


## Quality Assurance Strategies and processes by IQAC

### NOTICE

27/08/21

The following committee is constituted for the AAA (Academic Administrative Audit) of all the Department of the college for the academic session 2020-21.

1. Rev. Fr. Dr. Joshi Varghese – Administrator of the College
2. Dr. M. G. Roymon – Principal
3. Dr. Vinita Thomas – Dean Academics
4. Dr. James Mathews – NAAC Co-ordinator
5. Dr. Debjani Mukherjee – IQAC Co-ordinator

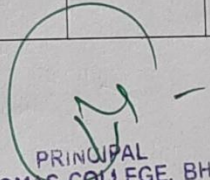


Principal  
ST. THOMAS COLLEGE, BHILAI  
RUABANDHA, BHILAI (C.G.)

# 1. AAA Sample

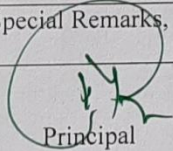
**ST.THOMAS COLLEGE, BHILAI**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC AUDIT REPORT- 2021**

PARAMETERS	2016-17	2017-18	2018-19	2019-20	2020-21
Faculty Profile					
Academic Calendar					
PO,PSO CO-defined, availability in website					
Departmental meetings-minutes					
Department PTA-minutes					
Department Library-Stock and Issue register					
Lecture Schedule ( WS, MS)					
Details of Divyang students-nature of disability,facilities available					
Student Progression-updated data					
Mentor-Mentee list					
Student mentoring-procedure, maintenance of register, list of students, date of interaction/student signature, geotagged photo					
Advance learners / slow learners					
Result Analysis- Pass Percentage- Compare with University percentage/Analysis-Boys/Girls					
Records of academic/ career counseling- departmental level-programmes arranged					
Personal Counselling					
Guidance for Competitive Examination and students benefitted-Student attendance					
Attendance Register – class wise year wise					

  
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Students qualified in NET/SET/MAT/....					
Value added programmes imparting transferrable skills					
Certificate/ Add-on Programmes offered-minutes, syllabus, students attendance					
Mechanism for internal assessment, (records of marklist for transparency					
Grievance Redressal -Exam and others					
Remedial-List of students, STAP time table,and register					
Details of students receiving scholarships from government and non-governmental agencies					
Details of field work/project/internship					
Awards/medals received for outstanding performance by students [Academics , Competitive exams , Scholarships Sports Cultural ,NCC, NSS,					
Alumni-department level-program /meetings					
Details of Research Guides, scholars registered under them, progress reports					
Extension activities in the neighborhood for sensitizing the students on social issues					
Awards for extension activities-students / Department /College					
Collaborated extension activities through NCC,NSS,..and number of students participated					
Students startup and Business Ventures 2016-21					
Future Plans of the Department					
SWOC Analysis					
Special Remarks, if any					

  
Principal

Administrator


Dean Academics

IQAC Coordinator

## AAA Department Report

**ST. THOMAS COLLEGE, BHILAI**  
**INTERNAL QUALITY ASSURANCE CELL**  
**ACADEMIC AUDIT REPORT**  
**P.G. DEPARTMENT OF BOTANY**

SL. No.	PARAMETER	2016-17	2017-18	2018-19	2019-20	2020-21
1	Faculty Profile	complete	complete	complete	complete	complete
2	Academic Calendar	complete	complete	complete	complete	complete
3	PO, PSO CO-defined, availability in website	----	----	complete	complete	complete
4	Departmental meetings-minutes	complete	complete	complete	complete	complete
5	Department PTA-minutes	complete	complete	complete	complete	complete
6	Department Library-Stock and Issue register	complete	complete	complete	complete	complete
7	Lecture Schedule ( WTS, MTS)	In process	complete	complete	complete	WTS incomplete
8	Details of Divyang students-nature of disability, facilities available	----	----	----	---	----
9	Student Progression-updated data	complete	complete	complete	complete	complete
10	Mentor-Mentee list	complete	complete	complete	complete	complete
11	Student mentoring-procedure, maintenance of register, list of students, date of interaction/student signature, geotagged photo					
12	Advance learners / slow learners	complete	complete	complete	complete	complete
13	Result Analysis- Pass Percentage-Compare with University percentage/-Analysis-Boys/Girls,	complete	complete	complete	complete	complete
14	Records of academic/ career counseling-departmental level-programmes arranged	To	Be done	To	Be	done
15	Personal Counselling	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
16	Guidance for Competitive Examination and students benefitted-student attendance	To	be	done	To be done	complete
17	Attendance Register – class wise year wise	complete	complete	complete	complete	complete
18	Students qualified in NET/SET/MAT/....	done	done	done	done	done

  
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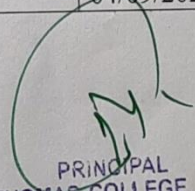
19	Value added programmes imparting transferrable skills	to	be	separated	To be	separated
20	Certificate/ Add-on Programmes offered-minutes, syllabus, students attendance	----	---	---	---	complete
21	Mechanism for internal assessment, ( records of marklist ) transparency,	complete	complete	complete	complete	complete
22	Grievance Redressal -Exam And others	to	be	done	To be	done
23	Remedial-List of students, STAP time table,and register	complete	complete	complete	complete	complete
24	Details of students receiving scholarships from government and nongovernmental agencies	to	be	done	To be	done
25	Details of field work/project/internship-facilities provided	complete	complete	complete	complete	complete
26	Awards/medals received for outstanding performance-students [Academics , Competitive exams , Scholarships Sports Cultural ,NCC, NSS,	To	be	done	To be	done
27	Alumni-department level-program /meetings	complete	complete	complete	complete	complete
28	Details of Guides, scholars registered under them, progress reports	---	----	----	---	----
29	Extension activities in the neighborhood for sensitizing the students on social issues	complete	complete	complete	complete	complete
30	Awards for extension activities-students / Department / College	complete	complete	complete	complete	complete
31	Collaborated extension activities through NCC,NSS,..and number of students participated	complete	complete	complete	complete	complete
32	Students startup and Business Ventures 2016-21	to	be	done	To be	done
33	Future Plans of the Department	complete	complete	complete	complete	complete
34	SWOC Analysis	complete	complete	complete	complete	complete
35	Special Remarks, if any	Next Academic Audit scheduled from 25 <sup>th</sup> – 30 <sup>th</sup> October 2021				



**AAA Schedule – 2020-21**

**St. Thomas College, Bhilai  
Academic Audit 2016-21  
&  
Cell/Club Documents Audit 2016-21  
Schedule of Visit**

Sl.No	Department	Date	Time
1	Commerce	02/09/2021	11 AM
2	English	02/09/2021	11.30 AM
3	Mathematics and computer	02/09/2021	11.50 AM
4	Psychology	02/09/2021	12.20 PM
5	Hindi	02/09/2021	12.40 PM
6	Zoology	02/09/2021	1 PM
7	Botany	02/09/2021	1.20 PM
8	Microbiology and Bio Technology	03/09/2021	10 AM
9	Physics and Electronics	03/09/2021	10.30 AM
10	Chemistry	03/09/2021	10.50 AM
11	Management	03/09/2021	11.20 PM
12	Economics	03/09/2021	11.40 PM
13	Sociology	03/09/2021	12 PM
14	Journalism and Mass Communication	03/09/2021	12.15 PM
15	Education	03/09/2021	12.40 PM
16	Cell/Club- Eco Club, Grievance and Redressal Cell, CPOSH, EDC, , Training and Placement	04/09/2021	11 AM
17	Women's Cell, COPRA, Guidance and Counselling, Civil Services Aspirant Club,	04/09/2021	11.30 AM
18	Literary and Cultural, Sports	04/09/2021	12 Noon
19	NCC, NSS	04/09/2021	12.30 PM

  
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