

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

AQAR for the Year

2014-2015

PART A

1. Details of the Institution

1.1 Name of the Institution	St. Thomas College
1.2 Address Line 1	Ruabandha Sector
Address Line 2	Risali
City/Town	Bhilai, Durg District
State	Chhattisgarh State
Pin Code	490006
Institution e-mail address	stthomascollege_bhilai@rediffmail.co
Contact Nos.	07882275970
Name of the Head of the Institution:	Dr. Reny George
Tel. No. with STD Code:	07882290755
Mobile:	9893520065
Name of the IQAC Co-ordinator:	Dr. Vinita Thomas
Mobile:	9826132880
IQAC e-mail address:	stcbhilai.iqac@gmail.com
1.3 NAAC Track ID <i>(For ex. MHC0GN 18879)</i>	12875
1.4 NAAC Executive Committee No. & Date: <i>(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)</i>	EC/56/RAR/35 Dated 16-9-2011
1.5 Website address:	www.stthomascollegebhilai.in

Web-link of the AQAR:

<http://www.stthomascollegebhilai.in/wp-content/uploads/2016/09/AQAR2014-15.PDF>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	Institutional Score 81.55	2006	2011
2	2 nd Cycle	B	2.62	2011	2016
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: **20/9/2006**1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2011-12 on 12.9.2016 (DD/MM/YYYY)
- ii. AQAR 2012-13 on 12.9.2016 (DD/MM/YYYY)
- iii. AQAR 2013-14 on 12.9.2016 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu) TEI (Edu) Engineering Health Science Management

Others (Specify)

Journalism and Mass Communication

1.11 Name of the Affiliating University
(for the Colleges)

Pt. Ravishankar Shukla University, Raipur, CG

1.12 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

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

-

2. IOAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

2

2.3 No. of Students

-

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

1

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: Faculty
 Non-Teaching Staff Students Alumni 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 State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. As a part of continuing professional development and career advancement self-appraisal of teaching faculty was conducted.
2. Felicitation of retired teachers are done
3. Formation of forums in various departments was initiated.
4. Interdisciplinary interaction was arranged in the college.
5. Proper utilisation of lecture timings
6. In order to instil social sensitivity in students, community services were done by every PG Department.
7. Proposals for improvement of infrastructure were placed and executed.
8. Feedback of Alumni was undertaken
9. Orientation programme for the new admissions was conducted on 5.7.2014
10. Regular assessment of the students' performance is done and suggestions are given to develop their performance
11. Effective coordination between students, coordinators of various clubs and Academic advisors with the IQAC Coordinator
12. Strengthening linkages for value addition
13. Environment audit conducted by the Eco-club and the analysis was discussed with the Principal and management
14. SWOT analysis was regulated

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
Faculty Development Programme	<ul style="list-style-type: none"> • Interdisciplinary interaction was organised for the development of faculty. • 6 faculty members were benefitted by attending Refresher Course and 4 members attended UGC FDP and 18 members attended summer/winter schools , workshops etc.
Student Development Programme	<ul style="list-style-type: none"> • STAP was conducted for weak and advanced learners on a regular basis following a scheduled time table. • Different associations and clubs conducted 1 Seminar, 2 workshops, 2 guest lectures, 2 quiz programmes and 2 papers were presented by students to enrich students development. • Workshop on Personality Development • Communicative English Classes organised in two sessions • Sports activity- Student from various streams participated and represented the college, University, Zone, National and International levels. • Cultural Activities organised and Kalapratibha Samman was awarded • Sardar Vallabh Bhai Patel Birth Anniversary was celebrated by organising Run for Unity • Mar Theodosius Memorial Cup: State Level Intercollegiate Basket Ball tournament • Swach Bharat Abhiyan–Campus cleaning. • Qaumi Ekta Week celebrated • NGPE organised by the Dept. of Physics and Electronics • Extension Activities done at PG Department levels
Conferences	<ul style="list-style-type: none"> • 1 National Conference was organised by the Department of Chemistry sponsored by CCOST.
Audit	<ul style="list-style-type: none"> • Department audit was done in the month of May and reports were discussed with each department. • Environment Audit was conducted
Research and Publications	<ul style="list-style-type: none"> • 3 Minor Research Projects were sanctioned by the UGC and 6 were completed. • 43 Research papers were published in various journals and 7 papers were published in conference proceedings.
Industry interactions and field trips	<ul style="list-style-type: none"> • The Departments of Chemistry, Microbiology and Biotechnology organised visits to industries. The Department of Botany organised field trip in order to study the flora of the region
Feedback from stakeholders	<ul style="list-style-type: none"> • Feedback of students, parents and alumni were taken and analysis of the same was informed
SWOT	<ul style="list-style-type: none"> • SWOT Analysis of the departments and College was administered by the IQAC

* Annexure I Academic Calendar of the year attached

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The AQAR was discussed with the management.
- The preparation for the next re-accreditation was also planned.
- Self-Appraisal to be introduced.
- Environmental audit and SWOT analysis were discussed.

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	1	-	1	1
PG	11	-	11	-
UG	7	-	7	3
PG Diploma	1	-	1	1
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	20	-	20	5

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Flexibility of the curriculum is limited to the option followed by the Pt. Ravishankar Shukla University Raipur, Chhattisgarh State and Kushabhau Thakre Patrakarita Awam Jansanchar Vishwavidyalaya, Raipur, C.G

(ii) Pattern of programmes:

Pattern	Number of programmes
Trimester	-
Annual	5

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

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

* *Annexure II Analysis of the feedbacks attached*

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

The college follow any revision/ update of regulation or syllabi prescribed by Pt. R. S University, Raipur from time to time. The changes for the session are as follows:

1. There were changes in the pattern of examinations in BJMC I and II Semester. The pattern included objective, short answer and long answer type question.
2. In PGDCA I Semester, paper code 102 was replaced by Programming in C and 103 was replaced by Office automation and tally.
3. In PGDCA II Semester, 107 was replaced by DBMS and Practical 108 was added
4. Comprehensive Viva (code No. 111) was removed from BBA II Semester
5. In MSc Chemistry the headings of papers CH3, CH9, CH15 and CH21 has been changed. There is no change in the contents
6. In MSc Microbiology II Sem Paper IV Unit II Topic "The Correlation coefficient"

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36	27	07	2	-

2.2 No. of permanent faculty with Ph.D.

24

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
7	-	-	-	-	-	-	-	7	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	11	1
Presented papers	3	15	3
Resource persons	-	4	2

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

1. Admission on a preferential basis for top scorers, sports champions and physically/ socio-economically challenged and excelling at state and national levels cultural activities.
2. Special Teaching Assistance Programme (STAP) - Catering to advanced/ slow learners through appropriate learning strategies.
3. Value-added programmes to enhance personal and professional skills.
4. Learner-centered activities like participative learning, interactive sessions, student seminars, project work, assignments, problem solving exercises, practical/field work, industrial visits and use of Audio-Visual teaching aids.
5. In some subjects movies, advertisement, documentaries related to the topics are shown to give a better understanding of real life situations.
6. Case studies followed by discussion is also practiced.
7. Blue Print of activities for the academic year ensure that the students and teachers are appraised about the teaching schedule, curricular and extracurricular activities and evaluation schedules.
8. Augmenting of teaching/learning through the e-resources available in the library.
9. Guiding students to present papers at college level.
10. Teacher quality is maintained through orientation sessions, observation of classes and taking annual feedback from students. Performance appraisal of the faculty is taken up with a view to enhance performance and quality
11. IQAC promotes the growth of the teaching staff by organizing quality enhancement and teacher enrichment programmes. .
12. Faculty is encouraged to organize and attend international/national/state/regional level seminars/workshops/symposia.
13. To ensure improvement in the final results unit tests, half yearly exams and model exam are conducted and evaluation is followed by informing the students about their scope of improvement.
14. Students' grievances are addressed to build trust and confidence in the system.
15. Student mentors, mentoring by management, guests and teachers are done to acquaint the students with the practicalities of the real world.

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

180

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

<p>For UG: 03-Unit Tests, Half Yearly and Model examination. For PG: 02-Unit Tests and Model examination for every semester.</p>

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

4	-	-
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2.10 Average percentage of attendance of students

75%

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 –I	26	3.84	19.27	50	00	73.07
B.A –II	15	00	33.33	53.33	00	86.66
B.A –III	21	00	57.14	38.09	00	95.23
B.Sc –I	227	1.32	27.75	29.95	0.44	59.47
B.Sc –II	108	3.7	34.25	32.40	00	70.37
B.Sc –III	66	4.54	56.06	27.27	00	90.9
B.Com –I	370	00	9.7	58.9	9.5	78.1
B.Com –II	239	00	14.6	70.7	3.8	87.86
B.Com –III	229	00	19.7	71.2	2.2	93.01
BCA –I	24	4.2	37.5	00	00	41.67
BCA –II	26	7.7	42.31	30.77	00	80.77
BCA –III	23	4.3	69.6	00	00	73.9
B.Ed.	99	7.07	87.87	1.01	00	95.95
BJMC I Sem	11	9.09	45.45	45.45	00	100
BJMC II Sem	11	9.09	45.45	45.45	00	100
BJMC III Sem	04	75	25	00	00	100
BJMC IV Sem	04	50	50	00	00	100
BJMC V Sem	03	66.6	33.3	00	00	100
BJMC VI Sem	03	100	00	00	00	100
BBA-I Sem.	57	8.77	43.85	42.10	00	94.73
BBA-II Sem.	53	11.3	41.5	45.2	00	98.1
BBA-III Sem.	55	3.63	56.36	38.18	00	98.18
BBA-IV Sem.	54	3.7	77.7	18.5	00	100
BBA-V Sem.	56	00	71.42	28.57	00	100
BBA-VI Sem.	56	1.78	46.42	51.78	00	100

MCom I Sem	30	00	56.7	23.3	00	80
MCom II Sem	26	7.6	73.07	19.2	00	100
MCom III Sem	27	00	7.4	70.3	7.4	85.18
MCom IV Sem	27	00	55.5	37.03	00	92.5
M.A English I Sem	12	00	50	41.66	00	91.66
M.A English II Sem	12	00	75	8.33	00	83.33
M.A English III Sem	18	00	33.3	66.66	00	100
M.A English IV Sem	18	00	27.77	61.11	00	88.88
M.A Economics I Sem	-	-	-	-	-	-
M.A Economics II Sem	-	-	-	-	-	-
M.A Economics III Sem	03	00	100	00	00	100
M.A Economics IV Sem	03	-	100	-	-	100
M.Sc Botany I Sem	09	00	33.33	55.66	00	88.8
M.Sc Botany II Sem	09	00	33.33	66.66	00	100
M.Sc Botany III Sem	10	10	100	00	00	100
M.Sc Botany IV Sem	10	10	100	00	00	100
M.Sc Chemistry I Sem	17	00	76.47	5.88	00	82.35
M.Sc Chemistry II Sem	16	00	62.5	12.5	00	75
M.Sc Chemistry III Sem	19	00	57.9	00	00	57.9
M.Sc Chemistry IV Sem	19	00	63.1	10.5	00	74
M.Sc Mathematics I Sem	28	00	25	57.1	7.1	89.37
M.Sc Mathematics II Sem	26	7.7	76.9	11.5	00	88.5
M.Sc Mathematics III Sem	22	18.18	68.18	13.63	00	100
M.Sc Mathematics IV Sem	22	4.5	86.4	4.5	00	95.5
M.Sc Comp. Sci. I Sem	08	00	100	00	00	100
M.Sc Comp. Sci. II Sem	08	00	87.5	00	00	87.5
M.Sc Comp. Sci. III Sem	06	00	100	00	00	100
M.Sc Comp. Sci. IV Sem	06	00	100	00	00	100
M.Sc I T. III Sem	01	00	100	00	00	100
M.Sc I T. IV Sem	01	00	100	00	00	100
M.Sc Biotech. I Sem	7	28.5	28.5	42.8	00	100
M.Sc Biotech. II-sem	7	57.1	00	42.8	00	100
M.Sc Biotech. III sem	5	00	20	80	00	100
M.Sc Biotech. IV sem	5	00	60	40	00	100
M.Sc MicroBio. I-sem	2	00	00	100	00	100
M.Sc MicroBio. II-sem	2	00	100	00	00	100
M.Sc MicroBio. III sem	7	00	100	00	00	100
M.Sc MicroBio. IV sem	7	00	100	00	00	100
PGDCA I-sem	29	00	20.68	75.86	00	96.55
PGDCA II-sem	29	00	20.6	75.8	00	96.4

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

1. Monitored the analysis of the results of the annual/semester exams obtained at UG and PG
2. Regular inspection of teaching learning process like teaching schedule, portions completion, continuous evaluation and performance was undertaken
3. Formal and informal feedback were taken from students, parents and alumni by the IQAC
4. Evaluation of new faculty is a regular practice
5. 100% utilisation of lecture timing is monitored by the shift in-charges
6. Departments arrange student's lectures on the taught topics to make the learning, student centric.
7. Encourage participation in seminars and workshops (students and faculty) and presentation of papers at college level for knowledge enrichment.
8. Encourage field and industrial visits in most of the departments.
9. To embolden students as well as faculty towards social responsibility.
10. In order to enable the college to identify the status of the four elements of SWOT, an analysis was conducted at department and college level.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	4
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	18
Others	-

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	24	-	-	-
Technical Staff	2	-	-	-

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- Faculty members and research scholars are encouraged to update themselves with the technical knowledge of MLA Hand Book.
- Faculty members are emboldened to survey and examine the current topics for research.
- Scrutinising the proposals for major and minor research projects to be submitted to funding agencies
- The institute encourages faculty participation in consultancy work, thus proving the authenticity of their research work
- The institute is responsive to community needs and encourages to conduct research in topics which will benefit the society at large.
- Various seminars and workshops to be organised to create research interests and congenial research atmosphere
- Involving PG students in faculty research.

3.2 Details regarding major projects

Projects	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	1
Outlay in Rs. Lakhs	8, 40,300	-	-	8,40,300

3.3 Details regarding minor projects

Projects	Completed	Ongoing	Sanctioned	Submitted
Number	6	-	3	6
Outlay in Rs. Lakhs	7,05,000	-	7,05,000	7,05,000

3.4 Details on research publications

Publications	International	National	Others
Peer Review Journals	27	10	-
Non-Peer Review Journals	-	5	-
e-Journals	-	2	-
Conference proceedings	1	5	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs)	Received (Rs)
Major projects	-	-	-	-
Minor Projects	1	UGC	3,50,000.00	350,000.00
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	1	1	3,50,000.00	350,000.00

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds
3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	CCOST	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
1	-	1 Best Poster	-	1 Young Scientists Award	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them 3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events:

University level State level National level International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum NCC NSS Any other (Department)

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

1. Workshop for children of class 4-5 of Ruabandha Govt. Primary School was organised by Department of Mathematics and Computers. Fractions were taught to them and basic knowledge of computers was imparted in the college computer center.
2. MSc students participated in teaching their respective subjects in nearby government and private higher secondary schools
3. Students visited old-age homes and spend quality time with them by entertaining them with songs and games. Fruit and medicines were also distributed.
4. Swach Bharat Abhiyaan was conducted as per University instructions by the student union representatives and students of various disciplines along with the staff.
5. Awareness programs on AIDS, Cancer and Narcotic substances are organised.

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	10 acres	-	-	10 acres
Class rooms	35	-	-	35
Laboratories	19	-	-	19
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	291	-	291
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,809,316.00	UGC and College	1809,316.00
Others	-	--	-	-

4.2 Computerization of administration and library

4.3 Library services:

Particulars	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	7924	1667274.61	431	148304	8355	1815578.61
Reference Books	101	174240.94	61	75383	162	249623.94
e-Books	-	-	-	-	-	-
Journals	29	64950	17	13898	46	78848
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video*	224/18	-	24	-	248/18	-
Book Bank	4659	769604	-	-	4659	769604

* CD/DVD comes with journals or books so the amount is not mentioned

4.4 Technology up gradation (overall)

Status	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	76	45	50	5	-	4	22	-
Added	19	8	-	10	-	-	-	-
Total	95	53	50	15	-	5	22	-

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

1. Tech- Guru, a Digital Planetarium show was organised by the Dept. of Mathematics and Computer Science for the students and staff
2. Scriptomania and Imagemania programs were conducted by the students of Computer Science for the staff and students of the department

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 140,405.00
ii) Campus Infrastructure and facilities	Rs. 429,282.00
iii) Equipments	--
iv) Others	--
Total:	Rs. 569,687.00

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Day to day information related to curriculum, scholarship, examinations, placement, cultural, social activities and all other programmes are displayed on the notice boards
- Notices are displayed at important places like administrative notice boards, department notice boards, library and canteen
- Student is allowed to express their views and suggestions regarding support services to any member of the IQAC
- Counselling services, Training and Placement cell, Grievance Redressal Cell and Committee for Prevention of Sexual Harassment, Anti-ragging committee are constituted in the institution as students support services
- Repeated messages (telephone and emails) are sent to the students and their parents regarding their performances, attendance and examinations

5.2 Efforts made by the institution for tracking the progression

- The institution monitors the progress of the students by observing their academic performance and other co-curricular activities
- Academic advisors work together with the counselling services to assess the overall development of the students
- Informal feedbacks from Alumni assist in tracking their progress by the IQAC
- Departmental programmes and inter disciplinary programmes are arranged which is followed by feedback to assess its effect on the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1671	307	-	52

(b) No. of students outside the state

248

(c) No. of international students

1

No	%
829	40.83

Men

No	%
1201	50.16

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1452	92	223	253	-	2020	1342	108	262	318	-	2030

Demand ratio = 0.78:1 (2014-15) Dropout % = 5 (2014-15)

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

- Training and Placement Cell - Schedule and deadlines of the Competitive Examinations
- Department of English - Guidance to prepare effectively for various exams
- Department of English - Courses on communication skills, Interaction by Alumni to guide students for CTET, TET and PhD entrance , Group Discussion Session.
- The institution arranges for guidance and coaching classes for Civil Services examinations
- Department of Botany – Interaction session - NET and GATE cleared Alumni
- Library has separate section of books meant for preparation of competitive exams
- Library disseminate information about announcement regarding competitive exams

No. of students beneficiaries

169

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- The college counsellor counsels all the students referred to her by the faculty. Each student has a number of sessions and even family sessions when needed.
- Students residing in the girls hostel are give guidance and counselling sessions in the beginning of the academic session. Adjustment is the main issue that is dealt with during the session
- BBA and BA students were given guidance on career in management and how to crack CAT
- Ms Urmi Singh, Trainer and Brand specialist in Unilever Mumbai conducted a session Career in organisational psychology management for BBA and BA students

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	147	23	09

5.8 Details of gender sensitization programmes

- 1 With a view to spread awareness among the students about the 'Usage' of Social Network and mobile phones, the Women Cell of the college in collaboration with the Guidance and Counselling Cell held a very informative seminar for all the UG and PG students. The main focus of the seminar was "Do's & Don'ts" of social network and mobiles phones. The seminar was conducted by Dr Suja Varghese , Head , Dept. of Computer Science.
- 2 A program on "Health and Hygiene" was organized by the women cell for the students staying in college hostels. The program highlighted on the various cleanliness measures to be taken by the students to avoid any infectious disease. More than 200 students were benefitted
- 3 In collaboration with BJMC, the Women Cell organized a street play on "Importance of Education for Women". 20 students took part in the street play which was highly applauded by the spectators.
- 4 The Women Cell and The Guidance and Counselling cell visited the Govt. Higher Secondary School, Ruabandha and interacted with the students. The convener of The Guidance and Counselling cell delivered a lecture on the topic "Ways to Overcome Examination Fear". The lecture was beneficial for all the Higher Secondary students as it gave them valuable tips to study and write their exam in a systematic manner.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Scholarships	Number of students	Amount
Financial support from institution	38	194,500.00
Financial support from government	107	568,962.00
Financial support from other sources	1 Endowment	1500.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International Exhibition: State/ University level National level International 5.12 No. of social initiatives undertaken by the students

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

- Equipping the students with scholastic and non-scholastic skills to face the challenges of the modern world with a competitive spirit
- To be a centre of academic excellence by providing quality education and inculcating and nurturing socio-cultural and moral values in the students

Mission

- To raise undergraduate and post graduate students and research scholars to work for academic excellence, professional competence, exemplary values and spiritual virtues
- To have the state of art infrastructure facilities
- To transfer appropriate technology to society and develop effective partnership with industries
- To offer quality teaching and learning environment and help in the upliftment of the society
- To disseminate new knowledge and contribute to the economy, innovation and technology

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- The college follows the syllabi designed by Pandit Ravishankar Shukla University, Raipur CG and Kushabhau Thakre Patrakarita Avam Jansanchar Vishwavidhyalaya Raipur, CG
- Some faculty are members of Board of Studies of Pandit Ravishankar Shukla University, Raipur, and Kalyan PG College, Bhilai
- Teachers participate actively in framing the proper execution of the syllabus
- The institution offers value added courses like Communicative English and Personality Development. Feedback from academic peers, employers and alumni are used in the initiation, review and redesign of the program.
- Teachers are encouraged to add recent information about the topics in the syllabus to make teaching more relevant to the current situation.

6.3.2 Teaching and Learning

- Calendar of events, term-wise allocation of the syllabus, fixing dates for tests are done in consultation with the HOD of all departments at beginning of the academic session. All the faculty are informed to adhere to the same.
- Teaching schedule (weekly and monthly) submitted in the beginning of the session to the principal, which is regularly monitored and overviewed by HOD's through formal and informal interactions
- Faculty are provided with additional learning facility by deputing them for orientation and refresher programmes
- Experiential and practical learning through lab based sessions and field visits are encouraged in teaching
- Faculty are encouraged to supplement regular chalk/board lectures with ICT methods for teaching purpose. Technology enabled teaching learning process like use of LCD projectors is practised in all the subjects.
- Quality improvement initiatives and measures to increase usage of library and digital library in the form of library based assignments and activities are undertaken.
- Industrial visits/study tours and field visits are organised to give a preview of the type of employment they may receive after studies.
- Feedback on teaching is taken from students, parents and alumni, analysed and informed to the faculty members for improvement.
- Internal department audit are conducted by IQAC.

6.3.3 Examination and Evaluation

- Examinations and evaluation is done as per the rules and regulations of Pt. Ravishankar Shukla University, Raipur and Kushabhau Thakre Patrakarita Avam Jansanchar Vishwavidhyalaya Raipur, CG
- Regular tests are conducted to monitor the students' performance in classroom studies and to instil a habit of regular learning among the students
- 3 unit tests, half yearly and model exams are conducted in every subject for Undergraduates and 2 unit tests, model exams and assignments are analysed for internal assessments for Postgraduates.
- Transparencies in examinations are maintained through re-verification of papers and by allowing the students to see their answer scripts.
- Answers are discussed and performance card is sent to their parents through post.
- Non performing students are given extra classroom studies to improve their annual/ semester results.
- Evaluation and feedback by subject faculty is forwarded to the academic advisor.
- Academic advisor monitors and suggests the students for improvement.
- Special coaching classes and tutorials are arranged for weak students as well as students residing in the girl's hostel.
- Advanced learners are encouraged to pose interesting questions, offer new solutions and also provide opportunities for creative experiences like seminars, projects, event management etc. and sensitively handle their passion for learning.

6.3.4 Research and Development

- Committee for Promotion of Research Activities is initiated with the objective to motivate PG students and faculty to do research in area of interest.
- The committee organises workshops and interdisciplinary talks to promote the culture of research among faculty, research scholars and students
- The institution has research centre in the department of Microbiology
- The institution has a vigorous and scrutinized publication programme and the activity encourages the faculty, scholars and students to publish in various academic forum.
- Faculty members are motivated to submit minor /major project proposals to various funding agencies like UGC, CCOST etc. and have a few ongoing and completed projects to their credit.
- Faculty members are encouraged to get into collaboration with institute /person of repute in their area of research.
- Space and necessary infrastructural support is provided for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- The college library is a double storey building with separate reading section for faculty and students. The library is fully automated and uses integrated multiuser library management system. In addition all PG departments have individual departmental library.
- Book bank facility can be availed by SC/ST/ OBC/ Minority students at a very nominal charge of Rs.100 for 4-6 books, which has to be returned after their final exams.
- Library facilities are augmented by procuring new titles and copies of existing books and addition of books as per requisition by the departmental Heads or the Convenor of the Library Development Committee. Research scholars and students also have the right to requisition of books which are approved by the HOD

ICT

- 15 computers with internet are available for the students in digital library for reading study materials. INFLIBNET is also available.
- The institute has an auditorium and a seminar hall with modern facilities provided for audio visual classes
- Systems in the computer labs and departments are loaded with required software ready for operation and are regularly maintained by experts.
- Wi Fi and CCTV surveillance is available in the campus.
- Teachers are encouraged to supplement chalk and board lectures with presentations

Infrastructure/instrumentation

- The institute has adequate physical facilities to run the educational programmes and administrative functions efficiently. The growth of the infrastructure keeps pace with the academic growth of the institution.
- The infrastructure includes class rooms, well equipped laboratories, common room for students, sports complex, girls hostel with mess and recreation room, open air stage, seminar and conference hall with modern facilities, gardens, canteen, separate parking space for staff and students and tobacco and plastic free campus
- The PG department laboratories have a number of sophisticated instruments. Annual budgetary allocation is made available to each department for purchasing new instruments, consumables and its maintenance.

6.3.6 Human Resource Management

- Governing body manages and develops the total human resource of the college.
- Human resource planning is done based on need and statutory requirements and accordingly recruitment is done.
- Faculty members are provided opportunity for their individual growth along with the organisational development.
- HR policy is staff oriented. Lady members are supported during their pregnancy and breast feeding by adjusting their lecture schedule according to their requirements
- The Heads of Departments with the Principal as chairman constitute various committees for planning, coordinating and monitoring various activity of the college which includes training of the teaching and non-teaching staff.
- There is an in-built mechanism by which Heads of Departments are checking and monitoring the efficiency of the non-teaching staff. Timely reports are given to the Principal.
- Apart from this, Management has appointed highly experienced person to supervise the functioning of the non-teaching staff.
- Grievances are sent to the Chairman, through the Principal and appropriate redressal made.

6.3.7 Faculty and Staff recruitment

- The college abide by the rules and procedure for the recruitment laid down by the Pt. Ravishankar Shukla University, Raipur.
- Faculty is recruited on merit basis as per UGC and university norms (Section 28) following the advertisement in newspapers
- Selection panel members include University experts and subject experts along with the management representatives and the selected candidates demonstrate their teaching and communication skills in the classroom.
- Good referrals are also considered for visiting and guest faculty
- The recruitment of nonteaching and office staff is done on need basis by the management.

6.3.8 Industry Interaction / Collaboration

- To improve employability skills exposure to actual industrial atmosphere has been worked out with various industries.
- Several departments carry out industrial visits as part of the curriculum.
- Institute has established good industry relationship and many of the companies visit the campus for placement.
- Corporate experts have been invited to deliver lectures and train our students.
- The Microbiology and Biotechnology Department has collaborated with NitZa Biologicals to provide training in molecular biology and bioinformatics

6.3.9 Admission of Students

- The college has a transparent procedure for admission with students selected strictly on merit basis (marks scored in the qualifying examination). There is a selection committee for every subject for which admission is sought for, with Principal as the chairman and heads of the concerned department as a member. The procedure is the same for all UG courses. For some Post graduate courses admission is done on first come first serve basis.
- The college strictly follows the rules laid down by the Pt. Ravishankar Shukla University, Raipur to ensure transparency of the admission procedure. Duely filled application forms are sorted and rank list prepared by the selection committee is published accordingly.
- The college follows process required for the admission of SC/ST/OBC/Minority in educational institutions. Special relaxations are made for students in sports quota, cultural activities, NCC and NSS.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal loan and advance payment schemes
Non- teaching	<ul style="list-style-type: none"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal loan and advance payment schemes
Students	<ul style="list-style-type: none"> • State and Centre Scholarship Schemes • Scholarship schemes of Bhilai Steel Plant and other companies for children of employees. • Fee concession for needy students by the college management. • Grievance redressal Cell. • Training and Placement Cell. • Medical and sick room with first aid facility. • Concientization programme against ill Habits under Antinarcotic drive • Motivational programme for better career.

6.5 Total corpus fund generated 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	No	-	Yes	IQAC
Administrative	Yes	B. Vishwanathan & Co. Block 7, First floor Himalaya Complex Supela	Yes	Auditor, St. Thomas Mission, Kailash Nagar, Bhilai

6.8 Does the University/ Autonomous College declares 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?

-

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

-

6.11 Activities and support from the Alumni Association

- The college has Alumni association which interact with the students and give them valuable suggestions.
- Alumni suggested placement opportunities for our current as well as ex-students through informal interaction with the faculty of the college.
- Alumni volunteered to take Guidance Session, organise scientific and skill oriented workshops and as resource persons in seminars.
- They extend cooperation for the smooth running of the college and are engaged in the development programmes.
- They participate in all the major functions of the college.

6.12 Activities and support from the Parent – Teacher Association

- Every department holds regular meeting with parents to provide them feedback about progress and drawbacks of their wards.
- Parents are requested to come forward and contribute towards quality enhancement through suggestions
- Feedback is taken from them and their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

-

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

- | |
|--|
| <ul style="list-style-type: none"> • Campus has a lush green environment and is free from plastics and other pollutants. • The campus has a number of trees and the administration maintains the greenery and cleanliness of the campus. • Waste paper baskets are available throughout the campus and on each floor • Tree plantation drives are organised by the student Union, NSS, NCC and Eco-club. • Rain water harvesting and composting of biomass is carried out on a regular basis • Minimum use and reuse of papers is encouraged in the office as well as in the departments • Energy conservation methods are implemented • Environment audit was conducted and analysed. Suggestions were forwarded to Principal and the management. |
|--|

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.

Initiative taken to develop an MoU with National University Students Skill Development [NUSSD] conducted by Tata Institute of Social Sciences [TISS].

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

- | |
|---|
| <ul style="list-style-type: none"> • Introductory session for students was arranged to familiarise them regarding the various skill based programmes conducted by TISS. • Trainers were decided in consultation with TISS • Registration was initiated to get minimum number of students required. • Initiative was taken to draft and MoU between the college and TISS |
|---|

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

Best Practices I: Rostrum showcasing talents - enhancing optimistic aura
Best Practices II: Bridging across the Rural-Urban Gap

7.4 Contribution to environmental awareness / protection

- An Eco-club, with staff and students as members, is functioning to make the college eco-friendly. Students involve in various activities like competitions, exhibitions etc.
- Switch off drills are done in the campus by the students, faculty and support staff.
- Switching off of lights is a very common feature to make use of daylight
- Tree plantations: The NSS, NCC, Eco-Club, Botanical Association and Student Union have made commendable efforts by planting trees thus neutralising the adverse effects of carbon emission.
- Slogans and Posters related to environment awareness are displayed throughout the campus
- Rain water harvesting system exists to conserve water in the campus
- Office and departments reuse paper that has only been printed on a single side for rough filing and taking printout for proof readings purposes. We collect these partially used papers in a clip-board or bind them to create a notebook. Folders and binders are reused as labels are either written in pencil or by pasting new labels over the old ones.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

SWOC Analysis 2014-15

STRENGTH

1. Both Hindi and English are used as medium of instruction to encourage students from all strata of society.
2. Committed to transparency in admissions and appointments.
3. Dynamic, qualified, enthusiastic and dedicated staff committed to student welfare.
4. Strong support staff
5. Excellent results with University toppers every year. Pass percentage of the college is much higher than University pass percentage.
6. Book bank facility available

7. Special Teaching Assistance Programme (STAP) for weak and advanced learners.
8. Guest lectures, hands on trainings, demonstrations, academic visits, and inter-collegiate competitions are being organized,
9. Library is rich with books related to subject along with general books, national and international journals, magazines, reference books and e-resources.
10. Beautiful, green, tobacco free, plastic free and WiFi enabled campus.
11. Facilities like ATM, Canteen, Girls Hostel, LCD equipped Seminar and Conference hall, open air stage and separate parking space for staff and students.
12. **Kalapratibha** (cultural and literary) and **Sports and Games** activities bring laurels.
13. Financial support, fee concession and admission are given students bringing glory to the institution in National and International events.
14. Adoption of a settlement near the college in Ruabandha.
15. Extension activities of the college are well accepted by the community.

WEAKNESS

1. Lack of classrooms with ICT facility.
2. Certified Certificate courses.
3. Interdisciplinary research activity.

OPPORTUNITIES

1. Identify needs and secure funds from government agencies for infrastructural development.
2. Upgradation of PG departments to research centers
3. Undertaking multidisciplinary or interdisciplinary research activities from funding agencies besides UGC and CCOST
4. Improve expertise of faculty to tap the corporate sector for consultancy, funding for research labs and value added courses through linkages

CHALLENGES

1. Coping with fast changing technology
2. High cost of maintenance

8. Plans of institution for next year

1. Initiate a Herbal Garden
2. Workshop on Library Services
3. Workshop on Basics of Computers for Non-teaching staff of the college

Name : Dr. Vinita Thomas



Signature of the Coordinator, IQAC

Name: Dr. M.G. Roymon



Signature of the Chairperson, IQAC

Annexure I

Academic Calendar 2014-15

Date	Day	Particulars
15 th June	Saturday	College Reopens
1 st July	Thursday	St. Thomas Day
9 th July	Wednesday	Blessing Ceremony for all 1 st Year Arts, Science and Commerce Students & MSc 1 st Semester student
10 th July	Thursday	First year classes begins
14 th July	Monday	B.Com Part II and Part III Classes begins
21 st July	Monday	BSc, BCA, BA Part II and Part III and All PG classes Begins
26 th July	Saturday	IQAC : Interdisciplinary Session for Faculty Counselling Session for girls in the hostel
5 th August	Wednesday	1 st Unit Test begins for all UG Students Communicative English - Session I begins
15 th August	Friday	Independence Day
20 th August	Wednesday	Health and Hygiene related interaction with girls in the hostel
27 th August	Wednesday	Student Union Election
18 th September	Thursday	Inter-collegiate Football Tournament
20 th September	Saturday	Oath Taking Ceremony
22 nd September	Monday	2 nd Unit Test begins
25 th September	Thursday	Zeigest Forum Inauguration –Dept. of Mathematics and Computer Science Career in Management: How to crack CAT
26 th September	Friday	Swachh Bharat Abhiyan Personality Development Class begins
27 th September	Saturday	Inauguration of Management Association
30 th September	Tuesday	Usage of Social network in mobile phones: Do's and Don'ts
9 th October	Thursday	Inauguration of Zoology Forum – Terrestria
20 th October	Monday	Street Play: Importance of Women Education (Civic Center)
31 st October	Friday	Sardar Vallabh Bhai Patel Birth Anniversary Celebrated by organizing run for unity Communicative English- Session II begins
5 th November	Wednesday	Remembrance Day of founder Manager Bishop
13 th November	Friday	Industrial Visit – Dept. of Microbiology and Biotechnology Industrial Visit – Dept. of Chemistry
19 th November	Wednesday	Celebration of Qaumi Ekta week begins
20 th November	Thursday	Mar-Theodosius Cup Inter-Collegiate Basketball tournament for Men
21 st November	Friday	Guest Lecture Dept. of Commerce
22 nd November	Saturday	Half Yearly Exam begins for all UG Students
5 th December	Friday	Mathematics Quiz Algebrakers Quiz Dept. of Commerce
12 th December	Friday	Tech Guru – Department of Computer Digital Planetarium Show
12 th January	Monday	Ways to overcome exam fear : talk organised by the Women Cell
21 st January	Wednesday	Syntel Incorporation organs pool campus drive Imagemania – Dept. of Mathematics and Computer Science

		Career on Organisation Psychology and Management
24 th January	Saturday	Sports Day
25 th January	Sunday	NGPE, Dept. of Physics and Electronics
26 th January	Monday	Republic Day Field Trip: PG Dept. of Botany
28 th January	Wednesday	Model Examination Starts
31 st January	Saturday	Annual Day
10 th February	Tuesday	Two Day National conference : Innovation and Advancement in Chemical Science and Technology, P G Department of Chemistry
20 th February	Tuesday	Scriptomania - Dept. of Mathematics and Computer Science
28 th February	Saturday	Guest lecture - Dept. of Microbiology and Biotechnology
24 th March	Tuesday	Seminar on Skill Building opportunities for Science Graduates – Dept. of Microbiology and Biotechnology
15 th April	Wednesday	3 day Workshop on Techniques in Writing Skills
22 nd April	Wednesday	2 day Workshop on Lexicography
1 st May	Friday	Internal Audit of Department and Office Begins
16 th May	Saturday	Summer Vacation begins

Annexure II**Analysis of Feedback****Annexure II (A)**

ST. THOMAS COLLEGE, BHILAI
EVALUATION REPORT OF FACULTY MEMBERS
2014-2015

Name of the Faculty Member: DR.SHINEY MENDONCE
 Designation: ASSISTANT PROFESSOR
 Department: ENGLISH

I CLASS WISE EVALUATION SUMMARY :

CLASS	PERFORMANCE
B.Com/B.A/BSc/BBA/BCA - I Year	OUT STANDING
B.Com/B.A/BSc/BBA/BCA - II Year	OUT STANDING
B.Com/B.A/BSc/BBA/BCA - III Year	OUT STANDING

II OVERALL EVALUATION :

OUT STANDING

IQAC Co-Ordinator**Principal**

Administrator
Performance criteria:

≥ 90% : Out standing
 ≥ 80% : Very Good
 ≥ 70% : Good
 < 70% : Needs Improvement

Acknowledgement:

Annexure II (B)**Analysis of Parents Feedback 2014-15**

1. How did you come to know about this Institution?

(a) Word of Mouth

(b) Advertisement

(c) Internet

Analysis

- 86% of the parents has come to know about the college through word of mouth.
- 4 % of the parents has come to know about the college through Advertisement.
- 10% of the parents has come to know about the college through Internet.

Interpretation

From the above analysis we infer that majority of the parents had come to know about St. Thomas College through word of mouth.

2. How would you rate the Infrastructure of the Institution?

Excellent

Good

Average

Analysis

- 16% of parents rate the infrastructure of the college as Excellent.
- 65% of parents rate the infrastructure of the college as Good.
- 19% of parents rate the infrastructure of the college as Average.

Interpretation

From the above analysis it can be concluded that majority of the parents rate the college as good.

3. How would you rate the Quality of Teaching of the Institution?

Excellent

Good

Average

Analysis

- 35% of parents rate the quality of teaching in the college as Excellent.
- 57 % of parents rate the quality of teaching in the college as Good.
- 8% of parents rate the quality of teaching in the college as Average.

Interpretation

From the above analysis it was inferred that majority of the parents has rated the quality of teaching of the college as Good.

4. How would you rate Interaction with Faculty?

Excellent Good Average

Analysis

- 33% of the parent's rate interaction with faculty as Excellent.
- 38% of the parent's rate interaction with faculty as Good.
- 29% of the parent's rate interaction with faculty as Average.

Interpretation

From the survey it can be concluded that 38% of parents agree that interaction with faculty members as good.

5. How would you rate Interaction with administrative/office staff?

Excellent Good Average

Analysis

- 24% of parents rate the interaction with administrative staff / office staff as Excellent.
- 37 % of parents rate the interaction with administrative staff / office staff as Good.
- 39% of parents rate the interaction with administrative staff / office staff as Average.

Interpretation

From the survey it can be concluded that majority of the parents are of the view that interaction with office staff are good and Average.

6. How would you rate the Interaction with Principal of the Institution?

Excellent Good Average

Analysis

- 14% of parents rate the interaction with Principal of the institution as Excellent.
- 55 % of parents rate the interaction with Principal of the institution as Good.
- 31% of parents rate the interaction with Principal of the institution as Average.

Interpretation

From the analysis it can be inferred that 55% of the parents have rated the interaction with Principal as Good.

7. How would you rate the Co-Curricular Activities of the Institution?

Excellent Good Average

Analysis

- 12% of parents rate the co-curricular activities of the college as Excellent.
- 63% of parents rate the co-curricular activities of the college as Good.

- 25% of parents rate the co-curricular activities of the college as Average.

Interpretation

From the survey it can be concluded that majority of the Parents have rated the Co-curricular activities of the college as Good.

8: The facilities provided by the college rated in percentages by Parents were as follows: --

Analysis

Ques	Facilities	Excellent	Good	Average
01	Library	62%	26%	12%
02	Laboratory	52%	33%	15%
03	Sports	48%	36%	16%
04	Canteen Facilities	21%	38%	41%
05	Health and Hygiene	16%	52%	32%
06	Hostel	08%	72%	22%
07	Classroom	78%	18%	04%

Interpretation

From the above analysis it can be inferred that

- 62% of Parents consider the Library facilities as Excellent.
- 52% of Parents consider the Laboratory facilities as Excellent.
- 48% of Parents consider the Sports facilities as Excellent.
- 41% of Parents consider the Canteen facilities as Average.
- 52% of Parents consider the health and Hygiene facilities as Good.
- 72% of Parents consider like the Hostel facilities as Good.
- 78% of Parents consider the Classroom facilities as Excellent.

8. Please rate the Institution in terms of overall performance in a scale of 1 to 10, where 1 being the lowest and 10 being the highest.

Analysis

- 35% of Parents have rated the Institution as 7.
- 26% of Parents have rated the Institution as 8.
- 11% of Parents have rated the Institution as 9.
- 5% of Parents have rated the Institution as 10.

Interpretation

From the above analysis it can be inferred that more than 75% of parents have rated the Institution above 7 in a 10 point scale where 1 is lowest and 10 as the highest.

Annexure II (C)**Analysis of Alumni Feedback -2014-15**

1. Is the course studied at St. Thomas College useful and relevant in your present job?

Excellent Good Average

Analysis

- 65% of Alumni consider that the usefulness and relevance of the course studied at St. Thomas College as Excellent.
- 35% of Alumni that the usefulness and relevance of the course studied at St. Thomas College as Good.

Interpretation: From the above analysis it can be inferred that majority of Alumni consider the usefulness and relevance of the course studied at St. Thomas College in their present job as Excellent.

2. Have you obtained sufficient technical know-how (both in theory and practice) at St. Thomas College?

Yes No

Analysis

- 100% of Alumni consider that sufficient technical know-how (both in theory and practice) was obtained at St. Thomas College.

Interpretation: From the above analysis all the Alumni consider that sufficient technical know-how (both in theory and practice) was obtained at St. Thomas College.

3. Rate the Faculty student relationship in St. Thomas College?

Excellent Good Average

Analysis

- 71% of Alumni consider the faculty - student relationship as Excellent.
- 29 % of Alumni consider the faculty - student relationship as Good.

Interpretation: From the above analysis majority of Alumni consider the faculty - student relationship as Excellent.

4. Rate the office staff and student relationship in St. Thomas College?

Excellent Good Average

Analysis

- 30 % of Alumni rate the office staff and student relationship as Excellent.
- 40 % of Alumni rate the office staff and student relationship as Good.
- 30 % of Alumni rate the office staff and student relationship as Average.

Interpretation: From the above analysis majority of Alumni rate the office staff and student relationship as Good.

5. How do you rate development activities organized by the College for your overall development?

Excellent Good Average

Analysis

- 56% of Alumni rate the development activities organized by the college for their overall development as Excellent.
- 44% of Alumni rate the development activities organized by the college for their overall development as Good.

Interpretation: From the above analysis majority of Alumni are satisfied with the development activities organized by the college for the overall development of the student.

6. How can you contribute effectively to the development of the college?

Analysis

- 40% of Alumni are willing to contribute effectively to the development of the college by delivering Guest lectures.
- 60% of Alumni are willing to share their experiences by interacting with the students.

Interpretation: From the above analysis it can be inferred that majority of the Alumni are ready to contribute to the development of the college by delivering guest lectures and sharing their experiences by interacting with the students.

7. If you are invited to deliver a Guest Lecture/ Special Talk / Motivational Session for your juniors, will you be interested?

Yes No

Analysis

- 98% of Alumni were interested in delivering a guest lecture/talk/motivational sessions
- 2% of Alumni were not interested in delivering any of them.

Interpretation: From the above analysis it can be inferred that majority of Alumni were interested in delivering a guest lecture.

Best Practices I

Title: Rostrum showcasing talents-enhancing optimistic aura

Goal:

To channel the creative energy of our students in constructive activities thus amplifying their mental energy and physical fitness

Context:

The greatest wealth and strength of any nation is its youth. They are the powerhouse and storehouse of energy. It is the youth that brings laurels to any country. Youth make up 34-40% of our total population. We need to direct this energy in constructive activities like sports and other extra-curricular activities. Their creative potential when coupled with zeal, enthusiasm, versatility can work wonders. Demographically today India is at its youngest best and has the power to meet any challenge with collective consciousness of young people.

Practices:

The dedicated cultural and sports committee of the college emphasise the importance of trying new things thus discovering their passion and develop socially and emotionally. Talented students are encouraged to join the mainstream right from the process of admission into the college. College calendar has a list of extracurricular activities available for the students. These activities possess certain characteristics in order to foster positive developmental settings. This includes

1. Cultural and Literary : Kalapratibha (Rolling Trophy)

St. Thomas College, strongly believes that exposure to arts and culture is essential for holistic living. In order to support this objective, the literary and cultural association of the college, functioning under the aegis of 'Kalapratibha' provides every opportunity for the students to express their individuality in various competitions. This association organizes a galore of events, all through the year to bring out the hidden talents and creativity of the students. These cultural and literary events help to spread literary, fine art and cultural awareness among students. The motto of literary and cultural association is to retrieve lost trends, showcase current trends and encourage innovations.

2. Sports: As sports play vital role in making any individual physically and mentally healthy. The college gives due importance to sports activities. The students regularly bring laurels at university, state, national and international levels. Annual Sports Day is an important event of the college and is the most sought after day among students. On this day the students engage in healthy competitions (house-wise) and vie for Chandranshu Memorial Rolling Trophy (House Winner) and Kamaljeet Singh Memorial Rolling Trophy (House Runner UP). Besides the above mentioned activities the college has introduced Mar Theodosius Cup – to foster camaraderie and healthy sense of competition at Intercollegiate level. This Basketball Tournament is organised in a state level in the memory of our Founder His Grace Stephanose Mar Theodosius where the winner is accoladed with a Trophy and Cash Prize of Rs.15000/- and the Runner Up gets Trophy and Cash Prize of Rs. 12000/-.

3. Student Council: As the youth are exceptionally responsive they need to be encouraged in their quest for excellence. The staff and the management takes all possible efforts to cultivate and nurture the ability to feel for under privileged. The student union of the college under the guidance of the Student Union In-charge organise various activities like celebrating Constitution day, National Youth Day, Swach Bharat Abhiyaan, cultural fest- AAGAAM, tree plantation etc.

Evidence of success: Proud Moments of the college are

1. Cultural and Literary Activities

The Winners of the Kalapratibha Competitions :

YEAR	NAME	CLASS
2011-2012	Ms. Amrita Talukdar	B.A-Part- II
2012-2013	Ms. Antara Kumar	B.A- Part-II
2013-2014	Mr. Ankit Tiwari	B.Com – Part-III
2014-2015	Ms. Monica Bombarde	M.Sc.(Chem) (Prev.)

List of Selected Students For Youth Festival –Session 2014-2015			
S.No	Category	Participant	Class
1.	Classical Solo (Hindustani)	Vivek Samuel	B.Sc. Part –III
2.	Classical Instrumental (Solo)Non -Percussion	Amit Kumar Verma	B.Sc Part-I
3.	Light Vocal (Indian)	T.Vishal	B.Com Part-I
4.	Group Song (Indian)	Sharmila Dhurw Preeti Kosre Reena Khalkho Monika Bombarde Priya Verma Yogita Verma	M.Sc-III Sem(Botany) M.Sc-III Sem(Biotech) M.Sc-III Sem(Biotech) M.Sc-I Sem(Chem) M.Sc-III Sem(Maths) M.Sc-I Sem(Biotech)
5.	Debate : For the Motion Against the Motion	Aastha Anand Ishan Jha	B.A Part-I B.Com Part-I
6.	Extempore	Neel Farha	B.Sc Part-II
7.	Poster Making	Carol Janis	B.Sc-Part-III
8.	Cartoon Making	Jessy John	B.Sc-Part-III
9.	Rangoli	Rajlakshmi Verma	B.Sc-Part-II
10.	Skit(One Act Play)	Jenipha Lakra Damini Chandrakar Neha Malik Pawan. K.Singh Alok Verma Minakshi Sinha Jochna Sahoo Sanjay Soreng Ashok Xalxo	B.E.d B.E.d B.E.d B.E.d B.E.d B.E.d B.E.d B.E.d B.E.d
11.	Dance Classical Solo	Poulomi Roy	B.A-Part-II
12.	Group Dance (Folk/Tribal Dance)	Sharmila Dhruw Preeti Kosre Reema Khalkho Monika Bombarde Urvashi Nag Antara Sahu Aditi Pratibha Pathak	M.Sc-III Sem(Botany) M.Sc-III Sem(Biotech) M.Sc-III Sem(Biotech) M.Sc-I Sem(Chem) B.Sc-Part-III B.Sc Part-I B.A-Part-I B.Sc Part-I

		Kajal Tulani Deepika Dhurw	B.Sc Part-I B.Com Part-III
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Develop skills beyond those acquired in traditional class curriculum thus leading the students to higher academic achievements, healthy lifestyle habits, social/emotional skill development thus becoming a productive contributing member of the society.

2. Sports

As a member of sports team the students demonstrate discipline, self-confidence, take instructions, attain goals and develop leadership qualities thus developing their personality.

2014-15				
S.No.	Name	Event	Championship	Achievements
1.	Pooja Kashyap	Basketball	East Zone InterUniversity	Gold medal
2.	Samridh Kalkar	Handball	West Zone National	Gold medal
3.	Kirampal Singh	Basketball	East Zone Inter University	Silver medal
4.	Ajay Pratap Singh	Basketball	East Zone Inter University	Silver medal
5.	Vinay Janbandhu	Basketball	East Zone Inter University	Silver medal
6.	Parak Singh	Basketball	East Zone Inter University	Silver medal
7.	P.Rahul Kumar	Basketball	East Zone Inter University	Silver medal
8.	Shalini Nair	Power- Lifting	All India Inter University	Silver medal
9.	Samridh Kalkar	Handball	Senior National	Silver medal
10.	Rashmi Nair	Power- Lifting	All India Inter University	Bronze medal
11.	Jagjot Singh	Handball	East Zone Inter University	Bronze medal
12.	Samridh Kalkar	Handball	East Zone Inter University	Bronze medal
13.	Deepali Gupta	Badminton	East Zone Inter University	Bronze medal
14.	Mohak Jakhar	Badminton	East Zone Inter University	Bronze medal
15.	Shakshi Verma	Table-Tennis	East Zone Inter University	Bronze medal
16.	Samridh Kalkar	Handball	National Games (Kerala)	Bronze medal
17.	Hindraj Singh	Football	Santosh Trophy	Participation
18.	Jaideep Sahu	Power-Lifting	West Zone National	Gold medal
19.	Jaideep Sahu	Power-Lifting	Sub-Junior National	Bronze medal
20.	Archana Bandhaw	Football	East Zone Inter University	Bronze medal
21.	Juhi Dewangan	Badminton	Mebank Malayasia	Participated in

			Coaching International Challenge-2014 (Badminton)	Mixed Doubles
22.	Juhi Dewangan	Badminton	Yonex Sunrise Bangladesh Open International Badminton Challenge-2014	Participated in Mixed Doubles
23.	Juhi Dewangan	Badminton	Tata open India International Challenge-2014	Participated in Mixed Doubles
24.	Jaydeep Sahu	Power-Lifting	International Level	Participation
25.	Juhi Dewangan	Badminton	Yonex Sunrise Srilanka International Challenge-2015 (Badminton)	Participated in Mixed Doubles
26.	Juhi Dewangan	Badminton	Sayed Modi International Badminton Championship-2015	Participated in Mixed Doubles
27.	Juhi Dewangan	Badminton	Yonex Sunrise India Open Badminton Championship-2015	Participated in Mixed Doubles

3. Student Council: The student union member learned and exhibited the ability to listen, lead and take positive decisions.

The students of the college demonstrate a variety of positive traits including commitment to improvement. It is noteworthy observation that there exists college connectedness between the faculty and the students. The belief among students that the adults in the college care about their learning and success brings about decreased risky behaviour and increased academic performance.

Problems encountered: Parents and faculty often tend to discourage their ward/students from competing at higher levels for various reasons. It is also observed that both the parent and the administration are not fully equipped with the knowledge to handle injuries and other complex situation. Constraints of time due to pressure of course completion and exams also pose difficulties in realising the full potential of the student.

Resources required: The College needs to seek assistance from experts in both sports and cultural activities for better outcome. Adequate financial assistance is required to provide an environment in which the students feel physically and psychologically safe. For example arranging vehicles and staff to accompany them in competitions and providing them with fresh and healthy refreshments. The staff also needs to encourage these talented youth by assisting them to improve their academic performance, classroom engagements, attendance and motivate them for course completion.

Best Practice II

Title: Bridging across the Rural-Urban Gap

Goal:

To streamline the social, economic, cultural and academic barriers of the rural and semi-urban students with that of urban students thus reduces the rural–urban gap.

Context:

In order to assist the assimilation of students who cross over from school to college, institution to institution, and from rural backdrop to mainstream environment of the college, various healthy and desirable practices are implemented and followed. These practices are the support system provided to overcome the social, economic, cultural and academic barriers.

Practices:

The practices for the heterogeneous student population in the college are as follows:

1. Orientation programme: Orientation programmes are conducted for the new students to acquaint them with the vision, mission and functioning of the college.
2. Teacher student interactions: Regular interaction between the student and the teacher results in making an analytical study possible regarding the strength, weakness and socio-economic background of the students. This develops into a supportive relationship which includes guidance and advice on personal and professional requirements on a confidential and customised basis. The teacher also becomes a facilitator so the students learning process is improved.
3. Book Bank Facility: Book Bank Scheme is executed by the Library Development Committee of the college which ensures that students are benefitted through this scheme. The facility is available to undergraduate students only. Students can borrow from the collection for the session at a very nominal charge of Rs.100 for 6 books for SC/ST/ OBC/ and Minority students and 4 books for other students on a first cum first serve basis. These books can be retained for the academic year and returned after their final exams. All students availing this facility must ensure returning the entire set of books provided.
4. Skill Acquisition programmes: Equal opportunity is given to students from all backgrounds to improve the communication skills and personality through various programmes organised in the college. Workshops on candle making, mushroom cultivation, paper crafts etc. are organised to increase the entrepreneurship skills in the students.
5. Special teaching assistance programme (STAP) is organised for every subject where the students from rural or semi-urban background are given special classes to catch up with the other students in their classes. Weak students are identified and efforts are taken to bring them to the mainstream.
6. Guidance and Counselling services: College has a trained counsellor whose services are available for students and hostel inmates. Counselling is done in sessions and a number of students are benefitted. Individual counselling are given to students to help them understand themselves, clarify and direct their thoughts in order to make worthwhile decisions. Academic advisors also play an important role in conducting guidance and counselling sessions for the students.
7. Financial assistance: The college supports a number of students who are financially weak by providing them with scholarships and fees waivers. The college also encourages students to avail scholarship facilities sponsored by the Government and private agencies.
8. Sports and Cultural activities: The students of all backgrounds are encouraged to participate in sports and cultural activities in the college as well as events organised by other institutions and thus boosting their confidence level.

Evidence of success:

A consistent good result in the University examination with university toppers from the college is sign of success of this endeavour. Most of the students pursue higher studies. The books of book bank scheme are in high demand as they cover the entire syllabus of the course. Over a period of time the institution has increased the number of books so that more students are benefitted. They have developed qualities of communal harmony, understanding and cooperation. Every year our students are getting good number of Trophies and Endowments in various Sports and Cultural events.

Problems encountered:

To equip more number of students with quality and competencies that would prepare them to compete the job market and reduce regional imbalance.

To provide resource persons to train our students to compete in co-curricular activities in National platform.

To develop requisite character, strength, motivation and commitment needed to scale greater heights.

Resources required: Being a self-financing institution the college faces financial constraints thus restricting the assistance to more number of students.