The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> ST. ANDREW'S COLLEGE

1.2 Address Line 1

> OPPOSITE TO DISTRICT COURT

Address Line 2

> CIVIL LINES

City/Town

> GORAKHPUR

State

> UTTAR PRADESH

Pin Code

> 273001

Institution e-mail address

> principal@st-andrews-college.org

Contact Nos.

> O: (0551) 2332172   R: 9415282850

Name of the Head of the Institution:

> Rev. Dr. J. K. LAL

Tel. No. with STD Code:

> O: (0551) 2332172   R: 9415282850

Mobile:

> 9235500601

Name of the IQAC Co-ordinator:

> Dr. S. Dominic Rajkumar

Mobile:

9335972738

IQAC e-mail address:

dominicrajkumar1@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

UPCOGN11497

1.4 **NAAC Executive Committee No. & Date:**

EC/66/RAR/018

1.5 Website address:

www.st-andrews-college.org

Web-link of the AQAR:

http://www.st-andrews-college.org/AQAR 2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	73.50	2004	2009
2	2nd Cycle	B	2.83	21 Feb. 2014	20 Feb. 2019

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

01/03/2012

1.8 **AQAR for the year**

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR ___**23/08/13**_____ _____ (DD/MM/YYYY)
   ii. AQAR ___**11/02/15**_____ _____ (DD/MM/YYYY)
   iii. AQAR ___**27/11/15**_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ✓ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓ No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☑   No ☐
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

                        Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☐

          Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☑   PEI (Phys. Edu.) ☑

TEI (Edu) ☑   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   [.   **NIL**]

1.12 Name of the Affiliating University *(for the Colleges)*   **DEEN DAYAL UPADHYAY GORAKHPUR UNIVERSITY, GORAKHPUR**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

     Autonomy by State/Central Govt. / University   ☐

     University with Potential for Excellence   ☐   UGC-CPE   ☑

     DBT Star Scheme   ☑   UGC-CE   ☐

     UGC-Special Assistance Programme   ☐   DST-FIST   ☐

UGC-Innovative PG programmes		Any other (*UGC – Community College*)	✔

UGC-COP Programmes	

2. IQAC Composition and Activities

2.1 No. of Teachers

12

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2. 6 No. of any other stakeholder and

   community representatives

2

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

2

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [2]

   Non-Teaching Staff Students [2]   Alumni [1]   Others [   ]

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ]   No [✔]

   If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. [   ]   International [   ]   National [1]   State [   ]   Institution Level [1]

(ii) Themes

1. **Changing Environment, Plants, Diseases and Human Health - Vulnerability and Impact Assessments for Adaptation to Climate Change: The Road to Future".**
2. **Popular Lecture Series in Biotechnology**

2.14 Significant Activities and contributions made by IQAC

Facilitating sharing of resources and spearheading smooth conduction of Conferences, seminars, training programmes and workshops

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
To upgrade and equip all PG Departments with Computers	**Achieved**
To organize more national conferences / workshops / seminars and training programmes	**Achieved**
Organising more environmental awareness programmes	**Achieved**
Procurement of additional books and journals for central and departmental libraries	**Achieved**
Organizing Community Development Programmes	**Achieved**
Planting more trees and aiming towards green campus	**Done on regular basis**
Encouraging faculty to present papers at seminars in India and abroad	**Encouraged and partially achieved**
Quality improvement of administrative staff – training	**Computer training organised**
Addition of job-oriented	**Added**

/vocational course	

2.15 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ✔   Syndicate ☐   Any other body ☐

Provide the details of the action taken

AQAR was approved by the management for submission to NAAC

DATE: 05.07.2017

Part – B

Criterion – I

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	6	0	6	0
PG	10	0	3	0
UG	19	0	4	3
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	7	0	7	0
Certificate	2	0	2	0
Others	0	0	0	0
Total	43	0	21	3
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	0
Annual	27

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers ☑ Students ☑
    (On all aspects)

    Mode of feedback   :   Online ☐   Manual ☑   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

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

> **NIL**

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

> **NIL**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
70	40	29	0	1

2.2 No. of permanent faculty with Ph.D.

63

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
0	21	0	0	0	0	0	0	0	21

2.4 No. of Guest and Visiting faculty and Temporary faculty

0   13   14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	65	0
Presented papers	1	45	0
Resource Persons	0	6	0

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

PowerPoint presentation, Access to eBooks

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

201

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NIL

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

20   20   20

2.10 Average percentage of attendance of students

89%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	783	1	2	70	21	94
B.Sc - Biology	157	2	18	77	0.5	97.5
B.Sc - Maths	242	2.5	6	82.5	4	95
B.Com	211	0.5	2.6	71	18	92.1
LLB	132	0.5	4	82	10	96.5
B Ed	44	3	25	72	0	100
M.A. Hindi	60	0	2	76	22	100
M.A. Political Science	70	1	5	73	18	97
M.A. English	57	0	0	28	71	99
M.A. Sociology	70	0	0	26	68	94
M.A. Geography	47	1	5	70	16	92
M.Sc. Chemistry	22	2	47	47	0	94
M.Sc. Botany	30	1	38	60	0	99
M.Sc. Maths	51	2	50	38	2	92
M.Sc. Zoology	21	0	20	54	0	74
M.Sc. Physics	31	1	56	28	0	84
Diploma in Biotechnology	155	6	12	45	5	68
Diploma in Industrial Chemistry	185	3	26	50	4	83
Diploma in Bioinformatics	50	6	44	50	0	100
Diploma in Tally	15	5	12	83	0	100
Diploma in Cyber law	18	0	12	88	0	100
Diploma in software development	15	0	25	70	5	100
Certificate course in e-commerce	155	3	21	74	1	99
Certificate course in computer applications	25	0	25	70	5	100

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

- The prospective plans and policies for various activities has been derived by the IQAC and it has been proposed to various departments for the calendar year

- The IQAC in consultation with the principal holds formal and informal dialogues with the faculty members and frames the agenda to be carried out

- The IQAC monitors the execution of activities proposed by it for various departments and reviews it annually

- Comprehensive review of students performance, efficient use of infrastructure facilities and academic activities is done

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	21
Others (seminar, conferences & symposia)	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	5	5	0	5
Technical Staff	5	0	0	1
Group D	93	27	0	27

Criterion – III

3. Research, Consultancy and Extension

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

> **St Andrew's College has a Research and Development Cell (R&D) which in collaboration with IQAC, act as a support and enabling system for faculty to pursue their research career successfully along with teaching. The R&D Cell comprises of Research Coordinators, one from Humanities and one from Sciences and a few faculty members from Humanities and Sciences. Faculty who have an aptitude for research and those who can provide guidance for faculty to pursue research are selected as its members.**
>
> **IQAC has helped the individual faculties in successfully completing national/ state/ regional conferences, seminars, workshops, training programmes and symposia.**

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	0	6
Outlay in Rs. Lakhs	0	26.00	0	80

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	NIL	NIL	NIL
Outlay in Rs. Lakhs	0	NIL	NIL	NIL

3.4   Details on research publications

	International	National	Others
Peer Review Journals	6	55	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	28	NIL
Conference proceedings	NIL	23	NIL

3.5 Details on Impact factor of publications:

Range   **15-29**   Average   **1.5**   h-index   **NIL**   Nos. in SCOPUS   **10**

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	3	UGC & SERB	18,00,000	8,50,000
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL

Students research projects *(other than compulsory by the University)*	**NIL**	**NIL**	**NIL**	**NIL**
Any other(Specify)	**NIL**	**NIL**	**NIL**	**NIL**
Total	**NIL**	**NIL**	**18,00,000**	**8,50,000**

3.7 No. of books published   i) With ISBN No.   **3**   Chapters in Edited Books   **0**

ii) Without ISBN No.   **1**

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (Community College) [✔]

3.10 Revenue generated through consultancy   **NIL**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**NIL**	**1**	**NIL**	**NIL**	**1**
Sponsoring agencies	**NIL**	**DST- SERB, MOES.**	**NIL**	**NIL**	**DBT**

3.12 No. of faculty served as experts, chairpersons or resource persons   **14**

3.13 No. of collaborations   International [ ]   National [✔]   Any other [ ]

3.14 No. of linkages created during this year   **1**

3.15 Total budget for research for current year in lakhs :

From Funding agency   **8,50,000**   From Management of University/College   **2,00,000**

Total   **10,50,000**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	**NIL**
	Granted	**NIL**
International	Applied	**NIL**
	Granted	**NIL**
Commercialised	Applied	**NIL**
	Granted	**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
NIL	**NIL**	**NIL**	**1**	**NIL**	**NIL**	**NIL**

3.18 No. of faculty from the Institution
    who are Ph. D. Guides   **18**
    and students registered under them   **30**

3.19 No. of Ph.D. awarded by faculty from the Institution   **1**

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

JRF **0**   SRF **2**   Project Fellows **1**   Any other

(DST – Women Scientist)   **1**

3.21 No. of students Participated in NSS events:

University level **600**   State level **0**

National level **0**   International level **0**

3.22 No. of students participated in NCC events:

University level **35**   State level **6**

National level **2**   International level **0**

3.23 No. of Awards won in NSS:

University level **2**   State level **0**

National level **0**   International level **0**

3.24 No. of Awards won in NCC: **13**   University level **6**
State level

National level **1**   International level **0**

3.25 No. of Extension activities organized

University forum	0	College forum	3		
NCC	1	NSS	6	Any other	0

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

- **Blood Donation and AIDS awareness campaigns**

- **Tree Plantation and Environmental Awareness campaign**

- **Gender Sensitization Workshops**

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	74705m^2	00	NIL	74705m^2
Class rooms	65	00	NIL	65
Laboratories	20	00	NIL	20
Seminar Halls	04	01	College fund	05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	06	00	UGC fund	06
Value of the equipment purchased during the year (Rs. in Lakhs)		4.00	UGC fund	4.00
Others	NIL			

4.2 Computerization of administration and library

> **The College administration has now completely adapted to ICT enabled e-governance. All financial activities and admission process are now computerized. The College Central Library is partially computerized**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,27,963	>3,05,00,000	1000	1,50,000	1,37,963	>3,08,19,650
Reference Books	15,902	>1,12,64,500	0	0	15,902	>1,12,64,500
e-Books	7055	>5,00,000	00	00	7055	>5,00,000
Journals	33	75,000	00	00	33	75,000
e-Journals	12	00	00	00	12	00
Digital Database	00	00	00	00	00	00
CD & Video	00	00	00	00	00	00
Others (specify)	00	00	00	00	00	00

30669650 30819650

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	70	1	Internet over LAN & WiFi	0	1	10 Networked computers	17 LAN connected computers	-
Added	00	0	NIL	0	0	New server	WiFi	-
Total	70	2		0	1	-	-	-

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

> The College has maximised the usage of ICT in most of its functional units involved in teaching, learning, research, administration and governance. Computer literacy and information communication technology (ICT) has been an integral part of almost all the Departments. Computers with internet facility have been made available in all postgraduate departments and library as recommended by NAAC. Many departments have been equipped with fixed and portable LCD projectors for effective dissemination of curriculum.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   2,00,000

  ii) Campus Infrastructure and facilities   68,00,000

  iii) Equipments   4,00,000

  iv) Others   2,50,000

      Total :   76,50,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The College, through IQAC, strives to give all the students an opportunity with impartial and holistic education. The college in order to attain a high level of excellence in all spheres provides all necessary information and support to its students with the help of IQAC.

5.2 Efforts made by the institution for tracking the progression

> The student's progression towards higher level of education and employment is the priority of the institution. The college tracks this progress through Career and Guidance Cell and individual departments.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4695	958	31	00

(b) No. of students outside the state

201

(c) No. of international students

00

Men

No	%
2182	38.3

Women

No	%
3511	61.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3172	377	31	1841	2	5693	3265	441	17	1968	2	5693

Demand ratio **1:2.8**   Dropout: **2%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> Those students who are preparing for competitive exams are supported with the following.
>   • Additional books are provided by the concerned teachers
>   • Extra consultation time is allotted for students by concerned teachers
>   • The Career and Guidance Cell arranges for counseling of students by the experts

No. of students beneficiaries

>500

5.5 No. of students qualified in these examinations

NET	**2**	SET/SLET	**0**	GATE	**5**	CAT	**0**
IAS/IPS etc	**0**	State PSC	**21**	UPSC	**0**	Others	**175**

5.6 Details of student counselling and career guidance

> The **Career and Guidance** and **Placement Cells** (CGPC) provides awareness to students about skills required in the job market. For this purpose advertisements of employment are displayed on the notice board and personal guidance in this matter is given by the professors. Through various seminars and workshops organised by the CGPC they are also equipped and trained to face interviews and competitive exams. All vocational courses are career enrichment courses which develop soft skills and entrepreneurial capacity.
>
> **Career and Guidance Cell** in the college also provides free consultancy services to the students aspiring to enter the civil services about the examination and career opportunities. A few students have also chosen research career by doing their PhD's. Our students have also got into universities, colleges and schools as teachers, administrative services, MNCs, NGOs and into banks and insurance services.

No. of students benefitted   **>450**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	**450**	**21**	**>425**

5.8 Details of gender sensitization programmes

> Women's cell of the College is entrusted to look after the specific needs and guidance of female students. Women related topics have been in the curriculum of some subjects like in English, Political Science etc. To create more awareness on these issues among the students **Gender Sensitization Programs** are regularly conducted. Any issues related to girl students are immediately addressed by the Women's cell and the College management.

5.9 Students Activities

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

State/ University level | **16** | National level | **0** | International level | **0**

No. of students participated in cultural events

State/ University level | **12** | National level | **0** | International level | **0**

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

Sports : State/ University level | **2** | National level | **0** | International level | **0**

Cultural: State/ University level | **0** | National level | **0** | International level | **0**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution **Fee concession for poor students**	**100**	**3,75,000**
Financial support from government	**685**	**20,50,000**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | -

Exhibition: State/ University level | - | National level | - | International level | -

5.12   No. of social initiatives undertaken by the students   **06**

5.13 Major grievances of students (if any) redressed: **NIL**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION OF THE COLLEGE
      "To provide knowledge and quality based education drawing inspiration from the life and teachings of JESUS CHRIST, to create a class of intellectually, morally and spiritually sound and committed citizens, who will become a human resource of high calibre, to cater to the needs of the society and the country as a whole in accordance with our motto "*Prove all things, hold fast that which is good".* It aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges.

The Mission Statement of the College

1. To impart value based education leading to holistic development and preparing enlightened citizens to appreciate and respect all faiths, foster self and community development and promote religious harmony leading to national integration.

2. To create a teaching - learning environment conducive to the pursuit of up-to-date, relevant and need based knowledge.

3. To utilize the acquired knowledge in solving problem and innovation through research and development.

4. To integrate latest technology and new developments in education into the curriculum so as to promote academic advancement leading to national development

5. To help students to think rationally and promote awareness on ecological and environmental issues.

6. To ensure access of all sections of the society for higher education keeping in view the prevailing socio-economic deprivations.

7. To increase access of women to education and ensuring gender justice and their empowerment.

8. To develop skilled personnel through vocational and entrepreneurial education.

9. To create research environment and use new knowledge created through research and innovation for sustainable utilization and management of locally available natural resources.

10. To sensitize the students on socio-economic issues (emphasizing on gender and human rights) by including related topics into the curriculum, and through co-curricular activities

6.2 Does the Institution has a management Information System

College is steadfastly striving on the path of its mission visualized by its founders. The goals and the objectives are thoroughly disseminated to the students, teachers, staff and the public through:

- Orientation programme
- College website
- Prospectus
- College diary
- College magazine
- Departmental societies
- Alumni Association
- Daily assembly
- Students meetings

- Display in the college campus

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

6.3.1 Curriculum Development

Curriculum development

- The college meticulously develops action plans for effective implementation of the curriculum. At the outset, the advisory committee of the college conducts meetings with all department heads to develop various strategies for effective implementation of the curriculum.

- Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments discussions, workshops, seminars, industrial visits, computer education apart from regular/traditional teaching methods.

- Each department conduct its internal meetings and develop its annual academic schedule which clearly mentions the topics to be taught and number of working days allocated to respective topics.

- According to the number of working days available, the syllabus is divided into units and followed.

For instance, in order keep pace with the fast-growing field of information technology, computer learning has been made compulsory for undergraduate students (both for arts and science streams). A diploma course in Bioinformatics and two certificate courses in e-commerce and in computer applications are being conducted by the computer science department. The college management has extended the facility of computer education for its faculty members also. Special summer classes were conducted for them to get acquainted with computers. The non-teaching personnel of the college were also given the opportunity to attend special computer classes regarding accounting and office automation packages i.e. Tally, MS office, PageMaker, Photoshop etc.

6.3.2 Teaching and Learning

The quality of teaching and teaching methods is evaluated through a **feedback from students**. The feedback is done regularly only for the self financed courses. Feedback for government aided courses is done only if any compliant arises through suggestion box or grievance redressal cell. On receiving the complaint the management steps in and conducts an evaluation. Based on this evaluation it is ensured that the course is completed in time and so far such a situation has not arisen. Grievance redressal mechanism in each department and at the college plays a monitoring role in the quality of teaching.

The Principal and Heads of departments monitor the Teaching-Learning process. Mentoring provided by senior faculty in the department for new faculties and sharing of a course by two teachers provide subtle mechanisms of monitoring with an intension of helping the faculty to develop their potential.

6.3.3 Examination and Evaluation

The college in principle strictly adheres to the rules and regulations set forth by the affiliating University for the smooth conduction of the examination and evaluation process. Being an affiliated college, it does not have provision for implementing the reforms by itself. The diploma and certificate courses run by the college are independent of the University and hence the college time and again initiates reforms in the evaluation process. The initiated reforms are of greater benefits to the students.

The college has adopted various university reforms concerning evaluation and has initiated several reforms on its own viz.

- Same pattern of question papers is used in house examination but with minor modification oriented towards objective type.
- Class tests and final mock tests are conducted to evaluate the performance of students.
- Student centric learning through assignments, seminars and practical sessions.

6.3.4 Research and Development

TEACHERS

Autonomy to the principal investigator

The principal investigator is given full freedom in conducting the research project. There is no interference from the college management. The principal investigators are honoured on the last working day of the college before summer vacation.

Timely availability or release of resources

There are no administrative hurdles regarding the release and availability of funds. The research personnel in the projects are given salaries on time.

Adequate infrastructure and human resources

The faculty members with projects are given spacious, furnished individual rooms to carry out their research work. The college also provides them with necessary manpower as when the need arises. The research personnel in the projects are provided with necessary infrastructure facilities.

Time-off, reduced teaching load, special leave etc. to teachers

The college to some extent reduces the load of those teachers with projects. The faculties going for presentation of the projects are supported with duty leaves and helped with other needed requirements.

Support in terms of technology and information needs

The college supports its faculties with Internet through LAN and Wi-Fi . All the departments have networked computers with a printer which helps in the speedy access and dissemination of information.

Facilitate timely auditing and submission of utilization certificate to the funding authorities

The principal and financial officer of the college helps the faculty in timely auditing and submission of utilisation certificate to the funding agencies. They help the teachers with audit procedures which speed up the entire process.

Other assistance

The college management helps the faculties with purchase of journals and books related to their research specialization.

STUDENTS

The college through various societies of the departments inculcates the spirit of research culture and aptitude among students. These societies organise various programmes like debates, essay competitions, quiz, chart and model-making and exhibitions to develop scientific temper and aptitude. Various departments of the college, while organising national conferences, seminars and workshops,

encourage the students to attend free of cost. Eminent alumni from various Central government agencies like BARC, NPL, NBRI, CIMAP, CDRI, Zoological Society of India, Botanical Society of India and Wildlife Institute of India are invited and they augment awareness on the national scenario and prospects in science among the students. This helps the students to join higher education for research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- Every individual research centre in the college is slowly upgrading its own library. All the research departments have their own well established library and books for which are purchased every year in coordination with the central library.

- The Central library of the college is 115 years old and is one of the oldest libraries in Eastern Uttar Pradesh. The Central library has 1,27,963 books and 33 journals (as of June 2015).

- The faculties from other colleges also visit the library. Special arrangements are also made to loan them books on requirement basis.

- Being a century old institution it houses many rare books not found in any other libraries of Eastern UP.

ICT

The use of modern multi-media teaching aids like OHP, multimedia projectors, Internet enabled computer systems are usually employed in class room instructions as well as in other student learning experiences. The following steps are taken for effective teaching:

- E-Library resources and online contents are used by teachers individually where the courses need updated information.

- Students are encouraged to use open educational resources such as www.egyankosh.com.
- The students are also encouraged to use computer software packages for meaningful analyses of the experimental data collected by them.

- A virtual laboratory is used for a few laboratory exercises and is offered by the Department of Botany, Physics and Zoology. Software used exclusively for teaching and research include SPSS 2.0, Adobe CS5 and Macromedia Studio – 8, Adobe PageMaker 7, Corel Draw 11, Microsoft mathematics and MS ICE.

- Cloud computing is being encouraged among research scholars for unlimited accessibility, connectivity and data backup of scientific information.

Physical infrastructure / instrumentation

Basic research facilities are available in all departments. Every department has relevant infrastructure and instruments for research work.

• The Department of botany has a well-established herbarium and the Department of zoology has a well-established museum facility.

• Every Department has common instrumentation facility which can be used by all faculties.

• The instruments are well maintained by the individual departments.

• In order to promote research every PG Department has its own independent library with books and journals

• The research departments of the college do not have a fixed timing and work beyond the college timing. These departments are also actively functioning during winter and summer vacations. Most of the faculties fore go their vacation and conduct active research. The college management also encourages them to pursue research during these vacations by arranging 24-hour electricity and other needed facilities.

• Internet connectivity via LAN and Wi-Fi has been provided to all departments to help them in their academic as well as research activities.

6.3.6   Human Resource Management

• The faculty members are encouraged to attend refresher courses, orientation courses, training programmes, seminars, conferences, workshops, winter and summer schools, etc, for their professional development.

• Students are being encouraged to attend seminars, conferences, workshops, winter and summer schools, etc, for their better exposure and opportunities for their future careers.

• The college is encouraging its administrative staffs to undergo computer oriented training programmes for better human resource management.

6.3.7   Faculty and Staff recruitment

The following strategies are adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Selection of Faculty members:

o   The College advertises in local and national newspapers for the available posts mentioning the eligibility criteria as prescribed by UGC.

o   The applications are scrutinized by the respective heads of the departments in consultation with the Principal and the short listed candidates are called for an interview.

o   The selection committee conducts interview. The committee comprises of Principal, Vice Principal, Head of the department and another senior member of the department, a faculty from an allied department and an external subject expert.

o   The candidates who appear for the interview are given a test on Teacher aptitude.

o   The selection committee prepares a panel of selected candidates in the order of priority

o   For temporary appointments and substitute appointments the selection procedure is not the same. Candidates are selected from the list of eligible candidates which is already present in the college

o   The quality of teaching standard of our faculty staff has been outstanding and this is evident from the passing percentage of our students. The experienced and competent senior faculty staffs even after their retirement are retained in their respective departments.

6.3.8   Industry Interaction / Collaboration

Industry interaction

• The Department of Chemistry of the college plans to expand its partnership with the industries for better exposure and training of the students of Industrial Chemistry.

• The chemistry and industrial chemistry departments have direct contacts with the industries in and around Gorakhpur city. The students regularly visit the industries nearby and update their knowledge.

They also have first-hand information on the latest technologies available with the industries (Sugar factories and distilleries). Students directly come in contact with the industries through their respective departments or they are made aware of the needs of industries by the orientation programs conducted by the placement cell. Based on this they submit their biodata either directly sending an e-mail to the industry or by submitting the biodata to the placement cell.

- Guest lectures are being planned for students by inviting experts from industries
- The Career and Guidance and Placement Cells are planning to expand their partnership with various industries and educational institutions for better opportunities for the students.

6.3.9   Admission of Students

Phase I – Administrative Process

A committee nominated by the Principal for entrance test cell prepares the prospectus and the application forms. The prospectus includes the curricular highlights, employment opportunities, student support services and departmental updates. The committee is authorised by the Principal to publish in local dailies and College website regarding the invitation of application forms.

Phase II - Publicity and Transparency

Courses offered in the college are popularised through media advertisements, stalls in educational fairs and college website. The prospectus and application forms can be bought at the college. Adequate publicity for the admission process is made through regional and national newspapers and through the college website. Notice boards and charts are kept near the college entrance and within the campus, displaying the admission process. Transparency in the admission process is ensured by computerising all the data in the application forms. Then the entrance test cell conducts the entrance exams for various subjects on different dates. The first list of provisionally selected students is automatically generated, based on merit in the entrance test and as per the criteria given by the Government. The admission list with quota-wise cut-off is published on the college website and in local and national dailies. Print copies of the selected list of candidates indicating the cut-off and the quota is pasted on the notice boards for public viewing. The selected list is made available in the college website and also in various departments. Enquiries regarding the selection process are addressed promptly at the departmental levels. The Principal meets the public on all days at stipulated time to address the queries and suggest alternate study options available at the college in case the applicants do not qualify for their first choice of subjects. The College, though a minority institution, strictly adheres to the reservation policies as laid by the state government.

SC/ST and OBC

Reservation policies of the government for SC/ST and OBC are followed to ensure that the strategies adopted by the government in the creation of equity and provision of access to applicants are implemented. SC/ST candidates are given concession in fees and provided scholarships as per government norms. Helpdesks are set up at every department to assist applicants from the most backward sections to fill up the application form and to guide them in the admission processes. Helpdesks are usually manned by teachers of the respective departments.

Women

Women candidates are provided with equal opportunity. Hostel facilities are available for women. The college provides counseling to the needy parents of women students on the importance of women education, exclusive facilities available for women, financial incentives and security and protection provisions.

Differently-abled

Physically and visually challenged students are admitted adhering to Government norms. Their requirements and needs are given a special care and attention. The college provides additional facilities for the differently-abled.

Economically weaker sections

There is reservation for students belonging to economically weaker sections of the society, at the discretion of the Principal. They are also given various benefits like fee concession, free books etc.

Minority community

The College being a leading minority institution in eastern Uttar Pradesh actively pursues the cause of minorities with utmost priority up to 50%. Minorities are given first preference irrespective of demand ratio of courses. Apart from the Central and State government funds, the College also provides liberal Scholarships and concessions from the college funds to such students.

Athletes and Sports Persons

Students of our institution are given admission based upon their excellence in athletics or sports activities at regional or national level. The college every year produces scores of players in various games. The college offers liberal concessions and scholarships to the needy.

NCC, Rovers & Rangers and NSS

The students in the above mentioned categories are given due weightage over other students in the admission process.

6.4 Welfare schemes for Teaching and Non teaching Staff

Several welfare schemes are available for teaching and non-teaching staff and have been availed by the staff members

Medical Leave

• Six-month maternity leave and medical leaves have been availed by a few of the staff members

Duty Leave

• 64% of staff availed duty leave (for attending orientation and refresher courses, seminars, conferences, workshops and training programmes).

Insurance
• Two group LIC policies are offered to all the staff members of the College. The premiums are automatically deducted from the salary.

Staff Quarters
• Every year the College does maintenance and repair work of the teaching and non-teaching staff quarters
• The College is constructing a new staff quarters for the non-teaching staff.

Others
• Uniforms are provided to all Class IV employs free of cost
• Tea and snacks for all administrative, Class IV and Proctorial board members are provided free of cost by the management

Students

The institution has the following welfare schemes for the students.

- • Scholarships and fee concessions
- • Bank services within the campus
- • Presence of the Career and Guidance and Placement Cells
- • Well-established medical facility
- • Subsidized food items in the Canteen
- • Internet and Wi-Fi
- • Presence of Girl's hostel for needy
- • Presence of Vocational Training Centre

6.5 Total corpus fund generated

The corpus fund is created from the fees collected from the students: Rs. 10,00,000/-

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✔	**College Governing Body and External IQAC members**	✔	**Internal Peer Team**
Administrative	✔		✔	

6.8 Does the **University** declare results within 30 days?

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ✔   No ☐

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

The college in principle strictly adheres to the rules and regulations set forth by the affiliating University for the smooth conduct of the examination and evaluation process. Being an affiliated college, it does not have provision for implementing reforms by itself. The diploma and certificate courses run by the college are independent of the University and hence the college time and again initiates reforms in the evaluation process. The initiated reforms are of greater benefits to the students.

The college has adopted various university reforms concerning evaluation and has initiated several reforms on its own viz.

• Same pattern of question papers is used in house examination but with minor modification oriented towards objective type.
• Class tests and final mock tests are conducted to evaluate the performance of students.
• Student centric learning through assignments, seminars and practical sessions.

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

The affiliating University does not have the provision to accord the status of autonomy to an affiliated institution.

6.11 Activities and support from the Alumni Association

The College has a registered Alumni Association with a membership of over 500. The Alumni/ae association day is celebrated on the third Sunday in the month of November every year. The association meets half yearly and annually, organise contributory dinner and interacts with the management. The alumni/ae has generously helped in the infrastructural development of the College. A few of the classrooms have been constructed with the generous help from the alumni. The alumni/ae association also sponsors a number of awards for excellence in education and also contributes to magazines and souvenirs. The alumni also help the College by influencing industries and various other business houses in getting job fares.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association meets in the sidelines of the Alumni meet. The parents' suggestions, if any, about the relevance of the curriculum to the needs of the society is always welcomed. The views of the parents help us to frame the suggestions to be forwarded to the Board of Studies meeting at the university.

6.13 Development programmes for support staff

The college is encouraging its administrative staffs to undergo computer oriented training programmes for better human resource management.

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

Energy conservation

- Use of LED bulbs throughout the campus
- New energy efficient appliances like fans, ovens and induction cookers, etc, are being used
- Energy efficient building designs to maximize natural lighting and ventilation
- Energy efficient green gensets have been installed

Use of renewable energy

- Solar powered lamps will be installed in a few locations in the campus
- Biogas plant for the department of chemistry will be constructed

Water harvesting

- Rain water harvesting structures have been installed throughout the campus for the recharge of groundwater

Efforts for Carbon neutrality

- Solar lamps are being installed in a few locations
- Van Mahotsav is celebrated annually along with Independence Day celebrations
- Encouraging staffs and students to use ecofriendly means of transport. Most students use bicycles
- Solid waste generated by canteen, Department of botany and Zoology is collected by the municipality to be disposed properly rather than burning it within the campus

Plantation

- Tree plantation is a regular activity in the campus
- Gardens and ponds have very rare medicinal and aquatic plants
- The College has well maintained lawns and botanical garden

Hazardous waste management

- The departments of Botany, Zoology and Chemistry have formed a Biosafety Committee as per the norms of UGC in managing waste generation and disposal

E-waste management
- The old stocks of computers and its peripherals are sold as scrap to local vendors who in turn recycle it

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.

- Botanical garden with rare and medicinal plants
- Establishment of local medicinal plant products repository

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

Plan of Action	Action Taken
To equip all PG Departments with Computers	Achieved
To organize national conferences / workshops / seminars and training programmes	Achieved
Organising more environmental awareness programmes	Achieved
Procurement of additional books and journals for central and departmental libraries	Achieved
Improvement of Drinking Water and Sanitary facilities	Achieved
Planting more trees and aiming towards green campus	Done on regular basis
Encouraging faculty to present papers at seminars in India and abroad	Encouraged and partially achieved
Facilitating Faculty Development Programmes offered by various Central and State agencies	Facilitated
Quality improvement of administrative staff – training	Computer training organised
Construction of Multipurpose Hall	Completedf
Construction of Indoor sports facility	Under construction
Construction of new rooms for Computer Science	Completed

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. PROMOTION OF INTERDISCIPLINARY APPROACH IN RESEARCH AND EXTENSION

Annexure - 1

2. WOMEN EMPOWERMENT AND GENDER JUSTICE

Annexure - 2

7.4 Contribution to environmental awareness / protection

The College is harnessing ways to increase environmental awareness by developing & validating innovative & flexible programmes and activities. Faculty members from Botany, Zoology and Chemistry have attracted research funds from funding agencies for their proposals on environmental issues. The college has organized conferences workshops, Popular Lectures and Guest Lectures. College regularly organises 'Van Mahotsav' on 15th August every year with the support of the staff and the local forest department. The students are actively encouraged to participate in campaigns within and outside college related to current environmental issues like e-waste and solid waste management, pollution, climate change, global warming and impact of globalisation and environmental laws. The Departmental Societies of Botany, Chemistry and Zoology have taken the lead in creating awareness on various environmental issues. These Departments conduct programmes related to environmental education annually by way of quiz, essay writing, debate, poster and model making. The department of Chemistry had organised a two-day seminar on Green Chemistry.

7.5 Whether environmental audit was conducted?   Yes ✔   No ☐

7.6 Any other relevant information the institution wishes to add.

NIL

8. Plans of institution for next year

- To organize national and international conferences/workshops/seminars and training programmes
- Organising more environmental awareness programmes
- Upgradation of infrastructure of PG labs.
- Upgradation of ICT facilities in arts departments.
- Promotion of computer education and procurement of new computers for administrative and academic requirements
- Procurement of additional books and journals for central and departmental libraries
- More gender sensitization programmes to be organised
- Organizing Community Development Programmes

- Planting more trees and aiming towards green campus
- Encouraging faculty to present papers at seminars in India and abroad
- Facilitating Faculty Development Programmes offered by various Central and State agencies
- Quality improvement and training of administrative staff
- Campus beautification programmes will be strengthened.

Name: **Dr. S. DOMINIC RAJKUMAR**   Name: **Rev. Prof. J. K. LAL**

Signature of the Coordinator   Signature of the Chairperson

_____***_____

1. **Title of the Practice**

PROMOTION OF INTERDISCIPLINARY APPROACH IN RESEARCH AND EXTENSION

2. **Goal**

In the era of globalization interdisciplinary research is the need of the hour. Collaborative researches improve the quality of outcomes and also enable capacity building in various disciplines. The college, as stated in the vision and mission, strives to achieve excellence in education by promoting interdisciplinary approach. Interdisciplinary approach is an added advantage for the students to enable them to be competitive in the job market.

3. **The Context**

- Eastern Uttar Pradesh and more specifically Gorakhpur is designated as one of the most educationally backward areas by UGC

- The main source of income in Gorakhpur district is agriculture with very less or dysfunctional industries.

- Due to this backwardness in education, students of this region are unable to compete with their counterparts of other regions of India. Hence the college, with the motive of uplifting these marginalised and economically weaker sections of the society, apart from offering basic courses, has introduced interdisciplinary job oriented courses.

4. **The Practice**

Keeping in view the emerging needs of the society and industry the College has started offering three Diploma courses and two Certificate courses in the areas of Bio-technology, Computer science, Commerce and Industrial Chemistry. Also to keep pace with the fast-growing field of information technology, computer learning has been made compulsory for first year undergraduate students (both for arts and science streams). These courses offered by the College in different departments are up-to-date, relevant and need based.

The courses are:

1. Diploma in Biotechnology
2. Diploma in Industrial Chemistry
3. Diploma in Bioinformatics
4. Diploma in Tally
5. Certificate course in e-commerce
6. Certificate course in computer applications

The faculty members of the college are motivated to take up research projects initiated by the affiliating university or the UGC and other funding bodies. Faculty members regularly interact with various research bodies and participate in different national and international research projects. They also conduct conferences, workshops and seminars at the national and regional level. Some of the faculty members are members of various national and international professional and scientific bodies. Eminent research personalities of national status from various fields are invited to the college to motivate the students to take up research.

All the faculty members of Botany and Zoology departments are guiding final year M.Sc students for their dissertation. The college encourages interdisciplinary research among its various departments.

- The botany and chemistry departments have interdisciplinary research initiatives. These two departments have ever collaborative work with Dr K.N. Modi Institute of Pharmaceutical Education and Research, Ghaziabad. Dr. J.K. Pandey from the Department of Chemistry and Dr S.D. Rajkumar of Department of Botany has collaborative research work with Dr Deepti Nigam of Dr K.N. Modi Institute of Pharmaceutical Education and Research, Ghaziabad.

- The Department of botany, St. Andrew's College and the department of Mathematics, St Joseph Degree College for women have collaborative research on the mathematical modeling of ecosystems and biodiversity.

- Dr C. Vijayakumar, Department of zoology has a working relationship with Dr M. Arunachalam, Professor and Head, SPK Centre for environmental sciences, Manonmaniam Sundaranar University in studying the fish diversity of India.

- The National conferences conducted by Botany, Zoology and Chemistry departments are of interdisciplinary nature involving botany, zoology, chemistry, biotechnology and industrial chemistry. These conferences promote the value of interdisciplinary research among students and faculties.

- Many of the departments have initiated interdisciplinary research work.

5. **Evidence of Success**

- Many faculties have received fundings from various Central and state agencies for their interdisciplinary research projects.

- Many faculties have received funding for conducting conferences, seminars, workshops and training programmes of interdisciplinary nature .

7. **Problems Encountered and Resources Required**

- Difficulty in mobilizing funds for implementation of projects

SECOND BEST PRACTICE FOLLOWED BY THE COLLEGE

1. **Title of the Practice**

WOMEN EMPOWERMENT AND GENDER JUSTICE

2. **Goal**
   - To increase access of women to education and ensuring gender justice and their empowerment.
   - To create more awareness on the issues of gender sensitization among the students
   - To provided women with equal opportunity

3. **The Context**

   The College in keeping with the tradition of imparting holistic education emphasises on the ethical and moral principles. The college being a coeducational institution sensitizes its staff and students on issues such as women empowerment and gender justice. Importance of women education has been strongly realised for the eradication of backwardness in Eastern Uttar Pradesh. Being the future caretakers of generations to come, the upliftment of women, in the recent background of violence against them, is the priority of the college.

4. **The Practice**

   The college being a coeducational institution sensitizes its staff and students on issues regarding women. Women's Cell of the College is entrusted to look after the specific needs and guidance of female students. Women related topics have been in the curriculum of some subjects like in English, Political Science etc. To create more awareness on these issues among the students several Gender Sensitization Programs were regularly conducted by the Women's Cell as listed below:

   (i) One day workshop on "**Self defence related martial arts for Women"**, 17th Nov 2014 by Mr. Shobhit Kumar Srivastava.
   (ii) One day workshop on "**Stress Management during Exams**" on 18th February 2015

   The Women's cell in collaboration with Grievance Redressal Cell addresses the issues related with girls. Immediate action is taken on these cases. Continuous vigilance is maintained by the Proctorial Board and also through CCTV cameras.

5. **Evidence of Success**

   - The college has been successful in ensuring the safety and dignity of female students in the campus. In the last two years the college has not witnessed any sort offence against women within the campus. Thus the College maintains a harmonious and women friendly campus.

- The college has taken on additional responsibility of ensuring the safety of women students who are coming from faraway places by building a girl's hostel and accommodating them.

- The research on domestic violence by the faculty members of the Department of law has immensely benefited the knowledge of the sufferings of women and its mitigation. They have also popularized these findings through numerous radio talks and by publishing articles in local dailies.

6. **Problems Encountered and Resources Required**

- Mobilising funding for various activities related to women empowerment and gender Justice is a difficult task

_____ *** _____