

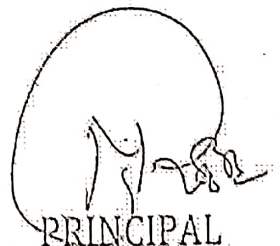
STC/Notice/2021/034

Dated : 16.08.2021

NOTICE

College Academic Council for the session 2021-22 of St. Thomas College, Bhilai is constituted as under:

1. Dr. M.G.Roymon - Chairman
2. Dr. Vinita Thomas - Vice Chairman
3. Dr. Mariam Jacob
4. Dr. James Mathew
5. Dr. Chanda Verma
6. Dr. Debjani Mukherjee
7. Dr. Shiny Mendonce
8. Dr. Sapna Sharma
9. Dr. Suja Varghese
10. Dr. Sheeja Varkey
11. Dr. Susan R. Abraham
12. Dr. Aparna Ghosh
13. Dr. Jyoti Bakshi
14. Dr. V. Shanthi
15. Mr. Kailash Narayan Verma
16. Dr. Jayasree Balasubramanian
17. Dr. Sheeja Thomas
18. Dr. Surekha Jawade
19. Mr. Amit Kumar Tamrakar


PRINCIPAL

I MEETING- 13 JULY, 2020 [MONDAY]

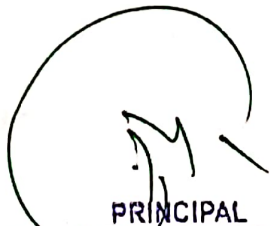
Agenda

1. Commencement of Final Year Exams
2. Admission Process

All HOD's and Computer Science Department Faculty

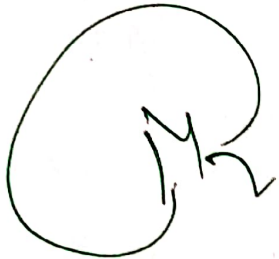
The meeting was presided over by Principal Dr. M.G.Roymonand the following points were discussed.

- First year students ofUG courses B.A, B.Com, B.Sc and B.C.A has to submit assignments for each subject for evaluating their internal marks.
- It was decided to give five questions of each subject of 5 marks each and all students have to submit the Answers through email or whatsapp.All department has to use their departmental mail for this purpose.
- The assignment has to be evaluated by faculty members and marks has to be given to each and every student who has filled the examination form. The list is available in control room as 1st year student had appeared for 1 paper of Annual exam before COVID-19 pandemic.No Students has to be left out or marked absent.
- The internal marks of first year and second year students has to be kept ready for uploading when the portal opens.
- It was decided whether the questions be sent through google forms.Computer Department faculty's help was taken.
- It was also decided that AAO [Mr. Shyjjusir] would send group SMS to all first and 2nd year students to communicate about the examination or admission process.
- Portal will be opened from 25th July to 31st July 2020, for uploading of internal marks.By 31st July 2020, the uploading of marks has to be completed.
- Assignment question paper to be submitted by 18th July 2020 to Dr. Mariam Jacob and Dr. Sapna Sharma for 2nd shift faculty and Dr. James Mathew and Dr V. Shanti for 1st shift faculty.
- By 20th July 2020,there is option for all &HOD's to revise the internal marks for 1st& 2nd Year students which they had already submitted.
- Valuation of Assignment has also to be done online and record has to be maintained in the respective Departments.
- If any problem arises from students then it has to be dealt with departmental Head continuously and their grievances has not to be ignored.
- Second year students marks are there with the university so an average marks would be given to 2nd year students by the university.Final year student has to give offline exam.


PRINCIPAL
ST. THOMAS COLLEGE, BHILAI
RUABANDHA, BHILAI (C.G.)

Attended By:

1. Dr. M.G Roymon-Chairman
2. Dr. Vinita Thomas –Vice Chairmam
3. Dr. Mariam Jacob
4. Dr. James Mathew
5. Dr. Chanda Verma
6. Dr. Debjani Mukherji
7. Dr. Shiny Mendonce
8. Dr. Sapna Sharma
9. Dr Suja Varghese
- 10.Dr. Susan R. Abraham
- 11.Dr. Aparna Ghosh
- 12.Dr. V. Shanti
- 13.Dr. Jayashree Balasubramanium
- 14.Dr. Surekha Jawade
- 15.Mrs. Smita Suresh Daniel
- 16.Mr. Santosh Miri
- 17.Mr. Shyju Thomas {AAO}

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II Meeting- 16th July 2020 [Thursday]

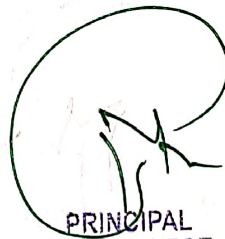
Agenda

- 1) Marks Uploading
- 2) Message from Administrator Father.

The meeting was presided over by Principal, Dr.M.G.Roymon and Administrator Rev. Father GeeVarghese Ramban.

The following points were discussed:-

- Principal Sir gave instructions to all HOD's that the assignment mark and Internal marks should be given maximum.
- No student should be marked absent.
- UG's 1st and 2nd year internal marks has to be uploading and assignment of 1st year students has to be uploaded.
- Administrator father insisted staff to wear Blazers on top of Sarees as new Dress code.
- Administrator father shared his concern of paying 6 Crore Rupees to BSP as lease rent.He said they are unable to pay and if BSP takes any action to shift St.Thomas College,Bhilai to CCET,Kailash Nagar.



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- 14.Dr. Jayashree Balasubramanium
- 15.Dr. V. Shanti
- 16.Mr. Kailash Narayan Verma
- 17.Dr. Sheeja Thomas
- 18.Dr. Surekha Jawade
- 19.Mr. Amit Kumar Tamrakar

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III Meeting - 28th August 2020 [Friday]

Agenda:

1) Commencement of Online Exam

All HOD and Additional HOD's meeting with Administrator Father.

The following points were discussed:-

- Online classes has to be commenced from 2nd September 2020 for all first years UG and BBA 1st semester, 3rd Semester and 5th Semester and PG 3rd Semester only
- Morning shift timing would be from 8 am to 1 pm
- 2nd shift timing would be from 11 am to 4pm.
- Requirements of ADHOC Staff were notified for all departments.
Botany-2 BBA-1
Maths-3 English-1
Chemistry-1 Economics-1
Physics-2 Microbiology-2
Computer-3 Biotechnology-1
BJAMC-2 Zoology-1

Induction Programme will be on 12th September 2020 from 11 am onwards.

Attended By

Dr. M.G Roymon - Chairman	
Dr. Vinita Thomas -Vice Chairman	
Dr. James Mathew	Dr. Chanda Verma
Dr. Debjani Mukherji	Dr. Shiny Mendonce
Dr. Sapna Sharma	Dr Suja Varghese
Dr. SheejaVarkey	Dr. Susan R. Abraham
Dr. Jyoti Bakshi	Dr. Jayashree Balasubramaniam
Dr. V. Shanti	Dr. Sheeja Thomas
Mr. Kailash Narayan Verma	Dr. Surekha Jawade
Mr.Amit Kumar Tamrakar	

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IV- Meeting- 10 November 2020[Tuesday]

Agenda:

- i) Online Classes
- ii) Student feedback Report
- iii) State planning Commission for projects
- iv) e-notes

The following points were discussed

- Registrar of Hemchand Yadav University has been given charge as modal officer for monitoring the online classes for Private colleges.
- Link for online classes should be send one day before.
- After completion of a unit, test should be conducted.
- Till December 2020, two units should be completed and by February 2021, 4 units should be completed for Annual pattern exams.
- Requirement of Library books and stationary should be given to Principal by Department Heads.
- e-pathshala should be referred for notes and conveyed to students.
- Weekly attendance should be submitted to office.
- Student feedback Report should be made.
- State Planning Commission for project can be referred.
- Datewise monthly schedule to be made by all departmental heads.

Attended By

Dr. M.G Roymon - Chairman	
Dr. Vinita Thomas -Vice Chairman	
Dr. James Mathew	Dr. Chanda Verma
Dr. Debjani Mukherji	Dr. Shiny Mendonce
Dr. Sapna Sharma	Dr Suja Varghese
Dr. SheejaVarkey	Dr. Susan R. Abraham
Dr. Jyoti Bakshi	Dr. Jayashree Balasubramanium
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Mr. Kailash Narayan Verma	Dr. Surekha Jawade

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Agenda:

- i) Online Classes
- ii) Activities of club/cells
- iii) IQAC works

The following points were discussed:

- Strictly follow the Academic calendar
- Annual pattern exams would be from April 2021[10/4/2021 to 30/5/2021]
- Last date for admission is 14th January 2021
- Practical Classes should be completed by 15th February 2021.
- Semester Classes to completed by 15th February 2021.
- Semester exams to commence from 15th March 2021.
- Annual exam to commence from 10/4/2021 to 30/05/2021.
- Result declared by 15/6/2021.
- Summer vacation from 16/6/2021 to 30/6/2021.
- Half yearly exam for U.G B.Com/BA/BCA/BSc should be completed by 15/02/2021 By January 31st Question paper to be submitted to shift incharges Dr. James Mathew &Dr. Mariam Jacob .
- Marks to be entered in online portal

Dr Debjani Mukherjee (IQAC co-ordinator) briefed about IQAC

- NAAC 2017-18 has been uploaded 2018-19 in progress.
- AQAR & SSR both documentation to be done separately
- All team members have to work in coordination. No refusal will be entertained.
- Office related documents need to be given by Principal office.
- Best Practises 2019-20 to be finalized.
- Code of conduct has to submitted in Criterion 7.
- Every document has to be signed sealed by the Principal.

Other Instructions from Principal Sir.

- Check syllabus from University website regularly
- Infilbnet has been activated login and register for e-books and e-journals.
- Log out from online classes before leaving the class.
- Clubs and cell activities to be done
- Virtual inauguration of M.Sc(Physics) course would be organized.

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VI - Meeting -16 February 2021 [Tuesday]

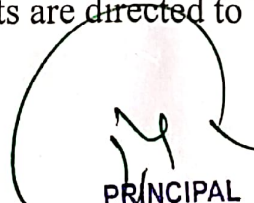
Venue :- Conference Hall

Agenda:

- i) Answer sheet submission
- ii) Inflibnet access

The following points were discussed :-

- Semester courses for all UG & PG Classes should be completed by February 2021 which includes Syllabus, Presentation and Unit-Test.
- Half yearly exam for all UG courses will be conducted in last week of February 2021
- Syllabus for Half yearly exam should be displayed on the Departmental notice board as well as should inform all concerned student in advance.
- Question paper for Half yearly exam to be prepared and submitted to the shift in charge.
- All the covid appropriate behavior has to be followed by all staff members.
- All the staff members are to go through the N-list Programme (INFLIBNET) facility which has been revived enabling students and staff to avail the benefit of online e-books and e-journals. The staff members have to access the facility at least 2-3 times in a week and ensure that they register their attendance by signing the register in the library.
- All the 1st, 2nd & 3rd Year student of BA, B.Com, B.Sc, BCA are hereby informed that they should submit the hard copies of their answer sheets in the respective department on or before 25th February 2021.
- Outstation students should send their answer sheet through speed post/Registered post, so that it reaches college latest by 25/2/2021.
- All the first year student of BA, B.Com, B.Sc, BCA (annual pattern) have to submit the EVS project along with answer sheets by 25/2/2021. Also second and final year students those who have not submitted the EVS project may submit the same along with the answer sheet.
- All UG students (BA, B.Com, B.Sc, BCA, BAJMC-Part I/II/III) and BBA (1st/3rd/5th semester) and PG Students (MA/M.Com/M.Sc-1st and 3rd semester students) are informed to collect their Identity Card from college office for the session 2020-21. All students are directed to bring their latest passport size photographs for the same


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