



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST JOHN COLLEGE
Name of the head of the Institution	Prof S. T. Janetius	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	03862-248022	
Mobile no.	9862498203	
Registered Email	iqac@stjohncollege.in	
Alternate Email	office@stjohncollege.in	
Address	St John College, Indisen Village, Diphu Road	
City/Town	Dimapur	
State/UT	Nagaland	
Pincode	797112	

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Mr Peter Banks
Phone no/Alternate Phone no.	03862248022
Mobile no.	7085175446
Registered Email	pb@stjohncollege.in
Alternate Email	iqac@stjohncollege.in

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.stjohncollege.in/test.com/wp-content/uploads/2020/11/Submitted-AQAR.pdf">https://www.stjohncollege.in/test.com/wp-content/uploads/2020/11/Submitted-AQAR.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.stjohncollege.in/">https://www.stjohncollege.in/</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.09	2018	03-Jul-2018	02-Jul-2023

<b>6. Date of Establishment of IQAC</b>	15-May-2015
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<b>7. Internal Quality Assurance System</b>		
Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Gold Medalist Award &	14-Jun-2019	750

Ceremony	1	
freshers day events and orientation	29-Jun-2019 1	270
Research Colloquium Series	03-Jul-2019 10	50
Fit India Movement launch	29-Aug-2019 1	750
Seminar on Research Methods for Final Year students	30-Aug-2019 1	44
Career Guidance Workshops and seminars	13-Sep-2019 5	195
Parent Teacher Meeting	11-Nov-2019 1	100
Sponsored Student Research Program	05-Dec-2019 180	10
Fire Dept demonstrations and safety drill	03-Feb-2020 1	750
NHRC Sponsored Training Program on Human Rights.	10-Dec-2019 1	150
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Increasing faculty research and publication was a key target highlighted by NAAC visiting team. As such IQAC initiated a Monthly faculty research forum through which all faculty present their work, have opportunity to receive feedback, encouragement and also increased chance to work collaboratively. IQAC encourage student research by pressing departments to take up final year project option and also via college sponsored research projects. Student competencies are build up by skills development programs, extra courses and clubs. Students granted autonomy to initiate clubs according to their interests. These initiatives support students in their progression in a holistic way. Excellence in education through focus on Outcome based education offering field visits in every department and extracurricular activities IQAC take feedback from students, staff and alumni and provided guidance to Governing body to sanction spending on increased ICT provision and also expansion of canteen facility.

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## 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Increase engagement of staff/faculty in research	Strengthening of Faculty Research Colloquium to encourage faculty research and collaboration. This is a regular event where faculty present their research to college community. Faculty must present their work to peers at least once per year. Students are also encouraged to attend to develop their own interest
Increase extra curricular activities for students	Through sports committee, student council etc., students participated in record number of intercollegiate events and competitions.
Develop research skills among students	Previous year Sociology dept took up the option to include a research project instead of optional paper for final semester students. Recognising this as a positive step this has been taken up by all arts departments with such an option. As such majority of graduating students are gaining experience of completing a research project, thus readying them for masters level studies. Additionally the college sponsored two groups to conduct additional research project in line with their own area of interest, inculcating a sense that they should conduct research for reasons other than it's mandatory as part of their education

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

10-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

28-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Student records: student profile with emergency contact details etc., attendance (linked to RFID ID cards), academic performance, discipline, fee payments etc. Faculty records: Staff profile, contact details etc. Attendance (biometric logging) Library module integrated with MIS showing book records, late fines, etc.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

While as an affiliated college we have limited influence over curricular planning, effective delivery of the curriculum prescribed by Nagaland University is of utmost importance. The Administration and faculty follow well set out mechanisms to ensure that this is achieved. Recruitment of the strong faculty is a key aim, as is cultivating a strong work ethic and research culture amongst all staff. Final planning of curriculum delivery is the remit of teaching faculty, guided by heads of departments, who in turn report to vice principal and principal. Timetables are laid out to ensure adequate contact hours are given in each subject, with no less than 90 teaching days per semester. Progress reports are maintained by departments, and monitored by Management. Issues arising may be dealt with in department, or with support from the Administration where required. Staff members do work with NU setting question papers, and attending various meetings to contribute to curricular

planning through Board of Undergraduate Studies (BUGS) groups. The staff stay up to date with advances and are actively encouraged to participate in research and publication in order to keep their knowledge fresh and relevant. Staff are given training from time to time and guidance to allow use of technology in classrooms to improve student experience by creating more engaging learning experiences. Curricular delivery is also always supplemented with field trips such that learning is contextualised as well as possible in the local environment. Assessment also forms an important part of curricular delivery with faculty reminded to treat assessment as a learning tool, not simply a means to grade students. Faculty are instructed to provide clear feedback on all internal assignments such that students can rectify errors, and internal assessment practices are devised to encourage students to demonstrate and implement learning in creative ways.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Computer Science	06/05/2019
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
certificate in Information and System Management	04/11/2019	4
Psychological Counselling	04/11/2019	4
No file uploaded.		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany, Chemistry, Zoology	74

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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

### Feedback Obtained

Most feedback is gathered via anonymous online surveys which encourage honest feedback and constructive criticism. Data gathered from the students at the end of each semester is used by management to guide goal setting within each department in order to improve the experience of students in the college. Student, teacher, alumni and parental feedback has been used to guide the administration when choosing where to allocate resources such that we can improve infrastructure in areas of most concern to the students. Where issues appear to be institution wide management may take steps and look to address root cause through faculty development programs or similar. Alumni Feedback was important in the instigation of additional 'add on courses' offered to students to encourage the development of additional skills to aid in future employability. Equally reports from those alumni going onto higher education strengthened our resolve to mandate that all departments should take up a final semester research project if at all possible, thus better preparing our graduates for masters level research and dissertation writing. Feedback on performance of faculty and other aspects of the institution management is also gathered continuously on an ad hock basis through friendly interaction with students and via suggestion boxes.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nil	490	406	397
BSc	Nil	420	326	323

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### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	720	Nil	35	Nil	35

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	35	7	4	Nil	7
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentors operate in the college and students are split into groups and assigned a mentor who will guide them throughout their time as a student. The mentors roll is to advise and inspire the students to ensure that individuals reach their full potential. Mentors interact regularly with the students formally and informally throughout their time in the institution. Mentors have responsibility to guide the students academically, monitor their progress, check their attendance and provide counselling where necessary. Mentors also form the main line of contact for parents and/or hostel wardens. Each semester a parent teacher meeting is scheduled. Mentors also are tasked with contacting parents in event of lower level disciplinary issues (with management only intervening in serious issues) such as poor attendance or disruptive behaviour. Faculty will also report to a students mentor any concerns that they may be having such that the mentor may counsel the student or take any other necessary action. Where serious incidents occur the mentor will be called to be present with the Principal, parents, etc. during any proceedings and discussion. The management takes the view that mentors should know their students and have a deeper personal relationship that would be impossible for the Principal to maintain with all 700 students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
720	35	1 : 21

**2.4 – Teacher Profile and Quality**

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	35	Nil	14	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Nil	Nil
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**2.5 – Evaluation Process and Reforms**

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	1,3,5 sem	24/10/2019	02/11/2019



BSc	BSc	1,3,5 sem	24/10/2019	02/11/2019
BA	BA	6th Sem	05/10/2020	23/10/2020
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Process of Continuous Internal Evaluation are regularly reviewed and feedback on processes is sought from both faculty and students. In the 2018-19 year, with direction from IQAC the college made some reforms to the CIE process placing more emphasis on seminars and project work, and less on class tests. These themes have been upheld with an emphasis placed on student freedom in project submission with a view to encourage creativity and allow students to display academic aptitude outside of an exam setting. The allocation of marks (30 marks for most papers are given via CIE) was standardised across all papers, with a strong emphasis on a group project and an individual project (15 and 10 marks respectively). This has been fairly successful though there is always room to improve so again feedback from staff and students will guide improvements in the current academic year, though of course remote learning in 2020-21 session has again shifted our methods.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar is prepared annually and kept up to date via the institution website. Significant events are intimated at the beginning of the year, accounting for various public holidays, etc. We follow Nagaland University dictated schedule for end of semester exams, and largely base the remaining calendar around those dates. We take care to ensure that a minimum of 90 working days are completed each semester and that adequate contact hours are given as per the syllabus requirements. Adjustments to the calendar are sometimes necessary to accommodate unforeseen events but using dynamic google calendar allows these changes to be reflected quickly and stakeholders are notified via notice boards and student email.

### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.stjohncollege.in>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	Nill	119	119	100
Nill	BA	Nill	106	106	100

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### 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://docs.google.com/spreadsheets/d/15lLXjuTnluYQjc4PfcwTue10DCZ1h2oyUiELkNCTCMw/edit?usp=sharing>

### **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

### 3.1 – Resource Mobilization for Research

#### 3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.2 – Innovation Ecosystem

#### 3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

#### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Poster award	Dr Anita Kumari	Nill	24/10/2019	Teacher
No file uploaded.				

#### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Science	2	0.24
International	Science	5	3.57
International	Arts	4	4.92
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Arts	8
science	5

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2020	Nil	Nil	Nil

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	Nil	Nil	Nil

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	19	7	37
Presented papers	8	12	Nil	28

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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Fire Department demonstration sensitisation session	Dimapur Fire Department	3	700
NHRC Sponsored Training Program on Human Rights.	National Human Rights Commission of India	4	125
RRC Seminar on Ending the HIV/AIDS Epidemic	Red Ribbon Club	5	64

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day	Eco Club	Clean up and awareness campaign	10	700
	National Human Rights Commission of India	NHRC Sponsored Training Program on Human Rights.	4	125
	Red Ribbon Clubb	RRC Seminar on Ending the HIV/AIDS Epidemic	5	64
No file uploaded.				

**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15	14

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Seminar Halls	Existing
Class rooms	Existing
Classrooms with LCD facilities	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
OSDM	Partially	1	2019

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
e-Books	3500000	5900	Nil	Nil	3500000	5900
e-Journals	6000	5900	Nil	Nil	6000	5900
Journals	5	1000	Nil	Nil	5	1000
Reference Books	114	25650	16	1190	130	26840
Text Books	3139	1120580	26	2500	3165	1123080
No file uploaded.						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	33	1	33	0	1	5	12	20	0
Added	0	0	0	0	0	1	0	0	0
Total	33	1	33	0	1	6	12	20	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

**4.4 – Maintenance of Campus Infrastructure**

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	2	50	30

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The library, computer lab and staff offices are available beyond class hours and faculty, students, and other staff are all encouraged to utilise the college facilities to the full potential by utilising them either in the morning or afternoons. The increase in student clubs and various activities has seen greater utilisation. Maintenance is overseen by a maintenance in-charge who gathers reports from administration. He is supported by, and gathers information from heads of department, science lab assistants, and maintenance committee members. Collated reports of needs and requirements are presented to the director and chairman for approval. Once approved relevant repairs and/or augmentation is actioned promptly. Library books and materials are purchased periodically and staff and students informed of new arrivals. Head of Departments are consulted prior to making purchases, with their 'wish lists' vetted by management to ensure that most appropriate texts and journals are purchased. Subscription to NList and access to National Digital Library is made available to students and staff and guidance offered. Staff are instructed to identify texts available via digital platforms to aid their students.

<https://www.stjohncollege.in/>

**CRITERION V – STUDENT SUPPORT AND PROGRESSION**

**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Ishan Uday NER, National Scholarship for Minorities	24	370000
b) International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
certificate in Information and System Management	04/11/2019	4	College internal scheme
Course in Psychological Counselling	04/11/2019	4	IQAC, College
Earn while you Learn	23/11/2019	50	IQAC, Mentoring Committee, etc
Sponsored student research program	05/12/2019	8	College Research Committee
International Day of Yoga	21/06/2019	5	Sport Committee
Student Mentoring	06/05/2019	720	College internal scheme
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Mentoring Scheme Career Seminars	Nil	720	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2020	37	BSc	Botany, Chemistry, Physics, Zoology	Nagaland University, NIT, MS Ramaiah University of Applied Sciences etc., etc.	MSc, B.Ed, etc
2020	34	BA	Economics, English, Education, History, Philosophy, Pol Sci., Sociology	Nagaland University, St Joseph University, NEF Law College, Guwahati, etc., etc.	MA, MSW, LLB, etc., etc.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Week	institutional	720
Self Defence Training for Girls	institution	500
Friendly Sports Matches	institution	30
College Festival	institution	720
Literary and Cultural Day (competitions and activities)	institution	720
International Day to Eliminate Violence Against Women poster competition	institution	30
World Environment Day 2019	institution	50
International Day of Yoga	institution	5
World Photography Day seminar and exhibition	institution	30
UNESCO World Heritage Week	institution	100
No file uploaded.		

5.3 – Student Participation and Activities



5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college maintains an active student council and system of class representatives tasked with organising events and activities for the benefit of the student community, and also gathering feedback and grievances from students. Students are nominated and elected to office in consultation with faculty and outgoing student council. Minimum requirements are placed upon candidates to ensure that student leaders are model candidates both academically and personally. The various student council members are given responsibilities to liaise and interact with the different committees and departments of the college to ensure smooth functioning and active student engagement in events and activities. Throughout the year the SC play an active role in organisation and delivery of numerous events including sport week, literary and cultural day, college festival, and the celebration of various religious festivals and important days across the year. With regards sports week, for example, the SC organise the allocation of students to houses, produce a schedule of games and activities, and also handle arrangement of refreshments etc for both students and supporting faculty. Where possible students are encouraged to be autonomous but may take advise from advisors and operate within a framework that requires final approval of plans from management or SC advisors. With support from the SC students have represented the college in a number of sporting and academic competitions, with notable success achieved by the girls basketball and volleyball teams, along with the debate club.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

699

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Annual meetings are conducted by the alumni and the college maintains a record of contact details and provides opportunity for alumni to engage with the institution. College Freshers day, festival and Christmas celebrations are a few events where an open invitation is extended to our alumni. A number of alumni were present to support, and also have volunteered to support organisation and smooth running of events such as college sports week, EU events, and some departmental activities - for example alumni have returned to referee sports events, judge competitions, or coach teams ahead of external competition.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.1 Overall leadership and direction of the college is set by the chairman and governing body. From there the various responsibilities are delegated down the line through a management comprising of Director, Principal, Vice principal, administrative head, and then on down through departments and committees through HoDs and IQAC. HODs take responsibility for their departments, maintaining departmental budgets, ensuring science labs are stocked, ensuring library provision is adequate and that curriculum is delivered to standards set out by management. Under the guidance of IQAC numerous clubs and committees deliver activities, opportunities and services that enhance the quality of teaching and learning in the college, and ensure students receive quality education and life experiences.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	Recruitment of teaching faculty and other staff and is conducted by the senior management team with approval from governing body. Where teaching faculty are to be recruited a selection committee will be formed with input from representatives assigned by the College Development Council of Nagaland University. Employed staff are reviewed regularly and if performance does not meet our standards guidance is provided and, where necessary, staff may be terminated. Departments are sufficiently staffed and teaching hours and workload monitored ensure UCG guidelines are not exceeded.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a well stocked Library which is updated annually with guidance from faculty. Subscriptions to a number of national and international journals are maintained as is access to NList and NDL for e-resources. The Computer lab is attached to the library to encourage use of these resources. Projector facilities are available in certain classrooms and the conference hall. Science labs are kept up to date and the regularly stocked.
Teaching and Learning	The Management team, led by principal as Academic head, oversee aspects of teaching and learning, while also taking input and feedback from IQAC and

other committees. Faculty are observed in the classroom and formally reviewed twice a year. Management team view and review HoDs, while HoDs take responsibility for their subordinates within their department. All staff also submit to management a self appraisal on an annual basis. The self appraisal process encourages self reflection and personal goal setting as the staff look to plan their own professional development. Faculty also must undertake one informal, private peer review of another faculty member from outside of their department. These peer reviews are designed to encourage sharing of best practice and innovative teaching ideas among the faculty.

Curriculum Development

While curriculum development is mainly the remit of Nagaland University staff participate in BUGS groups and take up opportunity to feed ideas in NU.

Examination and Evaluation

NU dictates certain practices and schedules to be maintained with regards both continuous internal evaluation(CIE) and end of semester summative exams. In most modules 70 marks is reserved for final exam as set by NU, while the college has 30 marks to allocate via CIE. While internal tests are carried out to ensure students are prepared for final exams, the majority of internal evaluation is now based upon project work designed to allow students more freedom to express their talents. Faculty are instructed to give clear constrictive feedback after any evaluation such that students may correct errors and progress.

Research and Development

After NAAC assessment a number of initiatives have been implemented to encourage research among both staff and students. 1- A regular research forum for faculty present their ongoing research to the rest of the faculty and interested students. 2- The college has opted for research projects where possible for 6th semester students, thus preparing them for masters courses. 3 - Students may take up their own research projects with a faculty guide. Exceptional projects are sponsored by the management. During 2019-20 one student group published work on drainage systems in Dimapur and presented their work at a national

conference.

**Admission of Students**

Admissions are completed through submission applications at the college office. The development of online admission portal to be implemented for 2020-21 academic year. The college offers scholarships on admission to high achievers. Admissions completed on a first come first served basis and where seat allocation is full applicants may opt for another course. Staff and student advisors are given roles to clear doubts and offer advice to applicants throughout the admission window.

**6.2.2 – Implementation of e-governance in areas of operations:**

E-governance area	Details
Administration	College uses a number of tools to effectively administer. OSDM management system is used to maintain staff and student records, check attendance, communicate with stakeholders, etc.
Student Admission and Support	Student records maintained through OSDM. Online admission and fee payment systems to be implemented. GSuite for Education used so students have unique college email ID and access to online question bank etc.
Finance and Accounts	Accounts maintained in Tally and regularly audited.

**6.3 – Faculty Empowerment Strategies**

**6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year**

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr Sita Malakar	ICSSR sponsored 2 day conference on waste management	Nil	2000
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**6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year**

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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2020	Introduction to GSuite and Google Classroom	Nil	16/05/2020	30/05/2020	35	2
2019	Faculty Development Program conducted by Don Bosco Institute for Development and Leadership	Nil	07/08/2019	07/08/2019	35	2

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Introduction to GSuite and Google Classroom	35	16/05/2020	29/05/2020	12
Faculty Development Program conducted by Don Bosco Institute for Development and Leadership	35	07/08/2019	07/08/2019	1

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
35	35	18	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employee provident fund, free accommodation, campus security and services. free education for one child class A to XII.	Employee provident fund, free accommodation, campus security and services. free education for one child class A to XII.	Scholarship for merit students. Scholarships or individual payment plans arranged on case by case basis for students from poorer background.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College accounts are maintained with Tally9, regularly audited internally and annually checked by external chartered accountants. Reports are regularly sent to Chairman to verify.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

6.4.3 – Total corpus fund generated

23877457
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	Principal
Administrative	Nil	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The Parents association supports the college in many aspects, offering help, support and suggestions with regards college development, and also issues such as absenteeism of selected students and smuggling of contraband (tobacco etc) to campus. Aside from parent teacher association meetings parents may interact on a semesterly basis with teachers and mentors to get updates on their wards progress and participation.
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6.5.3 – Development programmes for support staff (at least three)

Peer to peer learning Training from management and others with regards use of ICT facilities, LMS etc. Self defence training for female staff given
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1- Increased focus on research from staff with development of regular research forum. 2- more research from students. Sociology department led the way and now all departments with option give 6th semester project. Student sponsored research group have been successful with one presenting at national seminar 3- Increasing use of ICT for question bank, more projectors etc.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Faculty Research	12/06/2019	03/07/2019	25/03/2020	37

	Forum (14 across year)				
2019	6th Sem research projects for all Arts Departments	27/03/2019	14/05/2019	13/03/2020	59
2019	Sponsored Student Research	12/06/2019	05/12/2019	31/05/2020	9
2019	NHRC Sponsored Training Program on Human Rights.	16/10/2019	10/12/2019	10/12/2019	135
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Day to Eliminate Violence Against Women	25/11/2019	25/11/2019	507	203
NHRC Sponsored Training Program on Human Rights & other Human Rights Day activities	10/12/2019	10/12/2019	250	100
International Womens Day self defence training	06/03/2020	06/03/2020	500	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
College hostel uses solar water heaters to generate hot water for students. Rainwater harvesting in place. Class reps and teachers are tasked with ensuring lights and fans are switched off after class to minimise waste of power. College building has ample natural light so lighting requirement is minimal through college hours.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	04/06/2020	3	World Environment Day, Cleanliness and awareness campaign	Cleanliness and civic responsibility	700
2020	1	1	31/08/2019	1	Student presentation and research publication on waste management problems in Dimapur via ICSSR conference	Waste management in Dimapur	4
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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
handbook for students	01/03/2019	Every student is issued with a handbook upon admission that details issues around human values, discipline, anti-ragging policy, plagiarism etc.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NHRC Sponsored Training Program on Human Rights other Human Rights Day activities	10/12/2019	10/12/2019	350



Orientation day for 1st Semester Students	04/06/2019	04/06/2019	250
Certificate course on psychological counselling	Nil	Nil	Nil
Cleanliness and awareness campaign on World Environment Day	06/06/2019	06/06/2019	700
International Day of Yoga	21/06/2019	21/06/2019	7
Gold Medalist Award Ceremony	14/06/2019	14/06/2019	700
Indigenous Peoples Day 2019	09/08/2019	09/08/2019	400
Youth Day activities	17/08/2019	17/08/2019	700
International Day to Eliminate Violence Against Women activities	25/11/2019	25/11/2019	50
Human Rights Day activities	10/12/2019	10/12/2019	350
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Use of solar water heating, maintenance of botanical garden, tree plantation, eco club cleanliness drive, placement of separate recycling bins throughout the building.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1: Cell Phone Ban Objectives: The college maintains a discipline policy that is perhaps unusually strict in certain aspects that we believe are important for Providing a safe environment, Minimising potential distractions from study, Promoting good life practices For example we maintain a strict dress code, and refuse admission to latecomers in an effort to instil a good sense of punctuality in students. Banning the use of cell phones on campus is, however, perhaps the single most controversial aspect of our policy, at least amongst the student body. The Context Almost all students now own a phone, the majority of which are smartphones complete with internet access. The relative merits and disadvantages of using phones in class have been discussed for a number of years, and there is recognition that internet access via smart phone could be useful given the relatively poor ICT provision currently in the college. However the overriding message being projected by the scientific community is that even the presence of a mobile phone in the classroom can cause 'brain-drain', and limit students ability to focus completely at tasks set out. A 2013 study by Kuznekoff Titsworth, for example, evidenced that students actively using their phones in class performed worse in tests than those taking traditional notes. This is taken further in recent work by Ward et al. (2017) who demonstrate that the simple presence of a phone, be it on the desk, in a

pocket, or even in a bag has a measurable negative impact on cognitive capacity. The Practice The ban of cell phones is made clear to all students prior to admission to the college, and the consequences of bringing a phone (confiscation) are communicated. This initiative should not be viewed as an anti-technology initiative. Students are welcome to carry laptop computers to college, make use of Wi-Fi, or use computers in the computer room to access internet. The college recognises ICT infrastructure is a significant area requiring improvement, but at present we believe the negative impact of mobile phones specifically outweigh the positive. In emergencies students can contact parents/guardians via college office, and the college maintains a record of emergency contacts for students should they be taken ill. Equally parents or guardians needing to contact their wards may telephone the college office who will locate the student. Evidence of Success This is difficult to measure without running a controlled trial and allowing phones on campus, but it is certainly true that at present phones in class do not distract students, and teachers have one less thing to monitor. Generally speaking parents are supportive of the initiative, and we have heard of parents confiscating mobile phones completely in the run up to exams suggesting some share similar concerns regarding the distraction they pose. This policy will be reviewed annually but we aim to remain guided by evidence over the expected complaints of students.

Problems Encountered Resources Required: The policy is not popular with some students, and it is difficult to measure whether the policy has a tangible effect on our enrolment. Primary resource requirement is security personnel to search students entering campus. This however would be required irrespective of the existence of this policy as we would still look for other contraband that may be carried. Best Practice 2: Student Sponsored Research Projects Objectives

The primary objective of this scheme is to develop research skills among undergraduate students such that they are better prepared for the demands of higher education should they choose to pursue masters or even a doctorate upon graduation from the institute. The Context The college has been making significant efforts to encourage more research activity among faculty in the wake of our NAAC assessment. This was an area identified by the visiting peer team, and previously attending AAA team, as an area of significant weakness requiring development. In order to address these issues the IQAC has implemented a number of schemes - firstly staff research colloquium is regularly held for staff to share their ongoing research with colleagues. Secondly departments have been encouraged to opt for final year projects rather than a traditional taught paper in the final semester. Finally the concept of sponsored research projects for undergraduate students was developed. The Practice Students interested in research take it upon themselves to form small groups and start to develop research proposals. They approach faculty with their initial ideas and seek support. Faculty may then support the students as they flesh out ideas and formulate a formal research proposal. Proposals may be in any area and do not need to be linked to college syllabus but should reflect an interest or need identified by the students. Once written proposals are then submitted to the college management for assessment with two project being selected each year to receive a grant to support the students. Groups failing to get selected are encouraged to take up their projects (if quality is sufficient) and aim for publication even without the bonus of financial support. Evidence of Success In the first year of initiating the scheme 8 research projects were submitted for assessment and two selected. The two teams went on to produce papers with one team in particular delivering an excellent project. One project titled "An Empirical Study on the Drainage System in Dimapur: Current Status and Future Solutions" conducted by a group of final year physics students led to the students presenting their work at a 2 day ICSSR sponsored national seminar on urban solid waste management hosted at Dimapur Government College. Their work was then cited by local news agencies while discussing ongoing waste management and flooding issues in our city. The

students stated that they have learnt a lot from their participation in the program and have grown in confidence as a result of presenting their work on a major stage in front of experienced academics. College faculty and management were also thrilled to receive a message from the elder brother of one of the group members thanking us for providing this and other opportunities to our students. Regarding the scheme he wrote "This is what I believe ignites minds talents is the need of the hour for the students to face the real world contribute to the society." Problems Encountered Resources Required: Students participating need to be careful to manage the extra requirements of the research project with their regular studies. In terms of resources the college director funded the research and staff gave time freely to guide their students. Supporting staff will be listed as a co-author on publications by way of recognition.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://stjohncollege.in/sites/default/files/pdf%20docs/Best%20practices.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

St John College has a distinct reputation (alongside the teaching of strong Christian values, and delivery of good results) in it's discipline. The college maintains a discipline policy that is strict in certain aspects that we consider important for the provision of a safe and tranquil environment, minimising potential distractions from study, and promoting good life practices. The ban of cell phones on campus is a key part in maintaining discipline and also encouraging students to form meaningful friendships with their peers rather than resorting to 'screen time'. Along with the strong disciplinary reputation we are striving to build a reputation for extra curricular activities and research practices. Policies implemented in recent years have been designed to not only encourage research from faculty, but also to encourage research among students such that our graduates will be confident approaching research project aspects of their masters level studies. At the same time all departments conduct field trips and students are granted numerous opportunities through clubs and committees to demonstrate their skills outside of a pure academic environment.

Provide the weblink of the institution

<https://www.stjohncollege.in/>

### 8.Future Plans of Actions for Next Academic Year

1 - In 2019-20 the institution was successful in conducting our first 2 day national level seminar organised by history department, and also through IQAC the one day NHRC Sponsored Training Program on Human Rights. These events were successful and we plan to conduct more seminars similar events. 2- The nascent culture of research will be supported and encouraged to flourish among both faculty and students. Improvements will be made to guidance and support given to students writing 6th semester projects. 3- Expand the college canteen and other aspects of college infrastructure. 4- Improve on digital support services for online payment of fees, access to e-resources etc. 5- Continuous training for staff for the betterment of the institute 6- Improve connections with stakeholders such as alumni, parents, hostel owners etc.