed journals.

3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	N.A.	04		N.A.
Outlay in Rs. Lakhs	N.A.		NA	N.A.

3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	N.A.	N.A.	N.A.	N.A.
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	28	03
Non-Peer Review Journals			

e-Journals	15		
Conference proceedings		03	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-18	UGC	8,40,000	4,32,000
Total				4,32,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from Agencies: NA

3.9 For colleges : NIL

3.10 Revenue generated through consultancy : NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	02				
Sponsoring agencies	NAABARD, India				

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year: NIL

**3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year**

Total	International	National	State	University	Dist	College
6		5				1

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF

3.21 No. of students Participated in NSS events:

University level State level

National level

3.22 No. of students participated in NCC events:

University level State level

National level

3.23 No. of Extension activities organized:

College forum NCC NSS

3.24 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Research findings about the excessive flouride concentration in Mathura ground water which can cause dental flourosis and skeletal flurosis has been informed the public through dailies and paper publications .
- Organised Natioal Integration March, Blood Donation Camp, Voter ID Awareness Camp, AIDS Awareness Camp and National Unity Day,
- College cleaning Programme & Traffic Rule Awareness Camp, Republic Day, Independence Day and Gandhi Jayanti,
- World Human Rights Day , National Youth Week, Kaumi Eakta Diwas and International Women’s Day.
- International Environment Day and Old Age home camp(Twice a year).
- No Tobacco Day, Maa Tujhe Pranam Day, Tree Plantation Day and Polio Rally (Twice
- AIDS awareness Day, World Aids day, World Population Day and National Voters Day.
- Celebrated Children’s day with orphans.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	40 Acres	NIL	NIL	40 Acres
Class rooms	54 classrooms	NIL	NIL	54 classrooms
Laboratories	32(UG &PG,8 Research Lab	NIL	NIL	32(UG &PG,8 Research Lab

Seminar Halls	03	NIL	NIL	03
Auditorium	01			01

4.2 Computerization of administration and library : Steps are being taken to develop a Student Management System and Staff Management System which will be connected with the Library Package

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	85990	8122292	270	2,51,808	86260	83,74,100
Reference Books	NIL	NIL	NIL	NIL	NIL	NIL
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	NIL	NIL	NIL	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	INFLIB NET	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	110	2	22	NIL	2	1	19	NIL
Added	01+10 clients	NIL	89	NIL	NIL	NIL	NIL	NIL
Total	111	2	111		2	1	19	NIL

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.) :

1. Computer training related to accounting was provided to Non Teaching Staff
2. A computer section in the main office was set up to deal with computer related work

4.6 Amount spent on maintenance in lakhs :

i) ICT	4.76
ii) Campus Infrastructure and facilities	23.29
iii) Equipments	5.56
iv) Total	33.61

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Conducted Orientation Programme for first year UG and PG students 2. Exit meeting and Annual function where various university ,class toppers and Gold medalists are honoured 3. Parent teacher meeting 4. Alumni meeting 5. Three days” Cultural Festival ‘ celebration

5.2 Efforts made by the institution for tracking the progression : The College has its facebook community where the students get registered even when they leave the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
3457	1218	12	4687

(b) No. of students outside the state

UG	PG	Ph. D.	Total
18	24	0	36

(c) No. of international students

UG	PG	Ph. D.	Total
27	01	0	28

Men

No	%
1202	25.65

Women

No	%
3485	74.34

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2646	1082	8	1354	22	5112	2313	837	06	1512	19	4687

Demand ratio : 6.9:1

Dropout % : 2.98

5.4 Details of student support mechanism for coaching for competitive examinations:

1. Certificate Course in Computerized Accounting (40 Days)
2. Proficiency in spoken English, Personality Development and Leadership, Communication skills,
3. Soft skills Development Programme.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations:

NET

05

CAT

14

UPSC

12

Others

29

5.6 Details of student counselling and career guidance:

1. Psychological counselling & Psychotherapy to help students cope with various problems related to their personal, social and academic needs.
2. It also provides assessment of IQ aptitude Personality Intelligence level.
3. Career Counselling is given by Mr Puneet Gupta ,UPES,Dr A .Sharma IRS etc.
4. Workshop on Soft Skill Development given by J D Careers ,Agra.

No. of students benefitted -32

5.7 Details of campus placement:

<i>On campus</i>		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed
2	67	4

5.8 Details of gender sensitization programmes:

1. Orientation program for girls students.
2. Female Health Awareness Program.

5.9 Students Activities:

5.9.1 No. of students participated in Sports, Games and other events

University level: 25 National Level : 0

No. of students participated in cultural events

University level: 18 National level: 26

5.9.2 No. of medals /awards won by students in Sports, Games and other events:

Games/Sports: University level : 25

Cultural:

University level : 11 National level : 03

5.10 Scholarships and Financial Support:

	Number of Students	Amount
Financial support from institution	NIL	NIL
Financial support from government	3547	2,48,569.00
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives : NIL

5.12 No. of social initiatives undertaken by the students: 20

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the institution:

To draw inspiration from the teachings of Jesus Christ and to engage in the development of God given intellectual, social, creative, ethical and learning potentials in students and to kindle in them a passion, for academic excellence and holistic growth, so that they will be adequately equipped for serving the humanity, with professional competencies, compassionate hearts and humane value.

MISSION STATEMENT

To facilitate the optimal development of students through an integrated and holistic education that focuses on their intellectual, cultural, social, aesthetic and spiritual development in order to create visionary leaders, who, with their deep humane values, creativity, scientific, professional and technological competencies, will be driven with a passion to serve society. The mission incorporates the development and dissemination of knowledge through empowering research and through the use of state of art technologies for both on campus and online instruction and training, in order to impart in the learners the ability, aptitude and skills to participate in opportunities provided by the wider world. The college, in order to fulfil its mission, shall endeavour to create a nurturing and facilitating environment, which, by supporting them in their growth pursuits, will inspire them to overcome their constraints and achieve their full potential.

Objectives of the institution:

- To promote and disseminate quality education for all strata of the society and to mould students in to future citizens having tolerance and national character
 - To train young minds for advance scientific techniques and imparting training over sophisticated analytical instruments like molecular techniques and quantification of heavy metals and food adulterants.
 - To provide better infrastructure to enrich teaching and research process.
 - To create a strong tradition of deep rooted academic pursuits and an ambience that favors the scholarly activities in the college.
-

- To encourage inclusive growth and contribution to the nation building

6.2 Does the Institution has a management Information System : Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development: Faculty members are in Board of studies of the University which decided the changes in the curriculum.

6.3.2 Teaching and Learning:

Follows the best teaching practices not only in theory but also in practical subjects.

Organised Lectures on:

(1) Nuclear magnetic Resonance (Dr H B Singh),

(2) Vibration Spectroscopy (Dr. Salim Javed)

(3) Cosmos (Dr Ashok Saxena)

(i) Organized Analytical Sophisticated Instrumentation Training Course

(ii) Study tours to industries and corporate houses

(iii) Provided job oriented training for students

6.3.3 Examination and Evaluation : The College being an affiliated college of the Agra Universities follows its Examination and Evaluation Criteria.

6.3.4 Research and Development

1. State of the art research equipments and instruments are available.

2. Reliability, precision and reproducibility in the data obtained.

3. Four major projects are underway.

4. Research Facilities are available in 16 Dept. Of the College and in progress.

5. Analytical sophisticated Instruments are available in Chemistry, Botany & Zoology Research Lab.

6.3.5 Library, ICT and physical infrastructure /instrumentation:

1. Central library has 86260 books. Every department has its own PG library besides the central library.

2. Two advanced computer labs are available.

3. Three sophisticated instrumentation labs are available besides-PG & UG laboratories.
4. Three well equipped modern instrumentation labs are available

6.3.6 Human Resource Management: Highly skilled, qualified, competent and committed staff members have been appointed and involved in various student developmental activities.

6.3.7 Faculty and Staff recruitment: Recruitments are done according to the UGC guidelines, Dr B.R. Ambedkar University statutes and UP government rules and norms.

6.3.8 Industry Interaction / Collaboration:

Dept. of Chemistry through Dept .of Botany created a collaboration with Universidade de Coimbra, Rua Larga R/ch ESQ.do.Edficie.FMUC,3004-504,Coimbra, for heavy metal analysis in instrumentation Laboratory of School of Chemical Sciences.

6.3.9 Admission of Students : Students are admitted to the college on the basis of admission rules determined by Dr.B.R. Ambedkar University Agra.

6.4 Welfare schemes for Teaching , Non Teaching & Students:

- Staff Club organises recreational activities (Badminton, Chess, Carrom and Tennis) for staffmembers
- It organises “annual staff club dinner” where retired staff members and silver jubilee (those who have completed 25 years of service) badge owners are being felicitated every year
- Every staff members with their family attends the annual staff club dinner
- Celebration of Christmas, Holi and Id in Staff Club for faculty members
- Residential campuses are available for faculty members
- Residential campuses are available for Non teaching members
- Summer and winter uniform are distributed to IV class employees
- Outstanding sports person are given incentives in the form of preference in admission, awards of
- free ships, prizes, blazers etc.

6.5 Total corpus fund generated : NI6.6 Whether annual financial audit has been done :
Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NIL	NIL	YES	IQAC
Administrative	NIL	NIL	YES	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes No

For PG Programmes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? : NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? NA

6.11 Activities and support from the Alumni Association :

- a. Annual Meeting organised
- b. Donated 11 students college fees .
- c. Donated Garden benches water cooler and wheel chair

6.12 Activities and support from the Parent – Teacher Association : Parents Teachers meetings were organized in all the faculties to facilitate a process of bringing a convergence of understanding among various stake holders and develop greater rapport with parents

6.13 Development programmes for support staff :

1. Computer Training provided to Class III Staff
2. Work training for non-teaching staff [classIV]

6.14 Initiatives taken by the institution to make the campus eco-friendly:

1. Plantation of Trees on Republic Day, Independence Day and on Gandhi Jayanti
2. Installation of LED lights and in the process of making a Green campus

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. In order to complement class room teaching with flexible e -learning ,e-portal is being developed..
2. The undergraduate (ii and iii)classess started on 3rd August much before the declaration of university results.
3. ICT training given to Class III staff

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The College in order to enhance the academic environment of the college introduced the following

1. Started the Classes even before the announcement of university exam results in order to increase the number of teaching days
2. Provided computer to each department in order to make them use the website and other facility
3. Prepared and executed a Library Package to digitalize the library database.
4. Automation of staff records.
5. Availability of e-portal for both students and staff
6. Digital ID card

7.3 Give two Best Practices of the institution:

1. The day starts with a morning assembly followed by MRE classes
2. The college follows total transparency in administration and admission

7.4 Contribution to environmental awareness / protection

- a. Tree Plantation Drive by NSS and Eco Club
- b. Water Harvesting
- c. Solar panel system on the library roof

7.5 Whether environmental audit was conducted? No

7.6 Any other relevant information the institution wishes to add.

- The college has good infrastructural and research facilities in terms of well-equipped labs with a number of modern instrumentations.
 - The teaching faculty is well versed with research methodology and modern techniques.
 - Analytical instrumentation trainings for post graduate, research students and staff members.
 - Many personality development programmes have been organised.
 - It has Empanelled Training Institution (ETI) (A training centre for NSS Programme Officers), IGNOU (Study Centre for Indira Gandhi National Open University), Bhartiya
-

Bhasha Kendra, Institute of Administrative and Development Research (IADR) and Course on Computer Concepts. (CCC)

- Enriched central as well as departmental library.
- Excellent sports and games facilities.
- Active career counselling and placement cell.
- 100% pass out result.
- Educational tours, guest lectures by eminent personalities.
- No ragging incidents,
- Active IQAC
- Active Societies like Commerce Association, Psychology Association, Chemical Society Physics Association and the Botanical Society.

8. Plans of institution for next year:

1. Smart class room for effective teaching
2. Online assignments and teaching material, more sophisticated instruments for the research.
3. Create leadership quality and entrepreneurship in small scale industries
4. RFID for library and attendance.
5. Introduce BCA and Post Graduate study in Business Administration(MBA)
- 6 .More seminar and Inter natioal conference to be conducted.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

