



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST.THOMAS COLLEGE, RUABANDHA, BHILAI
Name of the head of the Institution		Dr. M. G. Roymon
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07882275970
Mobile no.		9425238388
Registered Email		stthomascollege_bhilai@rediffmail.com
Alternate Email		stcbhilai_principal@yahoo.com
Address		Ruabandha Sector, Bhilai
City/Town		Bhilai
State/UT		Chhattisgarh
Pincode		490006
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Vinita Thomas
Phone no/Alternate Phone no.	07882275970
Mobile no.	9826132880
Registered Email	stthomascollege_bhilai@rediffmail.com
Alternate Email	vinita.thomas63@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.stthomascollegebhilai.in/AQAR/STC-AQAR-2016-17.pdf">https://www.stthomascollegebhilai.in/AQAR/STC-AQAR-2016-17.pdf</a>
--	---

### 4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	Yes  <a href="https://www.stthomascollegebhilai.in/wp-content/uploads/2020/01/stc-acad-17-18.pdf">https://www.stthomascollegebhilai.in/wp-content/uploads/2020/01/stc-acad-17-18.pdf</a>
---	--

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.55	2006	02-Feb-2006	15-Sep-2011
2	B	2.62	2011	16-Sep-2011	15-Sep-2016
3	B++	2.77	2017	30-Oct-2017	29-Oct-2022

### 6. Date of Establishment of IQAC

20-Sep-2006
-------------

### 7. Internal Quality Assurance System

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

Workshop on Self Defence	13-Feb-2018 1	220
Students Exchange Program with UG students of St. Thomas College, Nagaland	06-Nov-2017 1	78
Training on Stress and Time Management for non-teaching staff	05-Oct-2017 1	23
Awareness regarding the acceptance of Third Gender	21-Sep-2017 1	179
Workshop on Bioinformatics and the way forward	06-Sep-2017 6	25
Orientation Programme on CISR/UGC/NET Exam preparation	21-Aug-2017 1	24
Short Term Communication Skills Certificate Course for UG students	11-Aug-2017 1	29
Promoting awareness on effect of drug abuse	04-Aug-2017 1	120
Traffic Awareness Programme by Traffic Police Academy - C.G	31-Jul-2017 1	100
IQAC-Workshop on Work Life Balance for Adhoc Staff in collaboration with Guidance and Counselling Cell	05-Jul-2017 1	28
<a href="#">View File</a>		

**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
Dr. Debjani Mukherjee	5th World Congress on positive Psychology. Montreal Canada. (Travel grant)	ICMR	2017 4	96000
Dr. M. G. Roymon	Minor Research	CCOST	2017 365	170000
Dr. Ujjwala Supe	Travel Grant	CCOST	2017 2	21221
<a href="#">View File</a>				

<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)**

Distillation units installed to purify the waste water from life sciences department

Installation of solar panel

Skill Development Programme

Self Defense workshop for girls

[View File](#)

**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
To conscientize students about Environment.	Various Programmes were organized in the college to inculcate thinking and living habits among students such that, environmentalism becomes core to the value system of the next generation. Tree Plantation drive, talk on ecofriendly house plants, Poster making , Slogan competition , Quiz etc were conducted by various departments and clubs.
To install solar panels	College has installed 50 Kw Capacity of Grid Connected Solar PV Power Plant under CREDA Market Mode Scheme which is synchronized with BSP's Grid. Surplus

	<p>solar energy after meeting in house consumption is exported to BSP grid on 11 KV and is recorded by meter installed in the college.</p> <p>Synchronization was done on 21.5.2018 A 50kw capacity of grid is connected to solar PV Power plant which is cost efficient and reduces carbon footprints</p>
To reuse the waste water in science laboratory	Distillation units installed to purify the waste water from life sciences department
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
Date of Visit	18-Sep-2017
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2018
Date of Submission	28-Feb-2018
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The Management Information System of the college is used to improve work efficiency and save time. MIS is used for optimum distribution of resources and services to yield maximum benefits to teachers , students and Management . The MIS system is used to in college for storing personal data and exam records. The college has admissions online. Application Forms for admission are uploaded on the website. Selection of candidates is done basis of merit. Students are also selected in the Reserved Category. Data required by the University is sent online based on the information drawn from the Application Forms for admission. All information to the students regarding the college notices and announcements are uploaded on the website. Internal marks obtained by students in practicals and in</p>

respective subjects are entered online in the link given by the affiliated University. Examination form is filled online .Information regarding practical exams dates university exam time table is notified online. The college library is automated to keep a track of the books issued to staff and students. The college encourages digital transaction. Admission fees , Examination Fees ,Mess Fees are paid online. The college also maintains proper Information system to disseminate information to stakeholders and Staff .Notices regarding meeting, holiday and any such information related to college are informed through email. Staff salary slip is generated online Finance Accounting MIS transaction with bank is conducted online. An MIS system is used in the institution to keep track of Faculty attendance and performance. The attendance of the all the employers of the college is maintained through biometric system . A record of leave availed by all staff members of the college is maintained online. The college is concerned with the redress of grievances by staff and students . Online grievance form is available to ensure redress of the issues. Staff and students have the Facility of e issuance of library book. On line Alumni registration form is available for the students. The college ensures the quality enhancement of Teaching Learning process through feedback system to evaluate teachers performance . Likewise evaluation by parents is also available on the website.

## 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

We adopt the curriculum provided by Hemchand Yadav Vishwavidyalaya,Durg. The institution has developed a structured and effective implementation of the curriculum along with the vision and mission of our college. At the outset the principal of the college conduct meetings with various heads of the department to develop strategies for effective implementation of the curriculum. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentation, assignments, discussions, workshop and industrial visit besides the regular chalk and talk methods. We follow the academic calendar provided by the university. At the beginning of the academic session we prepare

an objective driven teaching schedule for the year and follow it in our teaching process. The college encourages its faculty members to participate in Orientation/Refresher course/Workshop/ Seminars/Faculty development programmes organized by affiliated university in order to upgrade their knowledge and to improve their teaching practices. The college provides text books and reference books and other materials like journal, magazines and teaching models to enable its teachers to have effective delivery of curriculum. The library committee conducts meeting and takes appropriate decision regarding the requirements and procurement of books. The teaching and laboratory plans are approved by (HOD) at the starting of the academic session. The course files are evaluated by Dean of academics with the help of concerned subject teacher and HOD. The examination cell along with Dean of Academics monitors the academic activities on a regular basis, to ensure the execution of time- table and academic calendar. The academic performance of students is continuously monitored and evaluated through Unit Tests, Half-Yearly and Model Exam both for UG and PG programmes. The system has been structured to help maintain uniformity, transparency, academic standard and quality for delivering the curriculum and assessment of the students' performance.

#### 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
NIL	Diploma in Elementary Education (D.El.Ed)	15/12/2017	398	Yes	Yes

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
MA	Psychology	27/05/2017
<a href="#">View File</a>		

#### 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
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	74

### 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
Traffic Rules Awareness program	31/07/2017	70
Conducted Yoga classes for female hostlers	16/08/2017	10
Eco Friendly house	30/08/2017	50

plants		
Programme on Third Gender rights	28/09/2017	179
Workshop on self-defense especially for girl students	13/02/2018	220
<a href="#">View File</a>		

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Project	41
BA	Field Work	24
BA	Project	15
BEd	Internship	86
BEd	Internship	46
BSc	Project	9
BSc	Project	1
BSc	Project	6
<a href="#">View File</a>		

### 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)

<p>Feedback Obtained</p> <p>A structured feedback questionnaire is prepared for all the stakeholders and their feedback is taken at the end of each academic session. Feedback from regular students and teachers are taken at the end of the academic year. Students' feedback is filled by both UG and PG Students. Feedback on the teaching-learning process is received from students based on a structured questionnaire framed and approved by the IQAC of this college. The received feedback is then analyzed by the IQAC and forwarded to the Head of the institution with necessary suggestions. Teachers provide informal as well as formal feedback to the head of the institution on different areas related to academics, administration, infrastructure and other facilities related to the college. Feedback is also collected from parents and alumni during the meetings conducted at the department level. The feedback collected from all stakeholders is analyzed thoroughly by IQAC and the different areas where improvement is needed are discussed by IQAC and principal with respective committees or departments before it is incorporated in the working policy of the institution. Follow-up actions regarding implementation of suggestions given by stakeholder are also regular practice in our Institution.</p>
--



## 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
MSc	Biotechnology	15	13	6
MSc	Botany	30	38	26
PGDCA	Computer Application	30	46	29
BEd	Education	100	110	89
BA (Journalism)	General	30	20	17
BBA	General	60	98	60
BCA	General	30	43	30
BA	General	60	75	49
BCom	General	400	580	398
BSc	General	390	575	308

[View File](#)

### 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
2017	2102	295	75	48	48

### 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
77	4	7	1	Nil	Nil

[View File of ICT Tools and resources](#)

No file uploaded.

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

St. Thomas College offers highly-efficient Mentoring system through which a group of students are assigned to a faculty member at the commencement of the program. Mentors meet their students and guide them with their studies and extracurricular activities. They also provide advice regarding academic and personal issues. The mentors act as guides to the students during preparation of projects. The mentoring system ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful career. Our institution has an integrated monitoring system where the faculty acts as a link between the students and the institution and perform the following

- There is an academic advisor who is in charge of each section. Class Advisors are assigned to monitor and guide students
- Mentors are assigned to monitor and guide students all

through the years. • Parent teacher meetings (PTM) are arranged, Class Advisors coordinate with the parents regarding the progress of students. • Departmental meetings are organized periodically for the reviewing of proper implementation of the system. • STAP classes are scheduled for the weaker section of students and for doubt clearing. It enhances the students' confidence and helps them to set higher goals and ultimately guiding them to achieve higher levels. • Psychosocial support at the time of need. • Internal Examination are scheduled by this we are advising and supporting the students for the improvement in academic performance. • Coaching classes are arranged for the girls' hostel of our college campus. This process can help develop individual students across a wide range of needs and can benefit them on a personal level, to boost confidence, improve work performance in academic. • Grievance redressal cell attempts to address genuine problems and complaints of students whatever be the nature of the problem. • Mentors always keep track of the mentees' performance throughout the tenure • Mentors communicate with fellow faculty and promote mentees at the time of difficulty/opportunity to help them develop further in their areas of interest • The guidance and counselling cell provides advice and counselling to the students regarding their personal and educational issues Benefits of a Mentoring system • Enhances the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels. • Individual recognition and encouragement. • Psychosocial support at the time of need. • Routine advice on balancing of academic and professional responsibilities. • Mentors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments. • Students get access to a support system (Mentors) during the crucial stages of their academic, professional and intellectual development. • Students get an insider's perspective on navigating their career in the right channel. • Students get an exposure to diverse academic and professional perspectives and experiences in various fields

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2397	75	1:32

## 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
75	75	Nil	23	38

### 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
2017	Mr. Chandan Pandurang Dekate (International level)	Assistant Professor	Painting selected at Nord Art 2017, Germany.
2018	Dr. Jayshree Balasubramanian	Assistant Professor	Successful co-ordination of "Youth Spark Competition" organized by Chhattisgarh Yuva Aayog.
2018	Dr. Bhuvana Venkatraman (Dept of Commerce)	Assistant Professor	Shashakt Nari Samman (Social work), parvat Foundation , Bhilai

[View File](#)

## 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	1.2	II	09/05/2018	25/08/2018
BA	1.1	I	11/05/2018	31/08/2018
BA	1.3	III	09/05/2018	17/08/2018
BBA	2.1	I	08/01/2018	18/04/2018
BBA	2.2	II	03/07/2018	25/10/2018
BBA	2.3	III	08/01/2018	12/04/2018
BBA	2.4	IV	02/07/2018	24/11/2018
BBA	2.5	V	08/01/2018	10/05/2018
BBA	2.6	VI	03/07/2018	12/08/2018
BCA	3.1	I	16/04/2018	02/07/2018

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the modalities of conducting the continuous internal evaluation (CIE) as prescribed by Hemchand Yadav University, Durg, Chhattisgarh. Application of internal evaluation methods varies from subject to subject and course to course. Faculty members use conventional and innovative ways of evaluation. Following methods of internal evaluation are practiced in the college: 1) TEST AND EXAMINATION Unit test, half yearly and model examinations are conducted for UG classes(Annual pattern) and model examinations are conducted for semester courses and PG classes. 2) INTERNAL ASSESSMENT FOR UG CLASSES Weightage of 10 marks of the annual examination of Hemchand Yadav University Examination is given to internal assessment which is considered from the marks obtained in half yearly examination, in each subject, as per the regulations of the University. The internal marks are sent to the University. 3) SESSIONAL MARKS FOR PRACTICAL EXAMS 20 marks of Practical examination are given as sessional marks, based on the performance of the student in the lab, regularity of practical work, preparation of practical record, project work, etc,. 4) INTERNAL ASSESSMENT FOR PG CLASSES Internal assessment for PG classes are done by following methods A) Assignments B) PPT C) Project work Field work D) Poster presentation E )Group discussion F)Participation in class Continuous evaluation helps to improve regularity of students and active participation in classroom activities. Such activities help in overall development of the student and also help to develop interest in the concerned subject. Each department works out the details of how the CIE will be carried out for each subject, taking care of the learning objectives of each paper, as it is a method of assessing whether learning outcomes for various subjects are being achieved. It provides an opportunity to evaluate the teaching strategies and methodologies.

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

St. Thomas College, Bhilai, adheres to the academic calendar and examination schedule of the Hemchand Yadav University, Durg, with regard to the conduct of CIE. All information pertaining to the academic calendar, scheme of examination and evaluation are available in the University and college website. This

information is clearly conveyed to the students during the college and departmental orientation programmes. Notices and circulars about the evaluation process are displayed prominently on the college notice boards. Internal Quality Assurance Cell and Examination cell has been constituted to check, control and maintain the quality of curricular activities in the institution. They also ensure the adherence to the academic calendar of the University related to the CIE. An internal academic calendar has been charted out specifying the subject wise and course wise time-tables, monthly teaching schedule and internal evaluation schedules and the same have been uploaded in the college web site also. A schedule of academic activities are prepared department wise also and displayed in the notice board and college website. before the commencement of the session the academic advisors of different departments and conveners of different committees prepare an activity calendar to be followed by the respective departments and committees.

## 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.stthomascollegebilai.in/program-outcome/>

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
13	MSc	Botany	8	8	100
12	MSc	Biotechnology	7	7	100
11	MCom	General	24	24	100
9	MA	Economics	5	5	100
1	BA	Psychology, Economics, English	15	15	100
2	BBA	General	43	43	100
3	BCA	General	16	14	87.5
5	BCom	General	299	270	90.3
6	PGDCA	General	29	25	86
7	BSc	General	99	96	96.9

[View File](#)

## 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)

NIL

## 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
Nil	365	CG COST	375000	170000
<a href="#">View File</a>				

### 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
NA	NA	

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
Enzymatic screening and anti bacterial potential of actinomycetes from forest soil of Bastar, India.	Priyambada Singh	International Institute of Engineers and Researches	03/11/2017	Enzymatic screening and anti bacterial potential of actinomycetes from forest soil of Bastar, India.
<a href="#">View File</a>				

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
NA	NA	NA	NA	NA	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

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

Name of the Department	Number of PhD's Awarded
Microbiology	1

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	Commerce	1	5.18
National	Psychology	1	2.68
National	Zoology	1	1.3
International	Biotechnology	1	0.41
International	Commerce	3	4.47
International	Zoology	1	6.39
International	Computer Science	2	3.7

International	Microbiology	5	2.19
<a href="#">View File</a>			

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
Biotechnology and Microbiology	1
Commerce	1
<a href="#">View File</a>	

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
A Study of Degenerating Emotional Maturity in the Aged adults due to Financial Insecurity	Debjani Mukherjee	Journal of Psychological Research	2017	2	St. Thomas College, Bhilai	Nil
Direct Rhizogenesis, Phytochemical analysis and antimicrobial activity of Bryonia laciniosa	Ujjwala Supe	International journal of advances in science engineering and technology	2018	3	Dept of Biotechnology, St. Thomas college, Bhilai	Nil
Effect of Sucrose, Agar and pH on Invitro plant regeneration of Bryonia laciniosa	Ujjwala Supe	Flora Fauna	2017	3	Dept of Biotechnology, St. Thomas college, Bhilai	Nil
Alzheimer: A disease of brain	Ujjwala Supe Jayant Supe	International J of Engineering and Creative Science	2018	3	Plant Tissue Culture Laboratory, St. Thomas College, Bhilai	Nil

Lignocel lulolytic Fungal Isolation and Screening for their Laccase producing ativity	Bhuneshw ari Nayak, Rachana Choudhary MG Roymon	Indian J of Scientific Research	2017	0	Dept of Microbiolo gy, St. Thomas College, Bhilai	Nil
Isolation, Identifica tion and Partial Op timization of Novel X ylanolytic Bacterial Isolates from Bhila i-Durg region, Ch hattisgarh , India	V Shanathi MG Roymon	Iranian Journal of Biotechnol ogy	2018	3	Dept of Microbiolo gy, St. Thomas College, Bhilai	3
Review on current techniques in isolation and charac terization of Streoto myces from soil	Bhuneshw ari Sahu MG Roymon	Indian J of Scientific Research	2017	0	Dept of Microbiolo gy, St. Thomas College, Bhilai	Nil
Antibact erial activity of root of Senna alata from Ambikapur against standard MTCC strains	Pranita Sharma, MG Roymon Ranjana Sh rivastava	Indian J of Scientific Research	2017	0	Dept of Microbiolo gy, St. Thomas College, Bhilai	Nil
Antibiotic potential of soil Ac tinomycete s under influence of physical and nutrit	Priyambada Singh MGRoymon	Indian J of Scientific Research	2017	0	Dept of Microbiolo gy, St. Thomas College, Bhilai	Nil

ional parameters						
Assessment of Antibacterial and synergistic effect of T. Cordifolia ethanolic extracts with various antibiotics against three MTCC bacterial strains	Rashmi Zankyani M G Roymon	Flora Fauna	2017	0	Dept of Microbiology, St. Thomas College, Bhilai	Nil
<a href="#">View File</a>						

### 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
NA	NA	NA	Nil	Nil	Nil	NA
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	1	11	1	Nil
Presented papers	3	1	Nil	Nil
Resource persons	Nil	2	Nil	Nil
<a href="#">View File</a>				

## 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
INDEPENDENCE DAY CELEBRATION	NSS	1	45
SEVEN DAY SPECIAL CAMP	NSS	5	45
ENERGY CONSERVATION AWARENESS	NSS	1	40



POPULATION ISSUES: AWARENESS PROGRAM ON WORLD POPULATION DAY	NSS	2	26
INTERNATIONAL YOGA DAY	NSS	2	30
TREE PLANTATION	NSS NCC	3	60
CLEANINESS DRIVE	NSS	7	148
CANCER AWARENESS PROGRAM	NCC	2	35
BLOOD DONATION PROGRAM	NCC	2	25
AWARENESS FOR CASHLESS TRANSACTION FOR LOCAL PEOPLE OF RUABANDHA	NCC	2	30

[View File](#)

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
NCC	Representation in RDC Camp in Delhi, won cash price	37, Battlion, Durg	1

[View File](#)

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
NA	NA	NA	Null	Null

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
NA	0	NA	0

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

B.Ed. Internship Sem II	Teaching	Govt. Middle School, Ruabandha, Bhilai., Govt. Middle School , Risali, Bhilai., Govt. H.S School, Ruabandha, Bhilai., Govt. H.S School , Risali, Bhilai., St. Thomas Higher Secondary School, Risali, Bhilai.,	18/01/2018	17/02/2018	86
B.Ed. Internship Sem III	Teaching	Govt. Middle School, Ruabandha, Bhilai., Govt. Middle School , Risali, Bhilai., Govt. H.S School, Ruabandha, Bhilai., Govt. H.S School , Risali, Bhilai., St. Thomas Higher Secondary School, Risali, Bhilai.,	13/07/2017	11/11/2017	45
M.sc. Biot echnology Project work	Project	Enteric Virus Group- National Institute of Virology, Pune	01/12/2017	30/04/2018	1
REEP Activity Study of tree species planted in	Identifica tion of plants Species	Covenant Centre for Development, Madurai Branch Durg	04/01/2018	10/02/2018	26

the central avenue of Steel City, Bhilai					
BBA Sixth Semester Paper 5	Project	Bhilai Steel Plant	05/03/2018	31/03/2018	4
BBA Sixth Semester Paper 5 Project Work	Project	Steel Authority of India Limited [SAIL]	05/03/2018	19/03/2018	1
<a href="#">View File</a>					

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
Nitza Biologicals, Hyderabad (Dept of Microbiology)	01/02/2017	Research, Consultancy, Training and development	13
Covenant Centre for Development (Dept of Botany)	01/07/2017	Research, Education Extension Programs	37
<a href="#">View File</a>			

## 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
56778934	31307584.35

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 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 patially)	Version	Year of automation
NA	Null	NA	2021

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	23388	2483312	15	8036	23403
Reference Books	2258	296175	3	21728	2261	317903
Journals	45	70048	Nil	Nil	45	70048
CD & Video	266	Nil	Nil	Nil	266	Nil

[View File](#)

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
NA	NA	NA	Nil

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	109	58	50	11	0	6	18	2	0
Added	1	5	0	0	0	0	0	0	0
Total	110	63	50	11	0	6	18	2	0

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

2 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
NA	Nil

#### 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
2670000	1602124	840000	744236

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 college follows numerous procedures to maintain the facilities available to the students. Every year a particular budget is allotted to upgrade the laboratory, classrooms and library resources. Quotations are invited from different resource providers and purchased according to the costing and quality of materials. Practicals in laboratories are then done in batch wise manner for proper utilization of these resources under continuous monitoring of supporting faculty members. Computer laboratories are upgraded every year with different softwares as per need. Computers and other instruments undergo annual maintenance by service providers. The college also maintains a well defined library facility for students with both central and departmental library. According to the need the books are upgraded and new editions are purchased. About 30 research journals are subscribed by the institution to maintain and update the researchers working in the college. The college also provides unique Book Bank facility to students in which they can avail upto four books for the whole academic session apart from the normal issuing facility of 5 books for 15 days. The data of books is maintained by computer softwares to make it user friendly. The College gives due importance to sports activities as well and tries to provide the required facilities to the students. It is a matter of pride for the College that its students regularly win sporting laurels at International, National, State and University Levels. There is a well maintained play ground in the campus with the required facilities. The students are encouraged to participate in various tournaments and due consideration is given for admission to those students who have participated in National level sports events. Various scholarships and endowments are given to the students proving excellence in academics and sports.

<https://www.stthomascollegebhilai.in/iqac/maintenance-of-support-facilities/#toggle-id-2>

## 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	Fee Concession, Khandelwal Memorial Award and ST.Thomas Endowment Fund	67	466610
Financial Support from Other Sources			
a) National	SC, ST and OBC	96	565555
b)International	Abbey mathew memorial award Cultural and sports	8	40000

[View File](#)

#### 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 implemetation	Number of students enrolled	Agencies involved
Remedial coaching	05/03/2018	26	Hindi Department
Remedial coaching	16/08/2017	32	Microbiology and Biotechnology Department
Remedial coaching	24/07/2018	17	Psychology

-PG			Department
Soft Skill Development (Short Term Certificate Course)- Batch 1 : UG	11/08/2017	19	Language Lab
Soft Skill Development (Short Term Certificate Course)- Batch 2 : PG	05/02/2018	20	Language Lab
Remedial Coaching	12/08/2017	56	English Department
Remedial coaching	07/08/2017	18	Maths and Computer Sc Department
Remedial coaching	10/08/2017	15	Computer Sc. Department
Remedial coaching	27/01/2018	13	Economics Department
Remedial coaching -UG	01/08/2017	32	Psychology Department
<a href="#">View File</a>			

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
2017	CAREER IN SKILL DEVELOPMENT (TISS UG)	Nil	200	Nil	Nil
2017	CAREER IN SKILL DEVELOPMENT (TISS PG)	Nil	120	Nil	Nil
2017	PG Department of Microbiology & Biotechnology - Orientation Program on CSIR / UGC / NET Exam Preparation AUGUST 21	24	Nil	3	Nil
2018	English	21	Nil	1	Nil

Department -  
Alumni  
Interaction  
on the topic  
related to  
NET and SET  
preparation  
and online  
access to  
study  
material  
APRIL 9

[View File](#)

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
9	9	15

## 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
NAYIDUNIYA	41	2	NA	Nil	Nil

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	22	B.Sc.	Physics & Electronics	Pt. R.S.S.Uni., Raipur, Bhilai Mahila Mahavidyalya Govt.V.Y.T.P G College, Durg, Kalyan Mahavidyalya, Bhilai	M.Sc
2017	9	B.Sc. Micro-Biology	Micro-biology	STC, Bhilai, Gitam Uni., Vizag, STC, Bhilai,	M.Sc. Bio-Technology, M.Sc. Food Technology
2017	8	B.Sc. Bio-Technology	Bio-Technology	STC, Bhilai, Mysore Uni., Gulbarga	M.Sc. Bio-Technology

				Uni., PRSSU- Raipur	
2017	2	M.Sc. Bio-Technology	Bio-Technology	CDRI, Lucknow, NBRI, Lucknow,	Ph.D, Bio-Technology
2017	8	M.Sc. Botany	Botany	JNU-New Delhi, GGU-Bilaspur	B.Ed., Ph.D
2017	18	B.Sc. Botany	Botany	GGU- Bilaspur, PRSSU- Raipur, JNU- New Delhi, Nagpur Uni., Bangaluru Uni., Jaipur Uni.	M.Sc. Bio-Science, Bio-Technology, Life-Sciences
2017	1	B.Sc. Biology	Zoology	Biju Patnaik Uni. of Technology, Bhubaneswar	M.B.A.
2017	1	B.Sc. Biology	Zoology	Banasthali Vidyapeeth, Rajasthan	M.B.A.
2017	1	B.Sc. Micro-Biology	Zoology	Pt. R.S.S.U. University, Raipur	M.Sc. Chemistry
2017	1	B.Sc. Micro-Biology	Zoology	Padmashree Ins. Of Manag. Science	M.Sc. Micro-Biology

[View File](#)

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
NET	4
SET	4
SLET	1
Civil Services	1
Any Other	4

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Basket-ball Tournament 4	Inter-Collegiate	72

[View File](#)

### 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Gold Medal	National	5	Nil	STC/2015 /958, STC/ 2015/602, STC/2017/2 40 STC/201 7/258 STC/ 2016/942	Yashi Yogi, Priyam Singh, Jugal Patel Harsh Hirwani Harshai Bhojar
2017	Gold Medal	National	4	Nil	STC/2017 /1141 STC/ 2017/1115 STC/2015/4 54 STC/201 6/371	Pankaj Pandey Krishna Pandey Prakash Kumar Parag Baliyam
2017	Shaheed Pankaj Vikram Puruskar	National	1	Nil	STC/2015 /061	C.Mohan. Kumar
<a href="#">View File</a>						

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

St. Thomas College promotes and reinforces the democratic values and principles amongst the students. Students' Union stands to solve the problems faced by the students in Colleges. The College conducts Students' Union Elections as per the ordinance issued by clause (XXI) of section 37 of the Chhattisgarh Vishwavidyalaya Adhiniyam 1973. The Principal of the College, Dr. M. G. Roymon is the patron of the Students' Union Council and Dr. Debjani Mukherji is the Prof. In Charge of the Students' Union Council. The Council comprised of the following:- 1) President :- Ms. Simran Wadhavan (M.Sc. Micro Biology - IV Sem) 2) Vice President:- Ms. Manisha Chandra ( M.Sc. Chemistry - II Sem) 3) Secretary:- Ms. D. Shristy (BCA Part - III) 4) Joint Secretary:- Ms. Archita Shrivastava (B.Sc. Part - II) 5) Cultural Secretary:- Mr. Shubham Bhusari (B.Com. Part - III) 6) Sports Secretary:- Mr. Jeshal Gohil (PGDCA) The oath taking ceremony of Students' Union Council took place on 22nd September, 2017. Shri Shashi Mohan Singh (Additional Superintendent of Police, Bhilai City) was the Chief Guest of the occasion. The College administrator Very Rev. Fr. George Mathew Ramban graced the occasion with his blessings .The office bearers and the class representatives took oath of confidence. Principal of the College Dr. M. G. Roymon administered the oath. An educational tour to Haridwar to Nainital of 8 days dated from 15th January to 23rd January, 2018 was organized by the Students' Union Council of St. Thomas College.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

? Meeting-1 (13.07.2017)- Agenda-"Proposal for Registration of Alumni Association " ? Meeting-2 (17.07.2017)-Agenda-" To prepare data base of Alumni" ? Meeting-3 (14.08.2017)-Agenda-" Arrangement for Pre-NAAC Alumni -Meet" ? Meeting-4 (21.08.2017)-Agenda- " Discussion regarding Alumni Activities" ? Meeting-5 (23.08.2017)-Agenda-" Final Preparation and Arrangement for Pre-NAAC visit" ? Meeting-6 (27.09.2017)-Agenda-" Review meeting after NAAC visit"  
ACTIVIES OF ALUMNI: Alumni interaction was done by department of Education on 27.09.2017 in which Jibin Johnson of 2015-17 batch interacted with the students of 2017-18 batch. The theme of interaction session was "Qualities of a Good Teacher" Alumni interaction was done by department of Education on 07.11.2017 in which Ashwin .S.John of 2015-17 Batch interacted with the students of 2017-18 batch. The theme of interaction was " The Role of a Teacher"

## 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)

• The college has well defined Management Structure. The Management Committee of the college regularly evaluates and reviews the functioning of the academic and administrative functioning of the College. Faculty members are made representatives of various committees nominated by the staff council, in the Governing body, IQAC and other cells. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. The internal examination of the college (as per the university schedule) and university examination are monitored by the examination cell. President of the students union is the member of IQAC. Functioning of different office bearers of students union (vice president, cultural secretary sports secretary) further reinforces decentralization. • All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the staff council. Regular meetings are convened amongst the management members, principal, faculty and the students for implementing action plans. The heads of departments take decisions regarding academic innovations and other activities for students' overall development in consultation with the members of staff. Suggestions of non-teaching staff are also considered while framing policies or taking important decisions.

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
Admission of Students	The college has a transparent procedure for admission with students

being selected strictly on merit basis. A selection committee is constituted, with Principal as the chairman and heads of the concerned department as the members. Counselors are appointed for various streams who help students at the time of admission. The college strictly follows the rules laid down by the Hemchand YadavVishwavidhyalaya, Durg, C.G to ensure transparency of the admission procedure. Online application forms are filled by the candidates. Duly filled application forms are sorted and list of selected candidates is published accordingly. The college follows norms laid by the Higher Education for the admission of SC,ST,OBC,Minority, NCC, NSS, sports candidates those excelling in cultural field. Relaxation in admission criteria is given to the above-mentioned categories of students.

Industry Interaction / Collaboration

- Industry Experts / representatives are invited to be member of the governing Board and IQAC. Their suggestions are sought and implemented.
- Several departments carry out industrial visits as part of the curriculum to improve employability skills of the students.
- Institute has established good industry relationship and many companies visit the campus for placement.
- Corporate experts are invited to deliver lectures and train the students.
- The Microbiology and Biotechnology Department has collaborated with NitZa Biologicals to provide training in molecular biology and bioinformatics.

Research and Development

Committee for Promotion of Research Activities was initiated with the objective to promote and elevate the quality of education and to facilitate PG students and faculty to do research in their area of interest. The institution has a vigorous publication programme and it actively encourages the faculty, scholars and students to publish in various academic forums. The committee organizes workshops and interdisciplinary talks to promote the culture of research among faculty, research scholars and students Faculty members are motivated to submit minor /major project proposals to various funding agencies like UGC, CCOST etc. Collaboration of faculty/institution

with institutes individuals with high research experience is encouraged. Projects and dissertation of the UG and PG students are guided by the faculty members.

Examination and Evaluation

- The academic performance of the UG students is evaluated through two-unit tests, half yearly and model exams. PG students' performance is assessed by 2 internal tests, model exams and assignments.
- Internal Marks for both Undergraduate and Post Graduate students is given on basis of the academic performance in internal exams conducted by the college
- Answers are discussed and performance card is sent to the parents through post.
- Evaluation and feedback by subject faculty is forwarded to the academic advisor.
- 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 move from the factual to the conceptual, to integrate technology in conceptual questions to offer new solutions.

Curriculum Development

- The college follows the curriculum designed by Hemchand Yadav Vishwavidyalaya, Durg, CG and Kushabhau Thakre Patrakarita Avam Jansanchar Vishwavidhyalaya, Raipur, CG
- Some faculty are members of Board of Studies of Hemchand Yadav Vishwavidyalaya, Durg, C.G. and Kalyan PG College, Bhilai.
- Teachers participate actively in framing the proper execution of the syllabus.
- The applied aspects of the curriculum are stressed upon and field work projects related with the topics of the curriculum are encouraged.
- Teachers are encouraged to add recent information about the topics in the syllabus to make teaching more relevant to the current situation.

Teaching and Learning

- Regular meetings of academic council of the college are called by the principal.
- Monthly and weekly schedule is prepared by all the faculty members.
- Calendar for each academic session is prepared including details of all curricular activities, term-wise allocation of the syllabus and schedule of unit tests, half yearly and model examination.
- The knowledge base of faculty members is upgraded by enrolling them for orientation and

refresher programmes. • Technology enabled teaching learning process like use of LCD projectors is practiced in all the subjects. • Industrial visits/study tours and field visits are organized to give practical knowledge of theoretical concepts. • Feedback to improve teaching practice is taken from students, parents and alumni.

Library, ICT and Physical Infrastructure / Instrumentation

Library: • Fully automated library with integrated multiuser library management system. • Book bank facility for SC/ST/ OBC/ minority students • Journal subscription ICT: • 15 computers with internet are available for the students in digital library • INFLIBNET is also available. • Auditorium and seminar hall with modern facilities provided for audio visual classes • Wi-Fi is available in the campus Infrastructure/instrumentation: • 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 students and tobacco plastic free campus • Annual budgetary allocation is made available to each department for purchasing new instruments, consumables and its maintenance. • Well-equipped gymnasium

Human Resource Management

• Faculty members are provided opportunity for their professional personal growth through participation in refresher courses, orientation courses faculty development programmes. • HR policy is oriented towards ensuring health, safety well-being of employees at work. Female members are given full support during their pregnancy. • The Heads of Departments with the Principal as chairman constitute various committees for planning, coordinating and monitoring various activities of the college including training of the teaching and non-teaching staff. • Establishment of grievance redressal cell, anti-ragging committee, sexual harassment committee

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

E-governance area	Details
Planning and Development	• Sending centralized e-mail, notices and important information from

	<ul style="list-style-type: none"> <li>university • Sending centralized e-mail regarding notices issued by government authorities</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Uploading weekly and monthly schedule</li> <li>• Biometric attendance system for staff members</li> <li>• Uploading the academic calendar with details of all the academic and co- curricular events</li> <li>• Installing surveillance cameras in college campus</li> <li>• Webmail on college website</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Online salary payment</li> <li>• Using RTGS NIFT for making payment to external agencies</li> <li>• Online collection of tuition fee of the students</li> <li>• Online tax payment computerized system for handling other financial transactions</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• Online admission system</li> <li>• e prospectus giving details of courses offered, departments, facilities</li> <li>• Online grievance form</li> <li>• e issuance of library books</li> <li>• Online alumni registration feedback system</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Online filling of examination form</li> <li>• Online notification regarding dates practical exams university exam related information</li> <li>• Soft copy of marks of the students submitted to the Examination Cell of the college</li> <li>• Online notification of university exam timetable</li> </ul>

### 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
2018	NA	NA	NA	Nil
2017	NA	NA	NA	Nil
No file uploaded.				

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)
2017	Workshop on Work	NIL	05/07/2017	05/07/2017	28	Nil

	life Balance					
2017	NIL	Training on Stress and Time Management	05/10/2017	05/10/2017	Nil	23
<a href="#">View File</a>						

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
UGC sponsored Orientation Programme on-Value Education	1	22/12/2017	18/01/2018	28
Faculty Development Programme on Promotion of Startup and Development of Entrepreneurial Skill by DST-NIMAT	1	04/12/2017	17/12/2017	14
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
72	72	25	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Provident Fund</li> <li>• ESI</li> <li>• Maternity Leave</li> <li>• Fee concession for wards</li> <li>• Housing</li> <li>• Interest free personal loan and advance payment schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Provident Fund</li> <li>• ESI</li> <li>• Maternity Leave</li> <li>• Fee concession for wards</li> <li>• Housing</li> <li>• Interest free personal loan and advance payment schemes</li> </ul>	<ul style="list-style-type: none"> <li>• State and Centre Scholarship Schemes</li> <li>• Scholarship schemes by different agencies.</li> <li>• Fee concession for needy students by the college management.</li> <li>• Grievance redressal.</li> <li>• Training and Placement</li> <li>• Guidance and Counselling</li> <li>• Sick room with first aid facility.</li> </ul>

## 6.4 – Financial Management and Resource Mobilization

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

The college is a self -financed institution. It is run by the St. Thomas Mission, Kailash Nagar, Bhilai. The amount generated through the fees is audited internally by the St. Thomas Mission. The external audit is conducted



by a Chartered Accountant firm named B. Vishwanath and Company.

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
Mr. Khandelwal and Abby Mathew	41500	Encouraging students excelling in academic, sports cultural activities
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0

## 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	No	NIL	Yes	IQAC
Administrative	Yes	B. Vishwanath and Company, Akash Ganga Supela, Bhilai (C.G)	Yes	St. ThomasMission, Kailash Nagar, Bhilai, (C.G)

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

- Regular Parent -Teacher meeting is held to discuss their wards performance and attendance in the class.
- Queries of the parents related to career options for every course is attended and maximum support is rendered by the concerned department, Training and Placement Cell, Guidance and Counselling Cell to channelize their wards in right direction.
- Parents actively participate in celebrating important events organized by the respective departments, awareness programmes organized by the college and annual day celebrations.
- Parents providing music and dance lessons collaborate with the college by sharing their expertise during the cultural events.

6.5.3 – Development programmes for support staff (at least three)

- Orientation Programme
- Digital India Drive - towards a more digital Economy
- Swachh Bharat Abhiyaan
- SVEEP
- Financial app awareness by SBI

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Strengthening IQAC by promoting academic reforms
- Opening new courses
- Rooftop solar panel installation

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
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
2017	Workshop on Work Life Balance for Adhoc Staff -by IQAC and Guidance and Counselling Cell	05/07/2017	05/07/2017	05/07/2017	28
2017	Traffic Awareness Programme by Traffic Police Academy - C.G	31/07/2017	31/07/2017	31/07/2017	100
2017	Promoting awareness on effect of drug abuse	04/08/2017	04/08/2017	04/08/2017	120
2017	Short Term Communication Skills Certificate Course for U.G students	11/08/2017	11/08/2017	29/09/2017	29
2017	Orientation Programme on CISR/UGC/NET Exam preparation	21/08/2017	21/08/2017	21/08/2017	24
2017	Workshop on Bioinformatics and the Way Forward	06/09/2017	06/09/2017	11/09/2017	25
2017	Awareness regarding the acceptance of Third Gender	28/09/2017	28/09/2017	28/09/2017	179
2017	Training on Stress and Time Management for non - teaching staff	05/10/2017	05/10/2017	05/10/2017	23
2017	Students Exchange Program with	06/11/2017	06/11/2017	06/11/2017	78

	UG students of St. Thomas College, Nagaland				
2018	Workshop on Self Defence	13/02/2018	13/02/2018	13/02/2018	220
<a href="#">View File</a>					

## 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
Awareness regarding the acceptance of Third Gender	28/09/2017	28/09/2017	145	34
Workshop on Self Defense especially for girl students	13/02/2018	13/02/2018	164	56

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
74.43

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Braille Software/facilities	Yes	1
Rest Rooms	Yes	119
Scribes for examination	Yes	2
Special skill development for differently abled students	Yes	2

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
2017	1	1	13/10/2017	01	Donation	Mid-Day meal of 7	37

					to Akshay Patra	students for one year under Unlimited food for Education	
2017	1	1	06/02/2018	01	Enhancement of pronunciation through Phonetics in Govt. Primary School, Ruanbandha	Posters on phonetic drill presented	25

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Induction Programme	02/07/2017	The code of conduct for students is published in the college prospectus. It contains information regarding standards of conduct, consequences for misconduct and procedures for administering discipline. It will uniformly apply to all learners while they are on the college premises, representing it in other institutions participating in its off-campus activities. The rules and regulations of the college are notified to the students on the day of induction. Regular monitoring is done by all faculty members to foster a safe and ethical learning environment. The code of professional ethics of the college is in accord with UGC regulations the same is notified to the teachers through their service agreement for adherence.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2017	15/08/2017	243

AIDS Awareness Day	01/12/2017	01/12/2017	29
Republic Day	26/01/2018	26/01/2018	276
National Science Day	26/02/2018	28/02/2018	96
World Poetry Day	22/03/2018	22/03/2018	25
World Theatre Day	23/04/2018	23/04/2018	25

[View File](#)

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Reuse of waste water from distillation units in the life sciences department
- College installed 50 Kw Capacity of Grid Connected Solar PV Power Plant
- Installing LED lights in labs and class rooms
- Cleanliness drives conducted
- Tree Plantation in the college premises by NCC and NSS volunteers
- Collection of wet waste from hostel by Nagar Nigam

### 7.2 – Best Practices

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

1. Title of the practice: Creative Development Periodicals 2. Goal: The initiative aims to tap into creativity of students let them reap its benefits for their academic personal development. Creativity will let them to engage with the world without being judgmental. It will give them freedom to take risks, try new things overcome inhibitions in a healthy way. It will enhance their self-awareness in the sense that self-expression will get better when adequate time energy are invested in developing one's own ideas. Learning to trust one's instincts will boost their confidence raise self-esteem. 3. The Context: In recent times, the job market has evolved in terms of career opportunities and work culture. Employers prefer a creative employee who can come up with innovative ideas for the growth of the company not just someone with a specific skill set. Jobs that involve creativity skills are also more future-proof as they are difficult to be replaced by robotics or computers. Creativity innovation have become one of the top strategic priorities in organizations. Most of the big companies around the world practice the "20 rule". They encourage their employees to keep aside 20 of their daily work schedule to explore new ideas. 4. The Practice: St. Thomas College understands the importance of study life balance for students and how a creative outlet can help in building social values ethics among them. It believes that the very first steps in strengthening creative skills are to recognize them, understand them celebrate them. It publishes an institutional magazine SANTHOMIAN that provides a platform for the budding talents to showcase their creative skills. It lets them voice their opinions express themselves in a manner that is respectful, thoughtful impartial. The editorial team for the magazine includes a student editor who not only coordinates with students interested in getting their creations published but also assists the faculty members in short listing, editing proofreading the submissions. Being involved in magazine work directly or indirectly, they learn the ethical imperatives of editorial activity like for instance facts are to be distinguished from opinions, voicing an opinion does not equate to belittling someone, evidence is to be weighed before reaching to a conclusion etc. This helps them in understanding the meaning importance of objectivity. Working along with their teachers, they learn to present their ideas in an unbiased manner be able to meet deadlines

effectively without reeling under the pressure of time constraints. Exploration channelization of creative urges of students in the college is not just limited to the annual college magazine. They are let to blossom naturally through other forums as well. Students learn to appreciate diversity, respect differences, value ideas of others get inspired through wall magazine Boutonniere and newsletter Elite that exhibits artworks also. Apart from the in-house periodicals, college gives the opportunity to students to share their creative write-ups with Darpan, the quarterly magazine of MGM fraternity.

5. Evidence of success: Being a part of college magazine as editor or contributor was no different. The students of the college were allowed to make creative editorial judgements under the guidance of faculty members. This empowered them to challenge the status quo constructively in their writings also sharpened their skills of decision making. . This proved particularly useful in debate extempore competitions wherein the participants are expected to think communicate under pressure. The creative minds of the college were efficient when it came to ideating, defending one's standpoint and thinking on the feet. Their convincing candour not only impressed the judges but also disarmed their opponents. Young writers find their first exposure through the medium of college magazines only. Two students of the college have successfully published books of their poems. Their regular submissions not only kept the creative juices flowing but also improved their writing skills. Appraisal by peers teachers alike inspired them to dip their oars into the turbulent waters of emotions sail it to the shore of publication.

6. Problems encountered and resources required: The resources required for publishing college magazine include editing software design software photo-editing software printing facility articles, poems, photos, sketches paintings adequate budget to cover printing costs and last but not the least manpower-editors, proofreaders, coordinators contributors (poets, writers, photographers, painters). The enthusiastic participation of students every year is proof enough of the success of the college magazine, but it was not without surmounting some obstacles. (i) Though prior notice was circulated for magazine submissions every possible care was taken by the editorial team to incorporate them all in the final draft, late submitters complained of being left out. (ii) Some students considered editor's suggestions for changes to be judgemental. (iii) Some hesitated to share their creative ideas with others. (iv) Some reacted negatively when they were enquired about the originality of their submissions.

1. Title of the Practice : Communicative English Short Term Certificate Course

2. Goal : 1. Importance of English language - Students are made to realise how important it is to have a command over the English language and how it would help in their future endeavours. 2. How to deal with everyday situations - Students are not encouraged to speak any other language other than English in the classroom. They are put into different scenarios and converse accordingly. 3. Body language - Students are also taught how body language plays a very important role in showing confidence and how that improves one's confidence in speaking. 4. Enhancing the four language skills - Communication involves a huge repertoire of intrapersonal and interpersonal skills including listening, speaking, reading, and writing .These four skills help the students to improve their command over English Language. Students learn to frame sentences, use proper words in conversation, pronunciation of different words, how to speak in a correct form and for correct usage. 3. The context that required the initiation of the practice The short-term certificate course was initiated for students to improve their confidence in a second language - English. The college caters to students both from rural and urban areas of India. Being bilingual students lack proficiency in English and one of the objective of initiating Short term Certificate Course in Communicative English is to provide a platform for the student to gain knowledge about the effective English communication. One of the problems encountered by the English language teachers was, how the students, in spite of having a good vocabulary and control in

grammar, tend to lack confidence in framing sentences for everyday conversations. Thus this Short Term Certificate leads to increased students learning competencies to converse, communicate and think fast . 4.The Practice The P.G. Department of English has a well equipped ETNL laboratory to enhance the language skills of the students. In order to make students of both UG and PG proficient in English and globally competent , a three months training is given to the students based on the ETNL module which includes phonetics, parts of speech, letter writing , Group Discussion , public speaking, Tips for competitive exams like IELTS, TOEFL, GMAT etc. This short-term certificate course is held for duration of 3 months (120 hours ) for both U.G and P.G students.

1.Watching real life examples - It is important for the students to get an idea as to how people actually speak and converse in daily life situations and so they are exposed to videos and asked to analyse them and try imitating what they saw. 3.Imitating real-life scenarios - The students are made into groups and given real life scenarios to deal with. From group discussions to presentations to debates, students make sure they get comfortable with the second language and are confident enough to speak their mind no matter where they go. 4.Phonetics Practice- In order to improve pronunciation a proper practice module on Vowels and Consonant module is included for the students. This also emphasises on the pitch , intonation , syllable etc. 5. Obstacles Faced if any and strategies adopted to overcome them

1. Language barrier -Students take time for transition from their mother tongue to English. Impact of regional dialect can be brought down only continuous practice of the given module. Sometimes the tutor has to slow down and use actions to depict what the instruction is. 2. Background of the students - Some students are from rural background and are too shy to speak in front of the other students .It takes a lot of time to break the communication barrier. Tutor has to begin from lower level and simultaneously take them to next level. 3. Translation trouble - Most students first think of what they are going to say in their mother tongue and then translate it to English. Students are motivated to speak without hesitation and not to think about the rules of grammar at the initial stage, while making sentences and choosing appropriate words .Conversational session is arranged between the students to develop the speaking skill.

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

<https://www.stthomascollegebhilai.in/igac/best-practices>

### 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

Digital Literacy Program at St. Thomas College, Bhilai Keeping in mind the vision of the college regarding capacity building of the students to face the challenges of the modern world with a competitive spirit, St. Thomas College extends it further to include the pupils in the immediate vicinity. The definition of literacy underwent a change from ability to read write to that of comprehension. It has now evolved to digital literacy which encompasses ability to navigate the online space to access information opportunities. It has become a valuable tool for lifelong learning. Taking the spirit forward, the institution works towards empowering students to embrace the digital revolution. It joined in the Digital India campaign of the Government of India with the objective of taking the technology to the common man. It conducted digital literacy programs for school students in its local community. The college organized a digital literacy program "Learning with fun" for students of Government Middle School, Ruabandha. The program included classes on basics of computer followed by computer practical session. It included lessons on use



of basic computer applications- Word, Excel, E-mail, PowerPoint presentation, Notepad printer internet browsing skills-bookmarks, safe downloading browsing history maintaining files folders and basic handling of software hardware-antivirus, internet connection, downloading installing software. They were also made to understand the need for firewalls, security settings protection from spam malware. In addition to the activity on computer literacy focusing on enhancing the ability to use technology efficiently, students were taught how to use digital tools to create e-content access, share information and communicate in the digital space. The senior students gave useful tips to the youngsters about staying safe online and advised them not to share personal information, thus ensuring e-safety. They were also encouraged to think critically ethically while they are online. They were cautioned not to fall prey to fake news covert advertising and advised to act responsibly fight against cyber-bullying. They also suggested ways in which the school students could use technology to expand their learning opportunities. They motivated them to move beyond just Googling an answer and rather try to understand the reason behind it.

Provide the weblink of the institution

<https://www.stthomascollegebhilai.in/iqac/institutional-distinctiveness/>

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

• Workshop on Botanical illustration in order improves the students drawing skills. • Inter and intra department activities to be organized. • Research promoting activities • Provision of Smart Classes • Introduce new skill based short term courses The college has planned to conduct a workshop on botanical illustration in order to improve the drawing skills of students. The institution will reinforce interdepartmental learning wherein students staff members of different departments will work together in different domains, thus ensuring mutual beneficial results. Such collaboration will identify key learning opportunities, establish partnerships and share curriculum to promote improved student engagement through interdisciplinary education. The interdepartmental activities will also strive more towards honing the skills of the students related to their core courses together with boosting their capabilities in sports cultural arenas. It also seeks to conduct workshops, scientific seminars interactive sessions and develop research orientation inculcate unbiased inquiry aptitude among students and staff. It has chalked out plans for transforming the teaching learning process by setting up smart classrooms through which the teachers will access multimedia content for ensuring stronger background knowledge, better concept elaboration, improvement in reading skills higher retention levels by using experiential learning simulations. Plans are underway for introducing new skill based short term courses that will fill in the knowledge gaps of the students enhance their skill set, thereby providing them an edge over their peers. Such courses will boost their practical professional abilities in a short span of time. They will be able to road test their interests take appropriate decision regarding what career to embark upon which direction to head in.