

St. Thomas College, Bhilai
*Affiliated to Hemchand Yadav Vishwavidyalaya,
Durg, Chhattisgarh*

Criterion – 4

4.4.2: Systems and Procedures for Maintaining and Utilizing Physical Academic and Support Facilities – Laboratory, Library, Sports Complex, Computers, Classrooms Etc.

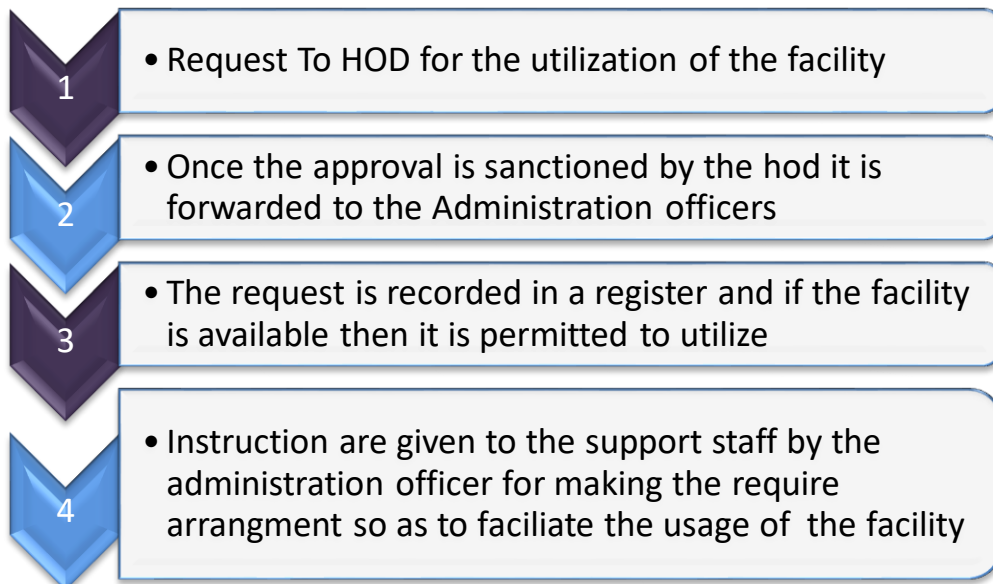


Submitted to National Assessment and Accreditation Council

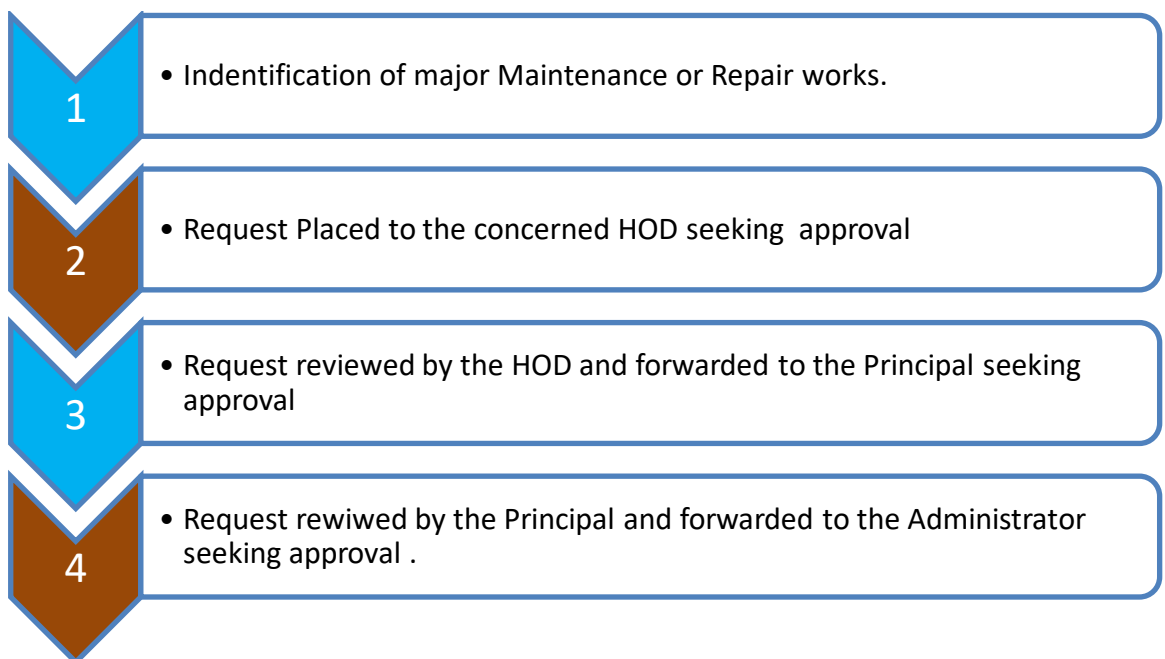
2016 - 2021

- **Additional Information**

Procedure for utilization of Physical facilities



Procedure for Major Maintenance Works



Procedure for Repairs & Maintenance

STEP 1

- As and when it is Identify that any infrastructure / assest / equipment requires repair/ maintenance , a request is recorded in the register specified , maintained by the administration office

STEP - 2

- The same register is regularly checked by the In - house maintenance staff to atten to any repair/ maintenance wor such as civil , electrical , plumbing , IT etc

B. VISHWANATH & Co.

CHARTERED ACCOUNTANTS

PAN : AAKFB 3554G

SERVICE TAX No.: AAKFB3554GSD001

OFFICE :

BLOCK NO. - 7, 1ST FLOOR, HIMALAYA COMPLEX

G. E. ROAD, SUPELA, BHILAI - 490 023 (C.G.)

PH. : 0788 - 4039084, 4039136 (O)

E-mail : bvishwanath@yahoo.com

AUDITOR'S REPORT

We have audited the annexed Balance Sheet as at 31st March 2017 of ST. THOMAS COLLEGE, RUABANDHA, BHILAI, DURG, (C.G). OWNERSHIP- MALANKARA ORTHODOX SYRIAN CHURCH, HEAD OFFICE- CATHOLICATE ARAMANA, DEVELOKAM, KOTTAYAM, KERALA: FOUNDED AND MANAGED BY- ST. THOMAS MALANKARA ORTHODOX SYRIAN CHURCH MISSION, BHILAI, (C.G) and the annexed Income & Expenditure Account and Receipts & Payments accounts for the year ended on that date which are in agreement with the books of account maintained and produced before us by the said College and also they are found to be true and fair read together with the following notes on accounts:-

1. Cash in Hand is NIL (as certified by the Management).
2. Interest on Fixed deposits is accounted for on receipt basis.
3. Details of Bank Reconciliation are as per Annexure "1" enclosed.
4. As on 31/03/2017, position of Fixed Assets stood as under:-

Particulars	Amount (Rs.)
a) Gross Fixed Assets	7,14,25,513.00
b) Gross Depreciation	4,17,60,447.00
c) Net Fixed Assets(a-b)	2,96,65,066.00

Considering the fact that the original College Building and other assets are approximately three decades old and also taking into account technological obsolesces, Rs.24.00 lacs has been reserved as depreciation reserve fund during the year for replacement/ renewal costs of assets.

6. Details of Cash transactions during the period from 09/11/2016 to 30/12/2016 is enclosed in List 'A'.

Place: Bhilai(C.G)
Date : 26.04.2017

(Handwritten signature in green ink)



For B. Vishwanath & CO.
Chartered Accountants

F.R.N 007875C

(Handwritten signature)
(Sukhwinder Saini)

Partner
M.No 413433



ST. THOMAS COLLEGE

RUABANDHA, BHILAI – 490 006, DURG (DIST.) CHHATTISGARH
(A Post Graduate College, Affiliated to Hemchand Yadav Vishwavidyalaya, Durg)

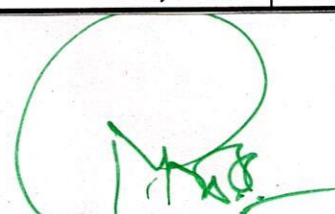
NAAC Reaccredited With B++ Grade

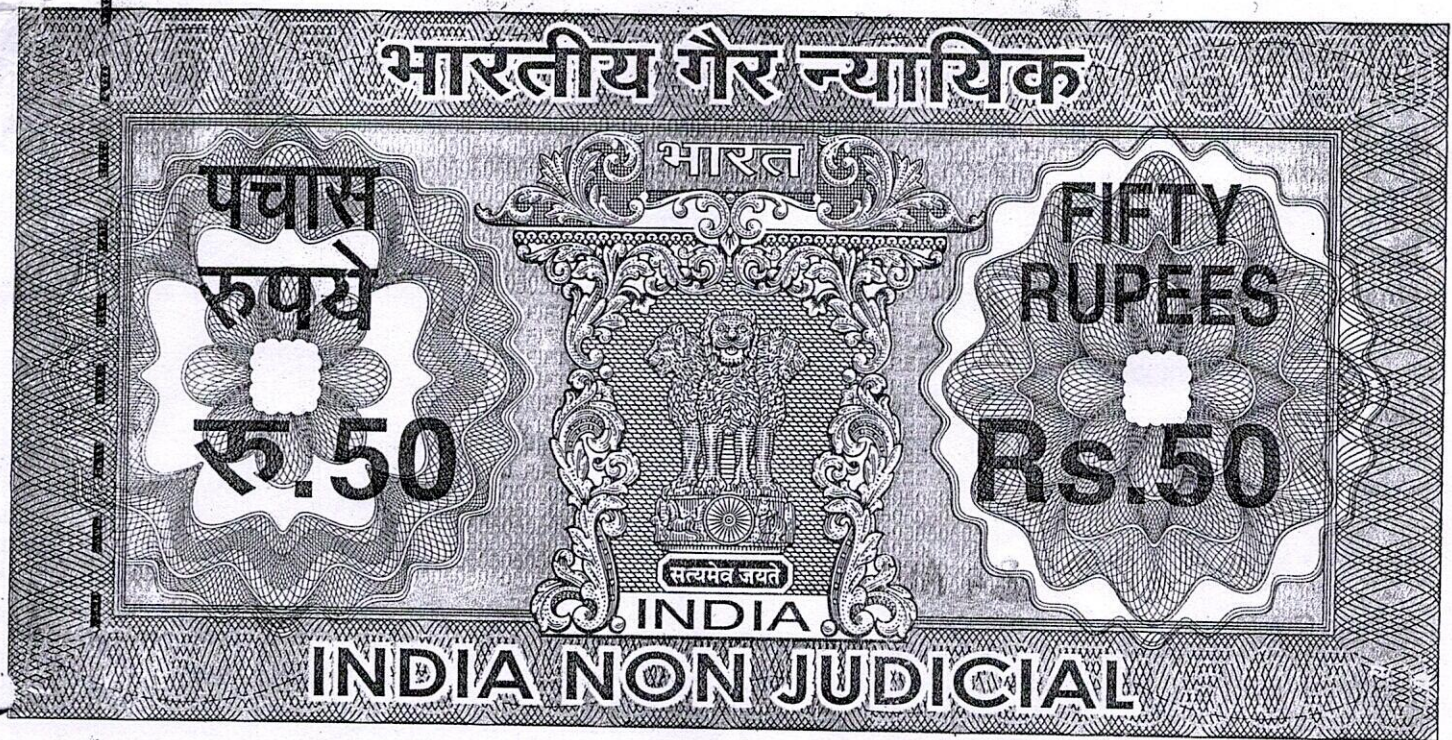
email ID : stthomascollege_bhilai@rediffmail.com ☎ 0788-2275970 Website : www.stthomascollegebhilai.in

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs) (10) & 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in lakhs) (10)

Year	Total expenditure excluding Salary (INR in Lakh)	(INR in Lakh)	Expenditure on maintenace of academic facilities (excluding salary for human resources) (INR in Lakh)	(INR in Lakh)	Expenditure on maintenance of physical facilities (excluding salary for human resources)	(INR in Lakh)
2016-2017	59,851,284.25	598.51	718,216.00	7.18	1,149,485.00	11.49
2017-2018	31,307,584.35	313.08	834,152.00	8.34	945,438.00	9.45
2018-2019	31,091,119.77	310.91	744,412.00	7.44	805,948.00	8.06
2019-2020	39,797,062.13	397.00	681,500.00	6.82	907,332.00	9.07
2020-2021	39,628,403.79	396.28	132,082.00	1.32	788,698.00	7.89




PRINCIPAL



छत्तीसगढ़ CHHATTISGARH

AGREEMENT

Z 012230

THIS DEED OF AGREEMENT is being executed on this the 1st day of Sept. 2020 between DR. JOSEPH MAR DIONYSIUS METROPOLITAN, CHAIRMAN, founding society of ST. THOMAS COLLEGE, BHILAI, CG 490006, herein after called the FIRST PARTY, AND Mr. Harpreet Bhatia, S/o Shri. Baljeet Singh Bhatia, Near Swaroop Talkies, Gayatri Mandir, Ward No: 25, Durg, C.G aged 34 years, hereinafter called the SECOND PARTY, on the terms mentioned below:

That St. Thomas College, Ruabandha Sector, Bhilai is having a strength of about 3000 students and the staff members.

That the college is functioning in two shifts from 8 A.M to 5 P.M. During this period the students and the staff need some refreshments, tea, coffees and cold drinks etc.

That the party No.2 Mr. Harpreet Bhatia interested to provide eatables to the students and staff on reasonable rates and for that purpose he has made a request to the management of the St. Thomas College to provide some space for kitchen and for store and common dining place and the management has agreed to provide him the space for kitchen and store room and common open dining place on licence on the following terms and conditions:

- 1: that the party No.2 is hereby permitted to use the kitchen 10.875 Sq.meters, store 10.875 Sq.meters and verandha 14.700 Sq.meters total 36.450 Sq.meters and open dining place on licence basis from 7 a.m to 5.30 p.m.
2. that for the use of Kitchen and store and verandha the party No.2 shall pay a licence for Rs.80 per day. However he is permitted to pay the same once in 30 days for which he shall be given receipt by the party No.1.
3. that the party No.2 shall bring his own furniture and utensils and working apparatus.

4. that the possession and control of the premises shall remain with the party No.1 and the party No.2 has been permitted to use the premises for cooking and sale of eatables.
5. that the party No.1 will be at Liberty to discontinue the licence by 24 hours notice and remove the furniture and the equipment from the premises and stop entry of the servants etc of the party No. 2.
6. that the part No.2 shall not employ any child for labour to work and shall not sell any banned items or shall not engage in the illegal activities.
7. that the party no.1 shall not be responsible for any credit sale to any employee or students.. It will be entirely at the risk of party No. 2.
8. That the party No.2 shall deposit Rs.6000 as security deposit for keeping the premise neat and clean and in good conditions and obtain photo pass for the workers, working with him from the party No.1 and shall not allow any unauthorized persons to work and shall be refunded to him on termination after adjustment of any dues towards him.
9. that the party No.2 shall not use any sub standard material (raw materials, oils etc) for preparation of the food stuff and will not sell any banned items etc.
10. that the party No.2 alone shall use and run the canteen and shall not permit any other person to use the same.
11. that the party no.2 shall maintain discipline and shall not create any nuisance and shall not disturb the working of the college in any manner and shall not engage himself or through his worker etc in any illegal activities.
12. that the party No.2 shall pay the actual Electricity bill used.
13. that the party No.2 if required shall give relaxation of rates in food items for any function of the students/staff taking place in the college.

14 This agreement vailid upto 30th May 2021.

Hence the parties name above have put their signatures in presence of the witnesses in evidence here of on this day of 1st Sept. 2020 at Bhilai.

Witness

Signature.....

Name.....

Father's Name: Late Dr. M.V. George

Address: S.T. Thomas College, Belur

Signature.....

Name.....

Father's Name: R.K. Khondhury

Address: 17/21 Nehru Nagar

PARTY No. 1

Dr. Joseph Mar Dionysius, Metropolitan,
Chairman Founding Society

PARTY No. 2

Mr. Harpreet Bhatia, S/o Shri. Baljeet Singh Bhatia,
Near Swaroop Talkies, Gayatri Mandir,
Ward No: 25, Durg, C.G

H.S. Bhatia



छत्तीसगढ़ CHHATTISGARH

AGREEMENT

S 054013

THIS DEED OF AGREEMENT is being executed on this the 1st day of July 2017 between DR. JOSEPH MAR DIONYSIUS METROPOLITAN, CHAIRMAN, founding society of ST. THOMAS COLLEGE, BHILAI, CG 490006, herein after called the FIRST PARTY, AND Mr. P.S.Anil Kumar, S/o Shri. P.K.Sahunny, Street- WMR, Sector-4, Bhilai Durg, C.G aged 50 years, hereinafter called the SECOND PARTY, on the terms mentioned below:

That St.Thomas College, Ruabandha Sector, Bhilai is having a strength of about 2000 students and the staff members.

That the college is functioning in two shifts from 8 A.M to 5 P.M. During this period the students and the staff need some refreshments, tea, coffees and cold drinks etc.

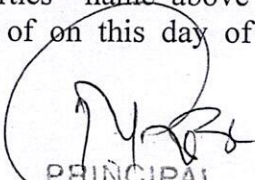
That the party No. 2 Mr. P.S.Anil Kumar interested to provide eatables to the students and staff on reasonable rates and for that purpose he has made a request to the management of the St. Thomas College to provide some space for kitchen and for store and common dining place and the management has agreed to provide him the space for kitchen and store room and common open dining place on licence on the following terms and conditions:

1. That the party No.2 is hereby permitted to use the kitchen 10.875 Sq.meters, store 10.875 Sq.meters and verandha 14.700 Sq.meters total 36.450 Sq.meters and open dining place on licence basis from 7 a.m to 5.30 p.m.
2. That for the use of Kitchen and store and verandha the party No.2 shall pay a license for Rs.70 per day. However he is permitted to pay the same once in 30 days for which he shall be given receipt by the party No.1.
3. That the party No.2 shall bring his own furniture and utensils and working apparatus.

4. That the possession and control of the premises shall remain with the party No.1 and the party No.2 has been permitted to use the premises for cooking and sale of eatables.
5. That the party No.1 will be at Liberty to discontinue the licence by 24 hours notice and remove the furniture and the equipment from the premises and stop entry of the servants etc of the party No. 2.
6. That the part No.2 shall not employ any child for labour to work and shall not sell any banned items or shall not engage in the illegal activities.
7. That the party no.1 shall not be responsible for any credit sale to any employee or students.. It will be entirely at the risk of party No. 2.
8. That the party No.2 shall deposit Rs.5000 as security deposit for keeping the premise neat and clean and in good conditions and obtain photo pass for the workers, working with him from the party No.1 and shall not allow any unauthorized persons to work and shall be refunded to him on termination after adjustment of any dues towards him.
9. That the party No.2 shall not use any sub standard material(raw materials, oils etc) for preparation of the food stuff and will not sell any banned items etc.
10. That the party No.2 alone shall use and run the canteen and shall not permit any other person to use the same.
11. That the party no.2 shall maintain discipline and shall not create any nuisance and shall not disturb the working of the college in any manner and shall not engage himself or through his worker etc in any illegal activities.


Hence the parties name above have put their signatures in presence of the witnesses in evidence here of on this day of 1st July 2017 at Bhilai.

Witness


PRINCIPAL
ST THOMAS COLLEGE
Signature: RUABANDIA, BHILAI (C.G.)
Name : Dr. M. V. Royman
Father's Name: Late Dr. M. V. George
Address: Mangrui, Sirsa, Rohtak

Signature:.....
Name :.....
Father's Name :.....
Address:.....

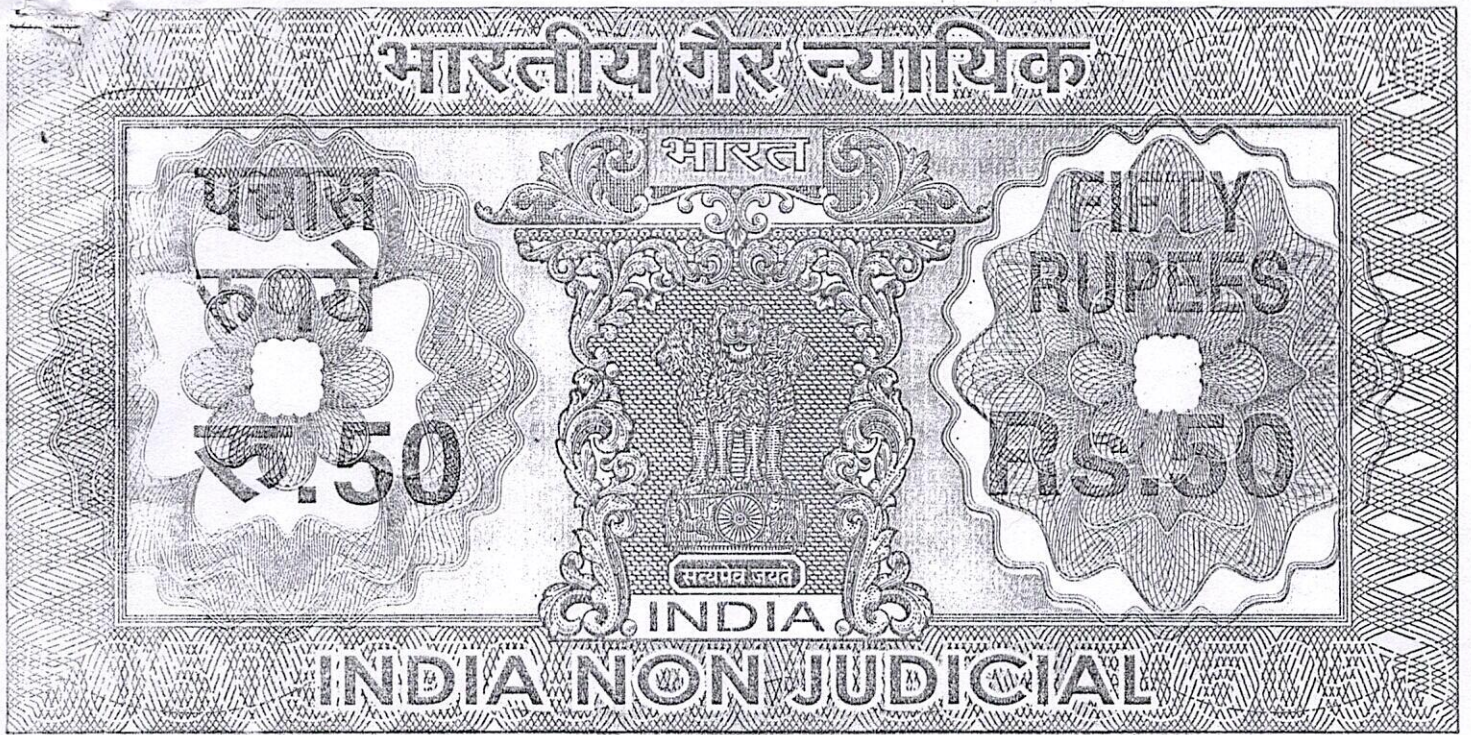
PARTY No. 1


Administrator
St. Thomas College
Dr. Joseph Mar Dionysius, Metropolitan,
Chairman, Founding Society

PARTY No. 2

Mr. P. S. Anil Kumar, S/o Shri. P. K. Sahunhy
Street- WMR, Sector-4, Bhilai, Durg, C.G





छत्तीसगढ़ CHHATTISGARH AGREEMENT

P 361023

THIS DEED OF AGREEMENT is being executed on this the 1st day of July 2018 between DR. JOSEPH MAR DIONYSIUS METROPOLITAN, CHAIRMAN, founding society of ST. THOMAS COLLEGE, BHILAI, CG 490006, herein after called the FIRST PARTY, AND Mrs. Sunitha Anil Kumar W/o Shri. Anil Kumar, Street WMR, Sector- 4, Bhilai Durg, C.G aged 35 years, hereinafter called the SECOND PARTY, on the terms mentioned below:

That St. Thomas College, Ruabandha Sector, Bhilai is having a strength of about 2500 students and the staff members.

That the college is functioning in two shifts from 8 A.M to 5 P.M. During this period the students and the staff need some refreshments, tea, coffees and cold drinks etc.


That the party No. 2 Mrs. Sunitha Anil Kumar interested to provide eatables to the students and staff on reasonable rates and for that purpose he has made a request to the management of the St. Thomas College to provide some space for kitchen and for store and common dining place and the management has agreed to provide him the space for kitchen and store room and common open dining place on licence on the following terms and conditions:

1. that the party No.2 is hereby permitted to use the kitchen 10.875 Sq.meters, store 10.875 Sq.meters and verandha 14.700 Sq.meters total 36.450 Sq.meters and open dining place on licence basis from 7 a.m to 5.30 p.m.
2. that for the use of Kitchen and store and verandha the party No.2 shall pay a licence for Rs.90 per day. However he is permitted to pay the same once in 30 days for which he shall be given receipt by the party No.1.
3. that the party No.2 shall bring his own furniture and utensils and working apparatus.

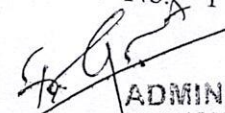
Sig
Received

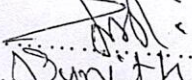
4. that the possession and control of the premises shall remain with the party No.1 and the party No.2 has been permitted to use the premises for cooking and sale of eatables.
 5. that the party No.1 will be at Liberty to discontinue the licence by 24 hours notice and remove the furniture and the equipment from the premises and stop entry of the servants etc of the party No. 2.
 6. that the part No.2 shall not employ any child for labour to work and shall not sell any banned items or shall not engage in the illegal activities.
 7. that the party no.1 shall not be responsible for any credit sale to any employee or students.. It will be entirely at the risk of party No. 2.
 8. That the party No.2 shall deposit Rs.6000/- as security deposit for keeping the premise neat and clean and in good conditions and obtain photo pass for the workers, working with him from the party No.1 and shall not allow any unauthorized persons to work and shall be refunded to him on termination after adjustment of any dues towards him.
 9. that the party No.2 shall not use any sub standard material(raw materials, oils etc) for preparation of the food stuff and will not sell any banned items etc.
 10. that the party No.2 alone shall use and run the canteen and shall not permit any other person to use the same.
 11. that the party no.2 shall maintain discipline and shall not create any nuisance and shall not disturb the working of the college in any manner and shall not engage himself or through his worker etc in any illegal activities.
- Since the parties name above have put their signatures in presence of the witnesses in evidence here of on this day of 1st July 2018 at Bhilai.

Witness

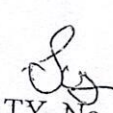
Signature: 
Name : Dr. M. G. Roy
Father's Name: Late Dr. M. V. George
Address: St. Thomas College Bhilai

PARTY No. 1


ADMINISTRATOR
ST. THOMAS COLLEGE
Metropolitan,
Chairman, Founding Society

Signature: 
Name : Sunitha Anil Kumar
Husband Name : Anil Kumar
Address: Q. 1, WMR Sector-4, Bhilai

PARTY No. 2


Mrs. Sunitha Anil Kumar W/o Shri. Anil Kumar
Street-WMR, Sector-4, Bhilai Durg, C.G.

Minutes of Metering

In accordance with DGM (TEED) Bhilai, letter no. 2366 Date 04/05/2018 the synchronization of 50 Kw Capacity of Grid Connected Solar PV Power Plant at St. Thomas College (Run by St. Thomas Malankara Orthodox Syrian Church Misson Bhilai) Ruabandha, Bhilai, C.G. With BSP's grid on LT Side has been witnessed by the representative of Township Electrical Engineering department (TEED).....
BSP and CREDA on date 21/5/2018. At about 7:35 Am. Hrs, consumer has LT/HT connection.

The Surplus solar energy after meeting in house consumption is exported to BSP grid on 11KV and is recorded by meter installed at St. Thomas College Ruabandha, Bhilai, C.G. Premises which is a bidirectional meter having facility for recording import consumption. There is 01 Nos. of solar string inverter of 50 KW. Total solar generation on 3Φ 433 Volt is measured by 01 Nos. meters installed on the main solar panels.

Details of meter of main solar panel:-

	Meter	CT
Make	Secure	Secure
SI No.	CSE51905	87,88,83,84
Class	0.5	
Cap	-/5	
Reading of Meters		100/5
MF	$100/5 = 20$	20

Details of Bidirectional Energy meters:-

Make	Secure
SI No.	CSE51915
CT R	200/5
PTR	
CL	-

DF	-
MF	40
KWH (I)	0.24
KWH (E)	0.00

A.R.V.
CREDA D.O.
जिला कार्यालय, दुर्ग

काचपल्लन आभयला
CREDA R.O.
क्षेत्र कार्यालय, राजनादगाव (उ.ग.)

Area In charge
(TEED)

Sr. Manager
(TEED)

DGM
(TEED)

PRINCIPAL
ST. THOMAS COLLEGE
Ruabandha, Bhilai (C.G.)
Beneficiary Organization

LUKRATIVE SOLAR SOLUTIONS
LSS
Representative
System Integrator

Summary of Library Audit

Table 1 : Total number of the following Library Holdings

Sl.no	Library Holdings	Session 2016-17				
		Total No. of Books/ other materials	Books in Self	Unreturned books		Difference
				Students	Staff	
1	Text books	16,756	12,713	146	104	3793
2	Reference Books	2,245	2,104	-	-	141
3	Book Bank	6,455	4,661	1,671	-	123
4	Journals/ Periodicals	47	47	-	-	-
5	e-Journals	6,237	-	-	-	-
6	e- Books	31,35,809	-	-	-	-
7	CD/ Video	276/18	-	-	-	-
8	Project Report of Students	597	597	-	-	-
9	Research Project Report	08	03	-	-	-
10	Magazines	15	15	-	-	-
11	News Papers	14	14	-	-	-

- Number of books issued/returned :--- 5,557 / 3,794
- Number of walk-ins :--- 3,731
- Number of students availing library facility :---- 1462
- Ratio of library books to students enrolled :---- 23,211/ 2308 = 10.06 (10:1)
- Number of books added during last year :---- 933
- Number of e-resources downloaded/printed :---- Department wise downloaded
- Number of information literacy training organised :---- 1 (one)
- Number of "weeding out" of books and other materials:---- 208

**Difference= Binding books + Weeding Out + Dept. Library + Lost + Unreturned by students and staff.





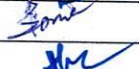




PRINCIPAL
ST. THOMAS COLLEGE, BHILAI
RUABANDHA, BHILAI (C.G.),


Table 2 : Total number of the Library Holdings purchased in the session 16-17

Library Holdings	Session 16-17	
	No	Total Cost (Rs)
Text books	679	201067.50
Reference Books	22	46,551.30
Book Bank	232	77,054.20
Journals/ Periodicals	47	50,388
e-Journals	6237	5,725
e- Books	31,35,809	
CD/ Video	-	-
Magazines	15	14,345
News Papers	14	16,887

Name of the members'	Signature
Dr. Aparna Ghosh	
Dr. Sheeja Thomas	
Mrs. Deepti Santosh	
Dr. Sonia Popli	
Dr. Shabnam Khan	
Dr. Reema Dewangan	
Mrs. Rupa Shrivastava	

Librarian – Mrs. Ritu Biswas :





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

Central Library

Stock Verification Details 2017-2018

Date: 14/7/18

S.No.	Head wise Details	On Rack	Issued Books	Unfound / Lost	Total
1.	Book Bank	5829	179	643	6651
2.	Library Books	18548	4072	3047	25659
3.	Departmental Books	In various Departments 1233 (Details enclosed)	03	03	1236
4.	Donated Books	-	-	-	253
5.	Journals	47	-	-	47
6.	Magazines	15	-	-	15
7.	Project Reports	702	05	-	707
8.	Reference Books	2131	-	126	2257
9.	Books for weeding	401	-	-	401
10.	Issued Books Staff Students	-	-	-	420 3652


2/8/18
PRINCIPAL
ST. THOMAS COLLEGE
RUABANDHA, BHILAI (C.G.)

Jyoti
2/8/18

Central Library

Stock Verification Details 2018-2019

S.No.	Head Wise Details	On Rack	Issued Books	Unfound/Lost	Total
1.	Book Bank	7093	1112	34	8205
2.	Library Books	13058	1531	-	28057
3.	Departmental Books	1233	-	02	1231
4.	Donated Books	-	-	-	270
5.	Journals	34	-	-	34
6.	Magzines	15	-	-	15
7.	Project Reports		-	-	809
8.	Reference Books	2134	-	-	2263
9.	Books for Weeding	-	-	-	404
10.	Issued Books-Staff	-	-	-	87
11.	Issued Books-Students	-	-	-	1444

H/O
30/4/19

Total Books (1+2+3+4+8+10+11) = 41557

New Books purchased = _____

B
30/4/2019