

6.1.1

1. Mission and Vision (Website)
2. Governing Body Founding Society, College, Academic Council and NAAC Steering Committee

Governing Board – Founding Society

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

1	H.G. Joseph Mar Dionysius – Chairman	Chairman
2	V. Rev. Thomas Rambaan	Member
3	Rev. Fr. Jose K Varghese	Member
4	Rev. Fr. George Varghese	Member
5	Rev. Fr. Kurien John	Member
6	Rev. Fr. Joshi Varghese	Member
7	Rev. Fr. Aju Varghese	Member
8	Mr. Saji Thomas	Member
9	Dr. M.G. Roymon – Principal	Secretary

Minutes of Governing Body Meeting of Founding Society held on 25.05.2020 at 9:30 am.

A meeting of the Governing Body Founding Society of St. Thomas College, Bhilai was held on 25.05.2020 at 9:30 am at St. Thomas Mission Centre, Bhilai. H.G. Dr. Joseph Mar Dionysius, Metropolitan chaired the meeting. The following members were also present:

1. Ver. Rev. George Ramban
2. Ver. Rev. Thomas Ramban
3. Rev. Fr. George Varghese
4. Rev. Fr. Joshi Varghese
5. Rev. Fr. Aju K Varghese
6. Mr. Saji Thomas
7. Dr. M. G. Roymon

Presidential Address: H.G Dr. Joseph Mar Dionysius, Director, St. Thomas College expressed deep concern regarding the financial condition & functioning of the institutions during lockdown due to Pandemic. H.G informed that during this difficult time when the complete fee is outstanding from the last two months which may extend to few more months, it was a big mistake on the part of Principal to send full salary of adhoc teachers for the M/o Apr'20 whereas the adhoc teachers should have been discontinued from March 31st itself. HG also suggested that the syllabus allotted to the concerned appointed Ad-hoc staff should be reviewed by the Principal frequently and ensure that they complete their syllabus as per the academic calendar.

Minutes of the previous meeting : The minutes of the previous meeting were read by the Principal proposed by Rev. Fr. Thomas Ramban and seconded by Rev. Fr. George Varghese.

- ❖ The Governing Body was informed that till date 95 Seats have been filled in B.Ed and the 3rd round of counseling is yet to be conducted.
- ❖ Principal informed that the college has received the notification from Hemchand Yadav Vishwavidyalaya with regards to conduct online Half Yearly Examinations.
- ❖ Principal informed that the college has received a letter from BSP in connection to land lease rent and payment of due lease rent to be paid within 15 days of receiving the letter. The Governing Body has directed the Principal to consult a suitable Advocate and draft an appropriate reply.
- ❖ The Principal was instructed to take the membership of the Union which deals with BSP Township lease issues and also call upon a meeting of Chairmen of all Private Institutes and Colleges / Schools and discuss as to how they are dealing with this lease rent issues.
- ❖ The Management has instructed the Principal to proceed with the protocol for recruitment of staff in Dept. of Chemistry, Biotechnology as per the undertaking given to the Research Centre Inspection Team. Advertisement to be given accordingly for the same. Also fulfillment of vacancy in Maths, Botany and B.Ed be done simultaneously.
- ❖ It was decided to continue to disburse 70% salary and 20% arrears to staff for the present month (December and January 2021)
- ❖ Thereafter the meeting concluded with prayer at 11:30 AM.

Read and
Passed

Mar 21

Dr. M.G.Roymon
Secretary / Principal

Founding Society held on 02.07.2022

A meeting of the Governing Body Founding Society of St. Thomas College, Bhilai was held on 02.07.2022 at 4 pm at St. Thomas Mission House, Bhilai. H.S. Dr. Joseph Mardionysius Metropolitan chaired the meeting. The following members were present:-

1. V. Rev. George D. Athed Pambam
2. V. Rev. Thomas Pambam
3. Rev. Fr. George Varghese
4. Rev. Fr. Kurien John
5. Rev. Fr. Ajulayhere
6. Mr. Saji Thomas
7. Dr. M. G. Ryan

The meeting started with prayer. The presidential address was given by ^{may be} Bishop. The minutes of the previous meeting was read by the Principal and passed. Discussions were held on the matters arising from the minutes. Thereafter, the following points were discussed and decided in the meeting.

1) Principal informed regarding the email received ~~of~~ ~~received~~ ~~because~~ from the Bhilai Steel Plant about the renewal of land lease and the pending dues to be remitted.

In this regard the General Body decided to consult Mr. Pradeep Das. A letter addressing the issues related to remittance of dues should be mentioned and send to B.S.P. Bhilai.

Principal was instructed to draft the letter accordingly in which the point that the land lease was granted by former Managing Director Mr. Sankarshwarans. Also the being a minority educational institution, should be given relaxation in property tax and it is willing to pay the land lease rent provided it is an affordable amount. It was also decided to give copies of letter to Hon'ble Chief Minister of C.G. District Collector, SMC Chairmen and Education Minis.

3. A Subcommittee was constituted namely
Ves. Rev. Thomas Rambass, Mr Saji-Thomas and
the Principal to look in the matter.

Thereafter the meeting concluded with
prayer at 5.30 PM.

Read and Passed

Mar 25.12

P
Principal/Secretary
A. M. G. Royappa

Minutes of the Governing Body meeting of
Founding Society held on 31.10.2020 at 10.00 AM

A meeting of the Governing Body meeting of
Founding Society of St Thomas College, Bhilai was
held on 31.10.2020 at 10.00 AM at St Thomas
Mission Centre, Bhilai. H & Dr Joseph Mar
Aloysius Metropolitan chaired the meeting. The
following members were present :-

1. Very Rev. George Mathew Ramban
2. Very Rev. Thomas Ravikiran
3. Rev Fr. Jose K. Varghese
4. Rev Fr. Joshi Varghese
5. Rev Fr. Kurien John
6. Rev Fr. George C. Varghese
7. Rev Fr. Aju Varghese
8. Mr Saji Thomas
9. Dr M & Royson

The meeting started with prayers. The presidential
address was given by Bishop. The minutes of the
previous meeting were read by the principal
and passed. Discussion were held on the matters
arising from the minutes, thereafter the following
points were discussed and decided in the meeting
1) Principal informed the management that the
BSP land issue has not been resolved and no
lease renewal letter has been received and the
matter is still pending.

2) The management was informed about the Inspection
Team visit for Research Centre in Biotechnology and
Chemistry. As per the requirement of minimum 03 Regular
staff, the team raised an issue of 01 staff less
for which an affidavit was given by the Principal
to Inspection Team for appointment of one more
in the respective inter view list.

1. Sc. Physics 2 year has been received from the University authorities.

2. Principal informed that ~~the~~ a new combination BA with Sociology has been introduced from the current session and is receiving good response.

3. The Management was informed that many of the staff members have applied for Quieship.

Principal informed that the admission are going well. Till date the Total numbers of admission are 1750. In 1st year, of the total 910 seats 700 seats are full.

4. All the online classes are going on well and as per the prepared time table. Principal informed that some Adhoc staff have been reduced as compared to last year.

5. Principal informed that the number of periods has been reduced and each is of one hour duration. The Time Table has been prepared such that students attend 3-4 lectures/day. Saturdays and Sundays have been assigned for practicals/department activities.

6. The salary issue of Dr. Sunita Kshatnaya of Dept. of Commerce has been rectified. As per the information of Administrator her previous salary is to be maintained and here ~~salary~~ salary dues are to be cleared.

maximum per day.

11.7 As per the decision of the Governing Body, the salary structure of all staff has been modified for a brief period of time. It was hereby decided that Teaching Staff will be paid 75% salary and 25% arrears amount. The Lab. Staff would be paid 60% salary and 40% arrears. The office staff will have full working hours and will be paid full salary.

12.7 The Governing Body decided to declare 5th November 2020 a holiday on account of Bishop's Remembrance Day.

Thereafter the meeting concluded with prayer at 11:30 Am.

Principal/Secretary
Dr. M. G. Royman

Read and
passed

for DS

Minutes of Governing Body Meeting of Founding Society
held on 12.01.2021 at 10:00 AM

A meeting of the Governing Body Founding Society of St. Thomas College, Bhilai was held on 12.01.2021 at 10:00 AM at St. Thomas Mission Centre, Bhilai. H.G. Dr. Joseph Mar Dionysius, Metropolitan chaired the meeting.

The following members were present:-

1. Very Rev. George Mathew Ramban
2. Very Rev. Thomas Ramban
3. Rv. Fr. Dr. Joshi Varghese
4. Rev. Fr. Jose K. Varghese
5. Rev. Fr. Kurlan John
6. Rev. Fr. George C. Varghese
7. Rev. Fr. Aju K. Varghese
8. Mr. Saji Thomas
9. Dr. M.G. Roymon

The meeting started with prayer. The presidential address was given by Bishop. The minutes of the previous meeting were read by the Principal and passed. Discussion were held on the matters arising from the minutes, thereafter the following points were discussed and decided in the meeting.

- ❖ Principal informed the Management about the total student strength till date who have taken admission in 2021. The total admitted students are 2780. The Manager Bishop congratulates to all staff members for valuable efforts for admission process.
- ❖ Principal was instructed to hold a formal Inauguration Ceremony of newly introduced M.Sc Physics Course. So various details with regards to Inaugural Ceremony like Date, Chief Guest etc. were discussed and it was also decided to conduct it through Online Mode.
- ❖ Principal also informed the Governing Body regarding the good response being received after introducing Sociology as one of the combination in B.A Course.

Matters arising of the minutes :-

1. Principal informed that BSP has raised a demand notice for Rs. 1 Crore towards Land rent & Service charges of 5 Acre playground. It was decided to wait for the reply of our letter submitted with BSP for revising the land rent & service charges. It was also decided to get an official letter prepared by Mr. Pradeep requesting for renewal of the building area due in July 20 and submit with BSP.
2. The Principal informed the Governing body members about the recruitment of faculty under code-28, for which the interviews were conducted. The final notification is yet to be received from the university and the matter is still in pending with the standing committee constituted by university.
3. The Education officer raised the matter that Governing Body of the Founding Society is the main body and raised objection for not following the court verdict given in our favour.
4. The Administrator had earlier proposed for construction of at least 03 classrooms to accommodate the students as the number of BBA seats are proposed to be increased. But the Governing Body has decided to postpone the construction work at present due to financial constraints. It was suggested to use the two classrooms in B.Ed. block.
5. The Governing Body had earlier decided to grant 20+10days' summer vacation to the staff. It has been decided by the G.B to give vacation as per the norms and the academic calendar of the universities (which is 20 days annually).
6. The Chairman has praised the Principal, HOD of various departments and the staff of college for achieving Gold medals and university merit list.

AGENDA

1. The Administrator proposed to revise the salary of some teaching and non-teaching staff which is due since long. For this purpose, the Governing Body constituted a 3-member sub-committee consisting of Administrator, Financial Controller and the Principal to submit report regarding the same in the next meeting.

2. The Administrator informed the G.B to match the increasing expenses the college should revise the fee for session 2020-21. The Governing Body constituted a 3-member sub-committee consisting of Administrator, Financial Controller and the Principal to study the proposal and submit the report in the next meeting.
3. The suggestion by the Principal to open the website portal for online submission of admission form was approved by the Governing Body.
4. With regards to payment of salary to adhoc staff for the month of April, the Governing Body has raised its objection. H.G pointed out that due to the lack of proper instruction from the Principal, the Adhoc teachers continued online classes during the M/o Apr'20 (even after the assurance by the Administrator in the Mission Executive Meeting that all adhoc teachers will be discontinued from 1st Apr 2020). One-month full salary (of all adhoc teachers without proper assessment of classes taken) was signed by both Principal & Administrator and send for payment which is a clear act of negligence. As the Principal admitted his shortcomings, H.G authorized the financial controller to submit a report immediately of classes taken by adhoc teachers during this period after discussing with the concerned HOD's. H.G directed to release the payment only after receiving the report and maximum 15 days' salary to be released.
5. It was decided that for the next month salary, there will be a 50% cut in the salary due to non-payment of fees by the students during lockdown period. The remaining 50% payment shall be given when the financial conditions improve.

Thereafter, the meeting concluded with prayer at 12:30 pm.

Dr.M.G.Roymon

Read and Passed.

Mar 25

M. G. Roymon
Principal/ Secretary

Minutes of Governing Body Meeting of Founding Society

Held on 29.01.2021 at 10 am

Governing Body Meeting of Founding Society of St.Thomas College, Bhilai was held on 29.01.2021 at 10 am at St.Thomas Mission, Bhilai.

H.G.Dr.Joseph Mar Dionysius, Metropolitan chaired the meeting.

Other members also present were:

1. Very.Rev.George Mathew Ramban
2. Very. Rev. Thomas Ramban
3. Rev. Fr. Dr. Joshi Varghese
4. Rev.Fr. Jose.K.Varghese
5. Rev. Fr. Aju Varghese
6. Rev. Fr. George.C.Varghese
7. Rev. Fr. Kurien John
8. Mr. Saji Thomas
9. Dr. M. G. Roymon

The meeting started with prayer. The presidential address was given by Bishop. The minutes of previous meeting was read by the Principal and passed.

Following points were discussed and decided in the meeting:-

1. Principal informed the Governing Board members regarding the letter received from BSP on 6th Jan 2021 with directions for payment of ₹ 7 Cr against lease renewal of playground with penalty. With reference to this, Manager Bishop directed the Principal to draft a strong letter mentioning that the college is not functioning for commercial purpose and thus college can pay only the ground rent amounting to ₹ 21 lacs per year for a period of 5 years. Also the Manager opined that the college should approach an Advocate and seek legal advice regarding the matter and if necessary, then should also approach court. The amount due to BSP will be done online as per decision. Principal also informed that the next meeting of the Association formed will be convened on 20.02.2021.

2. The Principal informed that Advertisement for recruitment of one regular staff under statute 28 for the subjects-Maths, Chemistry, Biotechnology, Botany and Education has been published in various local newspapers.

3. The matter of MOU between Department of Management and the Aviation Department was informed to the General Body by the Principal. It was opined to seek proper legal advice before finalizing the MOU. Also it was recommended that some Governing Body members will speak to the party members and Principal was directed to arrange for the same.

4. Principal informed regarding the total number of admissions in 2020-21. After assessing the figures, it was established that 1st year admissions were far less than expected. So the Body informed the Principal to take necessary efforts to improve the situation.

5. It was unanimously decided that the staff be paid full salary for the month of January.

6. *Rev. Fr. George Mathew Remban, the administrator* *Inar DS.*
~~The Finance Controller, Mr. Saji Thomas~~, proposed an increment of ₹ 1000/- in AGP of some teaching staff w.e.f 1st April 2021. This proposal is only for those teaching staff who fulfill the following criteria:-

1) Staff should have joined college upto 2010 under statute-28

2) Should be presently holding Ph.D degree

3) Should be presently in Assistant Professor Grade

4) They should have adequate API Score for last five years.

1) AGP of the following Asst. Professor has been increased from ₹ 8000/- to ₹ 9000/- w.e.f of 1st April 2021 salary paying on May 2021.

) Dr. Sapna Sharma

) Dr. Suja Varghese

) Dr. Shiny Mendonce

b) AGP of the following Asst. Professor has been increased from ₹ 6000/- to ₹ 7000/- w.e.f of 1st April 2021 salary paying on May 2021.

- 1) Dr. Sheeja Varkey
- 2) Dr. Joyamma John
- 3) Dr. Aparna Ghosh
- 4) Dr. Jayashree Balasubramanian
- 5) Dr. V Shanti

The decision of increment for Non-teaching staff will be taken after due consideration of fee income in the month of March.

7. The decision with regards to implementation of 3% yearly increment ~~and 5% DA~~ ^{and DA} to the staff will be taken only after taking into account the income received by the college against fee payment by its students.

8. It was decided to regularize Ms Tulika Harshit, Dept of Physics and Mrs Prerna (Ayah).

Thereafter the meeting concluded with prayer at 11:30 am.

Dr.M.G.Roymon
Secretary/Principal

*Read and passed with
some corrections*
Mar 25
6/7/2021

Minutes of the Governing Body Meeting of Founding Society of St.Thomas College, Bhilai held on 06.07.2021 at 4 pm

Governing Body Meeting of Founding Society of St.Thomas College, Bhilai was held on 06.07.2021 at 4 pm at St.Thomas Mission, Bhilai. H.G.Dr.Joseph Mar Dionysius, Metropolitan chaired the meeting.

Other members also present were:

1. Very. Rev. Thomas Ramban
2. Rev. Fr. Dr. Joshi Varghese
3. Rev.Fr. Jose.K.Varghese
4. Rev. Fr. George.C.Varghese
5. Rev. Fr. Kurian John
6. Rev. Fr. Aju Varghese
7. Mr. Saji Thomas
8. Dr. M. G. Roymon

The meeting started with prayer. The presidential address was given by Bishop. The minutes of previous meeting was read by the Principal and passed.

Following points were discussed and decided in the meeting:-

1. After being informed by the Principal, Manager Bishop in presidential address appreciated the contribution by the Principal and college staff members for conducting webinars and regular online classes during the COVID lockdown period. He also welcomed the newly appointed Administrator, Rev.Fr.Dr.Joshi Varghese. He also congratulated Principal and staff for getting university recognition for new Research Centres- Dept. of Chemistry & Biotechnology. His Grace directed the Principal to publish this matter in various newspapers. The GB was informed that in the IQAC meeting the new Administrator Fr. Dr. Joshi Varghese had directed all the departments to start new certificate courses and from May 2021 onwards new such courses have been started by various departments. It was also informed that the administrator along with the principal has initiated

many new MoUs with many reputed educational institutions and organisations. The GB appreciated the new initiatives.

2. Principal informed that a one-year Diploma in Computer Application(DCA) course has been introduced for which the college has already received university affiliation. Another course, P.G Diploma in career guidance and counselling will be started for which the Principal was directed to draft a letter addressed to higher education.

3. Principal informed that the BBA seats has been increased by 60 more seats and the total intake for BA has been revised to 120.

4. The Management was informed about the five new appointees under statute-28 in the college.

Dept. of Education –Rev.Fr.Dr.Joshi Varghese

Dept. of Biotechnology – Dr.AnubhutiJha

Dept. of Chemistry – Dr. ArvindSahu

Dept. of Maths – Ms. RashmiSahu

Dept. of Botany – Dr.SuruchiParkhay

All of them have joined their duties w.e.f 1st April 2021 onwards (on various convenient dates).

5. It was decided that there would be no change in the fees structure for 2021-22. The fees can be paid in 3 installments 40%, 35% and 25% proportion.

6. a. The GB decided to add the necessary additions for Computer lab and Science labs, library etc.

b. Decision was taken for various college building repairs, hostel and office renovations etc.

c. It was also decided that regular maintenance be done for the generator.

d. It was decided to increase the number of CCTV camera installations.

e. The GB decided to give new sets of uniform to the support staff.

f. It was decided to give wide publicity and advertisement of the College (hoardings, print and online media etc.)

The Administrator was assigned to carry out all these matters.

7. The Principal apprised about the next NAAC visit in the new session. 4 lakhs provision for forthcoming NAAC preparation and visit was allotted.

8. The Principal was directed to get the green & energy audit conducted in the college.

9. Decision was taken to disburse the remaining salary of Nov-Dec 2020 as arrears, and 3% increment in the salary w.e.f 1st July 2021.

10. The proposal to hike the Basic and Grade pay for non-teaching staff which was accepted in the meeting and decided to implement the same w.e.f 01.07.2021.

11. The promotion criteria for teaching staff will be decided as per the service rules. It was also decided to verify and correct the anomalies of promotion of Teaching staff.

12. The Governing Body has decided to grant 6 months maternity leave for Dr. Nectu Raj but at the same time directed the Principal to extend her probation period by 6 months.

13. The Governing Body has decided to sanction the maternity leave for Ms. Neelam Pandey but without any monetary benefit and instead she will be informed to avail benefit of ESI.

14. With regards to BSP land lease, Principal informed that BSP officials inspected the college and suggested that the college can apply for No-loss- No-profit clause and thereafter will be considered under 10% slab.

Thereafter the meeting concluded with prayer at 7 pm.

Dr. M. G. Roymon

Read and Passed
Mar 25.21

Secretary/Principal

Governing Body

The Governing Body for the session 2021-22 of St. Thomas College, Bhilai is constituted as under:

1	H.G. Joseph Mar Dionysius	Chairman
2	Rev. Fr. Jose K Varghese	Management Representative
3	Rev. Fr. Joshi Varghese	Management Representative
4	Dr. Sushil Tiwari	Principal, University Representative Govt. DWP PG Girls' College, Durg
5	Prof. O. P. Agrawal	University Representative MLJ Govt. College, Khursipar
6	Mr. Himanshu Khandelwal	Well wisher
7	Dr. Chanda Verma	Asst. Prof. – Staff Representative
8	Dr. Shiny Mendonce	Asst. Prof. – Staff Representative
9	Dr. M.G.Roymon	Principal – Secretary

17/03/21

Minutes of the Governing Body meeting
held on 17/03/21

A meeting of the Governing Body of
St. Thomas College, Bhitari, was held
at 3:00 Pm on 17/03/21 at the
St. Thomas College, Bhitari.

The following members were present:-

1. Rev. Fr. Jose. K. Varghese *f. Jose Varghese*
17/03/21
2. Dr. Sushil Tiwari *S.D.*
17/03/21
3. Prof. O. P. Agarwal *O.P. Agarwal*
17/03/21
4. Mr. Himanshu Khandelwal *Himanshu Khandelwal*
17/03/21
5. Dr. Chanda Verma *Chanda Verma*
17/03/21
6. Dr. Shiny Mendonca *Shiny Mendonca*
17/03/21
7. Dr. M. G. Roymon *M. G. Roymon*
17/03/21

MINUTES OF THE GOVERNING BODY MEETING held on 07.03.2020 at 2.30 PM

The Governing Body Meeting started with a silent prayer. The meeting was chaired by Rt. Rev. George Mathew Ramban.

1. Dr. Shiny Mendonce read out the minutes of the last Governing Body Meeting which was held on 19.12.2019 and those were seconded by Mr. Himanshu Khandelwal.

2. The interviews under Statute 28 were conducted for appointment of regular staff for various departments and subjects. After issuing of the appointment letters to the selected candidates,

Dr. Sweta Gaikwad (Dept. of Botany); Dr. Tripti Bala Anuragi (Dept. of Psychology)

expressed their unwillingness to join the said post which was accepted by the Governing Body. Only Dr. Amit Ku. Tamrakar (Dept. of Physics) willingly joined the dept after receiving the appointment letter.

3. No Waiting list was prepared for the candidates for appointment in Dept. of Botany. Since Dr. Tripti Bala Anuragi sent her refusal to join, considering the waiting of Dept. of Psychology, the Governing Body decided to appoint Dr. Ankita Deshmukh under Statute 28. The Candidate has expressed her willingness to join. The Governing Body has recommended her name for the said post and forwarded it to the University for its approval.

4. The Principal informed regarding the recently conducted interviews under statute 28 in Dept of Commerce, Education, Zoology & Maths. The names of candidates selected were sent for approval.

5. The Governing body was informed about the application to Hemchand Yadav University, Durg for getting permanent affiliation of various courses- B.Com, (All compulsory Subjects), BBA, B.A (Foundation Course, English Literature, Psychology, Economics) ~~Sociology~~, B.Sc. Microbiology, B.Sc. Computer Science for which, inspection by the respective teams appointed by University was already conducted. The Principal also informed about applying for permanent affiliation for other subjects like- B.C.A, M.Com, M.A (English Literature), M.Sc. Biotechnology & M.Sc. Chemistry

7. It was decided in the meeting to introduce Sociology as a new combination of subjects in B.A along with the existing combination.

8. Dept. of Chemistry & Dept. of Biotechnology have shown interest in opening Research Centers for which the Governing Body has decided to apply for the same to the University.

9. The Discrepancy in Seniority list in the University Website and the issue related to appointment of Principal were discussed with Vice- Chancellor during her recent visit to the college. She has asked the Principal to give a letter in writing, which would be considered.

10. It was decided to open new B.Sc.-B.Ed. and B.A-B.Ed. integrated courses in the College from the coming session.

Rt. Rev. George Mathew Ramban

Dr. Sushil Tiwari

Prof. O.P. Agarwal

Dr. Chanda Verma

Dr. Shiny Mendonce

MR. Himanshu Kandelwal

Dr. M.G. Roymon

MK 7/3/2020

17/03/21

Minutes of the Governing Body meeting
held on 17/03/20

A meeting of the Governing Body of
St. Thomas College, Bhitari, was held
at 3:00 Pm on 17/03/21 at the
St. Thomas College, Bhitari.

The following members were present:-

1. Rev. Fr. Jose K Varghese *J. K. Varghese*
2. Dr. Sushil Tiwari *S. Tiwari*
3. Prof. O. P. Agarwal *O. P. Agarwal*
4. Mr. Himanshu Khandelwal *H. Khandelwal*
5. Dr. Chanda Verma *Chanda Verma*
6. Dr. Shiny Mendonca *Shiny Mendonca*
7. Dr. M. G. Raymon *M. G. Raymon*

Minutes of the Governing Body Meeting held on 17.03.2021 at 03.00 pm

1. The Governing Body meeting started with a silent Prayer. Rev. Fr. Jose K.Varghese briefed about the achievement of the College and applauded the College for the academic result and opening Research Centre in the P.G. Department of Chemistry & Biotechnology.
2. Principal of the College read out the minutes of the last Governing Body meeting held on 12.01.2021.
3. The recruitment of the staff under Statute-28 was held for the Department of Education, Biotechnology, Botany, Chemistry and Mathematics.
4. The Governing Body approved the selection of the following candidates:
 - Dept. of Education (Subject – Perspective of Education) – Dr. Joshi Varghese
 - P.G. Department of Biotechnology – Dr. Anubhuti Jha
 - P.G. Department of Botany – Dr. Suruchi Parkey
 - P.G. Department of Chemistry – Dr. Arvind Kumar Sahu
 - P.G. Department of Mathematics – Ms. Jyoti Dewangan
5. The Governing Body recommended to send the list of the names of the selected candidates, under Statute-28, for further approval from Hemchand Yadav Vishwavidyalaya, Durg.
6. The Governing Body also discussed the maternity leave for Dr. Neethu Raj.P (Asst. Prof. Dept. of Zoology). It was decided to grant 6 months leave as per the CG Government Norms. The Probational period of Dr. Neethu Raj.P will be extended for further 6 months.
7. The Principal discussed about the opening of Girls Hostel of the college. It was decided to open the girls hostel following the Covid Guidelines issued by the Higher Education of CG. It was also decided to discuss the matter with the Administrator and Hostel Committee of the college.
8. The Principal briefed about the NAAC preparation of the college and various suggestions were given to improve the area which needed more attention.
9. The Governing Body also discussed about various courses and it was decided to apply for P.G. Diploma in Guidance & Counselling, Bio Chemistry (UG Courses), Integrated B.Sc. B.Ed, B.A. B.Ed and more subject options in B.A. in the coming academic session 2022-2023.
10. It was also decided to increase 80 more seats in BBA and BA.
11. Dr. Chanda Varma, Asst. Prof. Dept. of Chemistry proposed vote of thanks.

Rev. Fr. Jose K. Varghese
17/3/21

Prof. Dr. Anubhuti Jha
17/3/21

Prof. O.P. Agarwal
17/3/21

Mr. Himanshu Khandolwal
17/3/21

Dr. Chanda Varma
17/3/21

Dr. M.G. Roymon
17/3/2021

Dr. Shiny Mendonca
17/03

12/01/2021

Minutes of the Governing Body of
St. Thomas College, Bhilai held on
12/01/2021

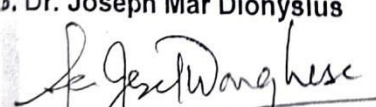
1. M.G. Dr. Joseph Mar Dionysius - Mar DS
2. Rt. Rev. George Mathew Rambar - GR
3. Rev. Fr. Jose K Varghese - Fr. Jose K Varghese
4. Dr. Sushil Kumar - Sushil Kumar
5. Dr. M.G. Raymon - Dr. M.G. Raymon
12/01/2021
6. Prof. O.P Agarwal - O.P Agarwal
7. Dr. Shiny Mendonca - Shiny Mendonca

Minutes of the Meeting held on 12.01.2021 at 03.30 pm


The Governing Body meeting started with a silent Prayer. The meeting was chaired by Manager Bishop of the college, His Grace Dr. Joseph Mar Dionysius.

1. Dr. M.G.Roymon read out the minutes of the last Governing Body Meeting held on 07.03.2020 and those were seconded by Dr. Sushil Tiwari.
2. Principal of the college Dr. M.G.Roymon informed about the visit of Inspection Team for Research Centre in the Department of Biotechnology & Chemistry.
3. Advertisement for the recruitment of staff under Statute 28 in the Department of Maths, Botany, Chemistry, Biotechnology & B.Ed to be published in the newspapers.
4. Principal informed about the Affiliation letter received from university for M.Sc (Physics) 1st year and the course has started.
5. In B.A Part I, Sociology is introduced alongwith the combination of other subjects. This is receiving good response from students.
6. Admission in various streams is quite satisfactory. Principal informed that a total of 2780 students have taken admission in various streams for the Academic Year 2020-2021.
7. Manager Bishop of the college suggested introducing Political Science and History in B.A for the next Academic Year.
8. Virtual inauguration of M.Sc (physics) to be conducted soon by Vice Chancellor of Hemchand Yadav Vishwavidhyalaya, Durg.
9. Representation letter to be sent to Higher Education for the appointment of Principal and to rectify the anomaly in the Seniority List released by Hemchand Yadav Vishwavidhyalaya, Durg.


H.G. Dr. Joseph Mar Dionysius



Rev. Fr. Jose K. Varghese


Prof. O.P. Agarwal


Dr. Shiny Mendonce


Rev. Fr. George Mathew Ramban


Dr. Sushil Tiwari


Dr. M.G. Roymon

**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	

I MEETING- 13 JULY, 2020 [MONDAY]


Agenda

1. Commencement of Final Year Exams
2. Admission Process

All HOD's and Computer Science Department Faculty

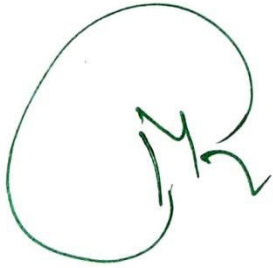
The meeting was presided over by Principal Dr. M.G.Roymonand the following points were discussed.

- First year students of UG 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. Shyjjju Thomas {AAO}



II Meeting- 16th July 2020 [Thursday]

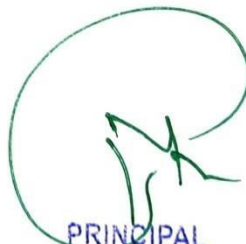
Agenda

- 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.

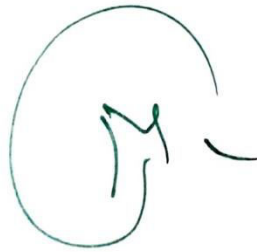
The following points were discussed:-

- 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.


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

Attended By:

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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. SheejaVarkey
- 11.Dr. Susan R. Abraham
- 12.Dr. Aparna Ghosh
- 13.Dr. Jyoti Bakshi
- 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



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. Sheeja Varkey	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	

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

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 competition 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
Dr. V. Shanti	Dr. Sheeja Thomas
Mr. Kailash Narayan Verma	Dr. Surekha Jawade


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

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.

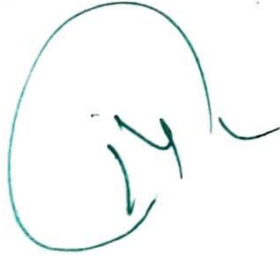
Other Instructions from Principal Sir.

- Check syllabus from University website regularly
- Inlibnet 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.


PRINCIPAL
THOMAS COLLEGE, BHILAI
JABARDHA, BHILAI (C.G.)

Attended By

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 Mukherji
7. Dr. Shiny Mendonce
8. Dr. Sapna Sharma
9. Dr Suja Varghese
- 10.Dr. SheejaVarkey
- 11.Dr. Susan R. Abraham
- 12.Dr. Aparna Ghosh
- 13.Dr. Jyoti Bakshi
- 14.Dr. V. Shanti
- 15.Mr. Kailash Narayan Verma
- 16.Dr. Jayashree Balasubramanium
- 17.Dr. Sheeja Thomas
- 18.Dr. Surekha Jawade
- 19.Mr. Amit Kumar Tamrakar



VI - Meeting -16 February 2021 [Tuesday]

Venue :- Conference Hall

Agenda:

- i) Answer sheet submission
- ii) Inflibnet access

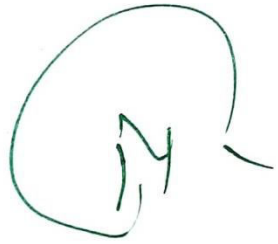
The following points were discussed :-

- 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


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

Attended By:

1. Dr. M.G Roymon-Chairman
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- 17.Dr. Sheeja Thomas
- 18.Dr. Surekha Jawade
- 19.Mr. Amit Kumar Tamrakar



NAAC Steering Committee

No.	Name of the Members	Designation
01.	Dr. MG Roymon (Principal)	Chairperson of NAAC Steering Committee
02.	Rev Fr. Dr. Joshi Varghese (Administrator)	Chief Coordinator
03.	Dr. James Mathew (Assistant Professor, Department of Chemistry)	NAAC Coordinator
04.	Dr. Debjani Mukherjee (Assistant Professor, Department of Psychology)	IQAC Coordinator
05.	Dr. Shiny Mendonce (Assistant Professor, Department of English)	IQAC Co- Coordinator
04.	Dr. Mariam Jacob (Assistant Professor, Department of Economics)	Criterion-1 Convener
05.	Dr. Jayasree Balasubramaniam (Assistant Professor, Department of Zoology)	Criterion-2 Convener
06.	Dr. Chanda Verma (Assistant Professor, Department of Chemistry)	Criterion-3 Convener
07.	Dr. Sapna Sharma (Assistant Professor, Department of Commerce)	Criterion-4 Convener
08.	Dr. Sheeja Thomas (Assistant Professor, Department of Education)	Criterion-5 Convener
09.	Dr. Shiny Mendonce (Assistant Professor, Department of English)	Criterion-6 Convener
10.	Dr. Susan Abraham (Assistant Professor, Department of Management Studies)	Criterion-7 Convener