

DRAFT REPORT  
ON  
INSTITUTIONAL ACCREDITATION  
OF

*St. Thomas College*

Ruabandha, Bhilai, Chhattisgarh

September 30<sup>th</sup> – 1<sup>st</sup> October 2005

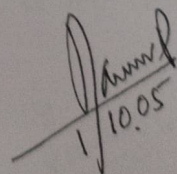
National Assessment and Accreditation Council  
Bangalore

**DRAFT REPORT ON  
INSTITUTIONAL ACCREDITATION OF  
ST. THOMAS COLLEGE , RUABANDHA, BHILAI,  
CHHATTISGARH**

**SECTION -I : INTRODUCTION :**

St. Thomas College, Ruabandha, Bhilai, Chhattisgarh was established in the year 1984. It is affiliated to Pandit Ravishankar Shukla University, Raipur. The College has been recognized by the UGC Under 2F and 12B since 1989 and 1992 respectively. The College is totally a self-financing college and not receiving any salary grant from the Government. The college has been established and is managed by the St.Thomas Mission, Bhilai. Besides this college, the management runs more than twenty other educational institutions including number of primary and secondary schools, a theological seminary and an engineering college located at Bhilai. These institutions are spread over Chhattisgarh, M.P., Bihar, Orissa and Maharashtra.

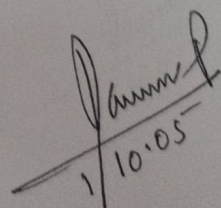
The college offers 5 UG ( BA, BSc., BCom., BCA and BBA) courses, 9 PG (English, Economics, Commerce, Botany, Biotechnology, Microbiology, Mathematics, Computer Science & Electronics), and 01 Diploma Course (PGDCA) In addition to these programmes, the college is offering BEd programme. All the programmes are offered under self financing mode. The College has 65 teachers including the Principal ( 45 Regular & 20 Adhoc ), of these 8 faculty members hold Ph.D and 7 faculty members hold M.Phil Degrees and other faculty members possess masters degree. Out of the 65 faculty members, 46 are female and 19 are male. The college offers all the programmes in English medium. The college administration is supported by 16 non-teaching members and 5 technical staff. The unit cost of education is Rs.9972/- including salary component and Rs.5913/- excluding salary component.

  
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The college is spread over 10 acres of land with gardens, greenery and is generally well maintained. The total number of students are 1503 (UG- 1287, PG. - 114, PGDCA - 2 and BEd.- 100). The pass percentage of the students is nearly 91.3%, the dropout rate is about 2.7%. Each year the college produces University rank holders. The college generally follows annual system and semester system has been introduced for limited courses. This missionary minority college has been established with the objective of "providing formal education, grooming students personality through curricular and extra curricular activities, producing citizens ready to serve the nation and mankind and to add value base to education. Patriotism, spirituality and service to mankind are the mottos of the college". The college works for nearly 240 days in a year and of these the average teaching days per year are 180. The infrastructural facilities available in the college include Central Library, Sports facilities, Hostels, Housing, Canteen, parking place, telephone facility, stationery store, Open air pandal, prayer room, and a meeting hall. The college library has 8235 number of Books out of which nearly 400 books have been lent to the departmental libraries. Though the college has minority status, broadly it is eclectic in its attitude. The faculty and students are drawn from the different communities and from different parts of the country.

The college submitted its Self Study report in December 2004 and NAAC in it's turn constituted a peer team committee consisting of Prof. P.Ramaiah, Rector, Dr. BR Ambedkar Open University, Hyderabad as Chairman, Prof. S.P. Pani, Director, DDCE, Utkal University, Bhubaneswar as Member Co-ordinator and Dr. Debabrata Chaudhury, Principal, Ashutosh College, Kolkata as member. Prof. K. Banadarangaiah, coordinated the visit from NAAC side. The peer team visited the college on 30th September and 1st October 2005 and interacted with the Principal, Faculty members, non-teaching staff, students, parents, alumni, and members of the Governing Body. The Peer Team presents below its report on the basis of the visit and interaction with various sections of the college.

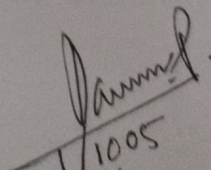
  
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## SECTION - II : CRITERION WISE ANALYSIS

### CRITERION - I : CURRICULAR ASPECT :

The St. Thomas College, Bhilai is providing education for the last 21 years to the children of BSP employees and also the surrounding rural areas of Bhilai, Durg and Raipur. The college provides a wide range of academic programmes offering 16 courses. They are BA, BSc, BCom., BBA, BCA, M.A, MSc., MCom, BEd and PGDCA (English, Hindi, Mathematics, Physics, Electronics Chemistry, Botany, Zoology, Biotechnology, Microbiology, Computer Science, Economics, Education, Psychology and Commerce at various levels). The college offers PG programmes in the following subjects i.e. English, Economics, Commerce, Mathematics, Botany, Biotechnology, Microbiology, Electronics & Computer Science, and UG programmes in all the subjects. Besides UG and PG programs, it offers BEd and PGDCA. The college has taken initiative in offering professional and employment oriented courses like BEd, PGDCA, MSc in Computer Science, Microbiology Electronics, and Biotechnology. The college has little scope in framing the curriculum. However, few faculty members serve on the Boards of Studies of the University in designing the curriculum of the programmes offered by the University and participate in all academic activities of the college and university. To introduce any new programme of the study at the Under Graduate level 2 years time is taken in designing the programme. Elective and non-core options are available at the under graduate level. But, however, in the Arts faculty, only one combination is offered i.e. English literature, psychology and economics. For the benefit of students, the college is conducting regular weekly seminars and Special paper groups are also available at the PG level. Project components form an integral part of PG Curriculum. Classs-room teaching, micro teaching, craft education, and Village survey form a part of BEd curriculum.

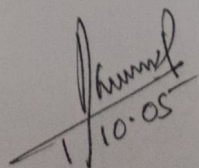
  
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The medium of instruction in the college is only English. Hindi as modern Indian language is compulsory for BA, BSc, BCom and BBA. Similarly, English is compulsory for all under-graduate programmes.

#### **CRITERION-II : TEACHING, LEARNING AND EVALUATION**

All the programmes in the college are being offered in English only. The college is a self financing college and is not receiving any salary grant from the State Government. BBA and MSc Computer Science programmes are under semester system and all other programmes follow year-end examination system. The students are selected for admission into various Programmes on the basis of merit only. For BCA University conducts an entrance test and the student are given freedom to opt the college in the state where the Programme is offered by applying separately. The students are admitted into BEd Programme based on the merit acquired at the qualifying examinations and on their performance in the interview. The average workload for each teacher is 20-22 periods a week. On an average 180 days are devoted to teaching and learning. Talk and chalk is the predominant method of teaching in the college. OHP and computers are used in limited way to impart education. Under the science stream practical component and project component has been introduced and are compulsory. The college holds monthly tests, periodical tests in addition to the term- end examination. The college also conducts model examinations for all the students before the conduct of University examinations. The teachers plan their lessons and the syllabi has been utilized. For the entire academic year, each teacher maintains a Teachers' diary with a scheme of work. The Heads of Deptt. and the Principal review the same at monthly intervals. The department teachers' council meet every month to review the course progress and to plan the departmental activities. The course coverage are also reviewed regularly before conduct of the University examinations.

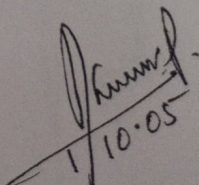
  
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Being unaided and self financing college it has freedom to recruit its own teachers. The college follows a transparent system of teacher recruitment through open advertisement and by duly constituted selection committee by following the UGC prescribed qualifications. In the event of non-availability of NET / SLET candidates, the management is forced to appoint teachers on adhoc basis with a minimum qualifications in a lower scale of pay. As and when they acquire the required qualification, the pay scale is being extended to the teachers. One teacher of the college has received the President Award for excellence in teaching while working as a school teacher earlier. One more faculty member was honoured for her literary work. The college has established institutional links with All India Association for Christian Higher Education in India and abroad. The faculty members are encouraged to participate in the seminars, symposia, workshops, seminars conducted by the college / university and other institutions. Few faculty members were deputed to attend national level seminars. The level of student teacher interaction is very high.

Number of teaching aids like charts, slides, samples, herbarium, botanical garden etc are maintained by the departments. Projects have been assigned to the PG students as a part of teaching - learning process. Submission of Project work at PG level is compulsory and advanced students of MA English submit dissertation at the end of the final year programme. Every week, the PG students and others present seminar papers at the seminars conducted at the Department Level.

The college has introduced student feed back system. Before the exit of third year students, the feed back forms reflecting their experiences / impressions are collected by the principal. The teachers have an access to these forms to examine and to take necessary steps to formulate the future plans.

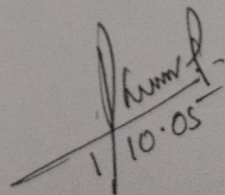
  
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The college publishes its prospectus at the beginning of the academic year with all details such as admission procedures, curriculum, extra curricular activities and evaluation system. The monitoring of the student progress is done through internal evaluation methods.

### CRITERION - III : RESEARCH CONSULTANCY AND EXTENSION :

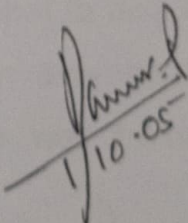
With 9 PG departments, the College's primary emphasis is on teaching / learning. Out of 65 teachers, 08 hold Ph.D and 07 hold M.Phil Degrees. Presently 14 teachers of the college are registered as part time Ph.D. scholars and 3 teachers have been awarded Ph.D. in the last 3 years. The Microbiology Department is a recognized Research Centre and the Bio-technology department is in the process of getting recognized as a research centre. 3 teachers are recognized as Ph.D. Guides. Four research scholars are working in the department of microbiology, biotechnology to pursue their PhD programme. 9 research students are pursuing their PhD in the faculty of Education. 4 faculty members have submitted their doctoral thesis. The college has no provision for study leave and seed money. However there is a research committee to evaluate projects. There is one ongoing minor research project funded by the UGC in the Microbiology and Bio- technology department. The college is attempting to inculcate research ethos through project works allotted to the PG students. The teachers have published one text book and eight no. of papers in national journals. About four abstracts of research papers of the teachers have also been published. The publications of the faculty members of Hindi and Education Departments are significant. College teachers do not accept consultancy work. Till date no teacher has availed leave under Faculty Improvement Programme of the UGC. Only 11 teachers have attended refresher

  
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and orientation courses conducted by different Universities. The college has conducted 5 national level, 7 state level seminars and 10 workshops and symposia by generating their own finances.

The college is vibrant with extension activities. The College has two Units of NSS volunteers. They have adopted a nearby village. Special camps of 10 day durations are regularly organized besides one day camps. So far the NSS Unit of the college has conducted 18 camps of 10 days duration and also adopted villages for development. The State Government of Chhattisgarh provided funds to adopt a village to construct the bathrooms and latrines for the down trodden. Four NSS Volunteers have participated at Republic Day parade at New Delhi between 1998 to 2004. Five NSS volunteers have participated in the National Integration Camp, 1150 volunteers have donated blood between 1997 to 2005 and 11 volunteers have participated in the State level camps. The volunteers with others have collected a little over one lac rupees for the Tsunami Relief Fund. These volunteers also actively participate with the college's anti- narcotics drive. The college has very good name in organizing the anti-narcotic camps. Recently, they have organized one camp for the prisoners of Durg Central Jail. The NSS, Women's Cell, Guidance and Counseling Cell, Literary Associations are constantly engaged in extension activities. Such activities include blood donation camp, anti narcotic movement, flowers shows, environmental awareness camps, district science talent exhibition, cultural programmes, craft exhibitions, pre-martial counseling, career guidance, quiz competitions, Literary competitions etc. The college also collaborates with the Christian Missionaries for extension activities. The College has organized a science exhibition for school children and others.

  
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**CRITERION - IV : INFRASTRUCTURE, LEARNING RESOURCES :**

The College has a well designed master plan and is spread over a campus of ten acres supported by Bhilai Steel Plant. The college building provides a floor space of 8906 sq. Meters having very good infrastructural facilities. There are 28 numbers of class rooms, 18 numbers of faculty rooms, 24 number of lab rooms, a dark room, one chemistry store room, gas room, electronics room, 2 office rooms, besides their meeting room and a library room. The college building is 2 storied with 3 wings. There is a two storied separate building for the BEd programme. All the departments have separate well furnished rooms. The class rooms are shared by the departments. The College has adequate facility for holding seminars and conferences. The College has a beautiful separate garden at the entrance of the college named as 'Vande Mataram Garden'. There is an image of Bharat Mata in the garden and it is designed to inspire patriotism and national integration. The College has a small botanical garden and also a rose garden. The plants in Botanical garden are well labeled.

The college has a Central Library with 8235 number of books. The books are being classified under DDC system. There is provision for open access to the students. Only one book is issued to the UG and PG students for 14 days. The teachers are allowed to retain books for the entire academic session. The last stock verification was taken in April – May 2005. There is a small Reference Section. There is a provision for news paper stands in the corridors. In the last two years 1459 number of books have been procured. The College library subscribes to several newspapers and periodicals. There is a library committee constituted by the principal to acquire and purchase books and for monitoring the library activities. On an average 20 number of users visit library every day. The library staff are well trained user friendly.

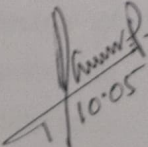
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In addition to this, there are other committees which extend the learning support to various extension activities in the campus. Before the year-end examinations, the college library is kept open for the benefit of the students after the college hours. In addition to this, the college has Departmental Libraries, OHP and other learning resources.

The other infrastructural facilities of the College include one ladies hostel providing accommodation for more than 300 girl students. Another floor is being added to the two-storied hostel building. The gardens are well maintained. The Buildings are also well maintained and permanent sheds are provided to park two and four wheelers in the campus. At present the construction work in the second floor of the Education block and the ladies hostel is going on and the college is planning for an auditorium, a separate building for Library, a reading room and a mini stadium. There is an open air stage. A Canteen, a PCO, a photocopier centre and also a small stationery shop is available in the campus. The provision for games and sports include grounds for football, volley ball, cricket and for indoor games like table tennis and carom. The College also utilizes facility of Bhilai Steel Plant for Basketball and athletics. A Basketball ground is under construction and equipments like boards have already been procured.

The College has 84 computers, of which 67 are placed in Mathematics and Computer science departments in two labs. The other 17 computers are distributed in departments like Botany, Microbiology, Physics, Education Psychology, English, Commerce, Management Department, library and office of the college. The college has a Lap Top and a LCD Projector also.

  
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#### CRITERION - V : STUDENT SUPPORT AND PROGRESSION :

The student support facilities available on the campus and their progression is very encouraging. The College has a very high rate of success i.e. 91.3%. About 2.7% students drop out and about 10% students progress to Higher Education i.e. PhD, PG and professional courses. So far more than 75 students have got University ranks within first 10 positions. The college has consistently produced university rank holders As many as 25 students secured University ranks in the year 2004-05. College has not maintained any record of students qualifying in UGC - CSIR NET, SLET, GATE examination etc. Recently, 3 students have qualified in NET and GATE Exams. The college publishes it's prospectus regularly and all details are made available to the students in the beginning of the academic year giving all details about the academic calendar, rules and regulations, the fee structure, the academic supportive clubs, the facilities available on the campus, the financial aid available etc. State Government Stipend for SC, ST students, scholarship from Bhilai Steel Plant for children of its employees and few scholarship from college are available. The children of Bhilai Steel Plant employees get scholarships if they secure more than 75% marks at their qualifying examination. In addition to this, merit scholarships are awarded for meritorious students. Total No. of scholarship recipient were 6 in 2002-03. The college has recently established an Employment Cell and activities are planned. The College is running a Personality Developments course of 18 days duration in a year. Experts from Bhilai Steel Plant are extending a helping hand. The college Alumni association has been functioning informally. Though the college has not maintained any record of its alumni quite a few of them are in business, teaching, defence, journalism and other professions. They take pride in being ex-students of the college and have a feeling of belongingness. There is a College Union. Picnics and excursions are organized. The College has a vibrant NCC Unit. Two cadets have

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participated in the Republic Day Parade in New Delhi in 2002 and 2004. One cadet participated in Thal Sena Camp at New Delhi. In the last 5 years 10 cadets have participated at National Integration Camps. Three distinguished cadets of the college have joined defence services in officers cadre. Besides, cadets have also attended army attachment camp, trekking camp and hospital camp. NCC cadets are also active in extension activities of the college. The college is active in sports activities. One student has represented the state at National Level in basketball. 16 students have represented the state and 13 other students have represented the university. The College basketball players have won many laurels.

The students from all over the country are joining this college in view of strong student support services and good track record of progression.

#### **CRITERION - VI : ORGANISATION AND MANAGEMENT**

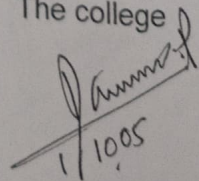
The college is managed by a Christian missionary with well meaningful organizational structure. The College is run by St. Thomas Mission, Bhilai. The managing committee consists of the Bishop as the Chairman, 5 other representatives from the mission and Principal as the member secretary. The Principal has formed several academic and administrative committees. Teachers have been assigned administrative responsibilities for the smooth functioning of the college. The Heads of the Departments along with the Principal function as the key planning group of the College. The Principal is the Chairman of all the Committees formed in the college for better planning and monitoring of various activities from time to time. The Principal is in the Professors' scale of pay. The Asstt. Professors, Sr.Lecturer and Lecturers enjoy UGC scale. The adhoc lecturers and those who do not fulfil the UGC criteria are paid a lower scale of pay and as soon as the teachers acquire the required qualifications, they are given the UGC scale of pay. The college pays 20% DA besides the basic scale. No other allowance is paid. However, College contributes to the Employees Provident Fund for all its regular employees. There

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is an inbuilt mechanism in the college to monitor all the activities by the Head in their departments and the Chairperson of the committees to monitor activities of the college. The developmental activities are supervised by members of the management with the assistance of a technical person who is also a member of the governing body. No faculty member is represented on the management board. In case of non-teaching staff, a senior person has been appointed who is also a member of the governing body to look after and monitor all activities of administration and finances.

The course fee for BSc varies between Rs.5000 to 9000/- per annum. The course fee for BCA & BBA is Rs.12,500/- p.a. approximately. For B.Com & B.A. the annual fees is around 4,000/- and those who pursue with computer application pay additional sum of Rs.4000/-. The PG course fee is similarly graded. The tuition fees for MSc Computers science is Rs.10,000/- p.a.; and Rs.25,000/- p.a. for bio-technology and micro biology. The course fee for BEd is Rs.18000/- p.a. The total receipts of the College for 2002-03 was little over 1.7 crore (Tuition fees .57 crore and other receipts from students, 13 crore + University fees .47 lakh + Examination fees .45 lakh + Balance House Rent, Scholarship, NSS, Bank interest etc). The expenditure include salary .45 crore + Est. .12 crore + Examination .04 crore + Hostel 04 crore + University fees .014 crore etc. A sum of Rs. 2.8 lakh is spent towards labs. The College has a corpus fund of Rs. 33 lakhs at present. The accounts are well maintained and audited up to date. The office procedure is being computerized. College has well laid purchase procedure. There is also an internal audit mechanism in place. The College was sanctioned Rs.20,75,000/- by the UGC as Development Assistance. Out of this it has received Rs.15,48,000/- it has spent the sanctioned amount meeting the shortfall from its own resources. Under the 10<sup>th</sup> plan a sum of Rs.10,40,400/- has been sanctioned as Development assistance by the UGC out of which Rs.7,20,688/- has been received till date. The college

  
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has utilized Rs.3,25,000/- out of this till date. The management is trying to meet the needs of the staff and students. There is a grievance redressal cell for the students and the staff. A self-appraisal form is in place for the employees to assess their performance. The college has also introduced student assessment of the teachers. A questionnaire is distributed amongst the final year students and the feed back is collected by the Principal. The Principal also distributes questionnaire amongst faculty members seeking information on his performance.

#### CRITERION - VII : HEALTHY PRACTICES

The following healthy practices of the college are noteworthy :-

- ♦ The college strives to translate its ideal of Nationalism and spiritualism in its activities.
- ♦ College works towards personality development through improvement in communication skill, imparting moral and value oriented education, and community work.
- ♦ Adoption of a Village and working for its improvement helps the students to be sensitive to the needs of rural mass and it promotes leadership quality.
- ♦ Evaluation of teachers by students and Principal, and Peer evaluation of the Principal by the faculty is a step in the right direction.
- ♦ The NSS and the NCC units of the college are active in promoting patriotism, nationalism and national integration.
- ♦ The college maintains an excellent learning ambience.
- ♦ Anti-narcotic programmes are regularly organized in schools and Jail to emphasise its importance.
- ♦ Pre-marital and family counseling and gender sensitization programmes are organized for the benefit of girl students and public.

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- ♦ The poetic talents of the students is honed through organization of Young Poet Meets.
- ♦ Holding of seminar activities, conduct of model examinations, conduct of remedial classes after the test examination are helpful.

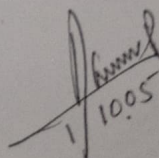
### SECTION-III : OVERALL ANALYSIS

St. Thomas College, Ruabandha, Bhilai, Chhattisgarh, established in the year 1984 is a multi faculty college offering a wide range of programmes. The college is run by St.Thomal Malankara Orthodox Syrian Church Mission with the twin objectives of inculcating spiritual and nationalistic values. Located in the industrial city, the college has earned a name and fame within a short period for its quality education, student teacher relationship, discipline and learning ambience which is very much present on the campus. It is a self-financing institution. It does not receive any grant from the State Government. It receives development assistance from the UGC. The college has adequate infrastructure with a clear well laid down master plan for future development. It has a very large number of women students and faculty members drawn from all over the country. The college has excellent track record in terms of pass percentage, university ranks, extra curricular activities and out reach programmes. The college has a band of competent teachers and responsive students. With direction, vision and vigour, the college has the potentiality of scaling new heights and achieving excellence in the coming years.

#### (a) COMMENDATIONS :

The peer team appreciates the following activities of the College :-

- The discipline in the campus and the hostel is noteworthy.
- Peer evaluation of the principal is a step in the right direction.
- Conscious and effective promotion of national integration, spiritualism and tolerance for multiculturalism and multi faith of Indians is also noteworthy.
- Excellent teacher student rapport developed through extra curricular activities and counseling is also appreciable.

  
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(b) RECOMMENDATIONS :

The Peer team makes the following recommendations for all round improvement of St. Thomas College in the coming years :

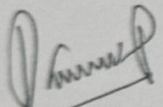
- ✓ • The Library of the college is the nerve centre of learning process and as such needs strengthening in terms of more number of books, addition of a reading room for the students and the teachers, opening of a reference section, automation of the library and development of a CD library. Steps may be initiated to strengthen the PG departmental libraries.
- The college needs to periodically review its curriculum options to cater to the changing needs of the society. Introduction of new subjects like sociology, education, journalism etc. for the BA programme would be helpful.
- Under the BSc programme, college may introduce industrial chemistry, home science, sericulture etc.
- Opening of PG programme in education, psychology, and chemistry can be explored.
- The college may also introduce diploma and certificate level vocational courses such as Marketing Management, Sericulture, Aquaculture and Tourism.
- ✓ • The computer science department may introduce a certificate course in computer applications. *Teachers 2007-2008 15 9-9*
- A language lab may be established in the English department and short term courses in communication skill / spoken English may be offered and a course in creative writing may be introduced.
- A certificate / diploma programme may be offered in Electronics.
- Inter industry linkage may be established by the deptt. of management, micro biology, biotechnology, and chemistry in collaboration with Bhilai Steel Plant.
- ✓ • Teachers be encouraged to avail the faculty improvement programme of the UGC.
- ✓ • The teachers be given the necessary leave to pursue research, attend orientation and refresher courses.
- ✓ • The science department labs be further strengthened where the PG programmes are offered. Science departments be strengthened to fulfill the conditions for availing financial assistance from funding agencies like UGC, CSIR, DBT and others.

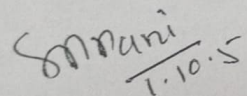
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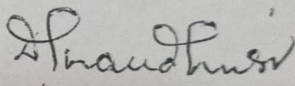


- ✓ Teacher and student representatives may be involved in planning and monitoring the developmental activities of the College.
- ✓ The college needs to develop a vision document in consultation with all the stock holders like, students, teachers, parents, alumni and management.

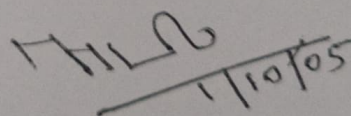
The Peer Team places on record its appreciation for the co-operation extended by the members of the governing body, the Principal, the Faculty, non-teaching staff, parents, Alumni and student community during the visit. The team wishes the very best for the all round development of St. Thomas College, Ruabandha, Bhilai, Chhattishgarh in all its academic pursuits and endeavours.

  
( Prof. P. RAMAIAH )  
Chairman  
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(Prof. S.P. PANI)  
Member Co-ordinator

  
(Dr. D. CHAUDHURI)  
Member  
1.10.05

I agree with the observations and recommendations made by the Peer Team in this report.

  
( Prof. K.M. Kuriakose )  
Principal

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

