

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

AQAR for the Year

<b>2011-2012</b>
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### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

<b>St. Thomas College</b>
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1.2 Address Line 1

Ruabandha Sector
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Address Line 2

Risali
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City/Town

Bhilai, Durg District
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State

Chhattisgarh State
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Pin Code

490006
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Institution e-mail address

stthomascollege_bhilai@rediffmail.com
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Contact Nos.

07882275970
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Name of the Head of the Institution:

Dr. Reny George
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Tel. No. with STD Code:

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Name of the IQAC Co-ordinator:

Mrs. Vinita Thomas
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Mobile:

09826132880
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IQAC e-mail address:

stcbhilai.iqac@gmail.com
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1.3 NAAC Track ID

12875

1.4 NAAC Executive Committee No. & Date:

EC/56/RAR/35 dated 16-9-2011

1.5 Website address:

www.stthomascollegebhilai.in

Web-link of the AQAR:

http://www.stthomascollegebhilai.in/wp-content/uploads/2016/09/AQAR2011-12.PDF

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	Institutional Score 81.55	2006	2011
2	2 <sup>nd</sup> Cycle	B	2.62	2011	2016
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

23/09/2006

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

**First AQAR after last Assessment and Accreditation by NAAC conducted on 16.9.2011**

- i. AQAR 2011-2012 on 12/09/2016 (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ - \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ - \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ - \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous College of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid +Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

**2 IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of Students

2.4 No. of Management Representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held :	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders	Faculty <input type="text" value="3"/>
	Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="-"/> Alumni <input type="text" value="1"/> Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, mention the amount	<input type="text" value="--"/>

## 2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

Total Nos. International  National  State  Institution Level

(ii) Themes

## 2.14 Significant activities and contributions made by IQAC

- Organised workshop on Research Methodology for faculty members to improve their research aptitude
- Conducted Internal Departmental Audit
- Faculty performance review was done after the analysis of student feedback
- Faculty members were encouraged to take up research projects and publication of papers.
- Orientation programmes for I year of Graduation and MSc I Sem. students was done on 04.07.2011
- Continuous evaluation was carried out for all students.
- Orientation of students for internship and projects was done before the internship and projects began by the faculty of respective departments (part of curriculum).
- Value added courses for students through the Department of English on Communication Skills
- 7 day Workshop on personality development was organised by the Dept. of Management Studies

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Faculty Development Programme	<ul style="list-style-type: none"> <li>Organised a 2 day workshop on Research Methodology by Prof. G.S. Bajpai, on January 17 and 18, 2012</li> <li>One faculty was benefitted by attending Refresher Course and 17 others attended Summer/Winter schools and workshops etc.</li> </ul>
Student Development Programme	<ul style="list-style-type: none"> <li>4-Workshops, 3-Seminars, 3-Guest Lectures, 2 Lecture Series and 2-Study Tours were organised for students by various departments of which 1 seminar and 1 workshop was sponsored by UGC</li> <li>Workshop organised on Personality Development</li> <li>Communicative English Classes organised in two parts Remedial Coaching – every Saturday for SC/ST/OBC/Minority</li> <li>NET/SET coaching classes organised for 4 months.</li> <li>Coaching for bank, SSC and railway'</li> <li>15<sup>th</sup> environmental Examination organised by ECSDS, Jabalpur</li> <li>Technical Activities under the title Elex-Vision -11</li> <li>Career counselling in Management and Consultancy in the field of Media and Publicity</li> <li>Encourage the students by providing opportunities in co-curricular and extra-curricular activities</li> <li>Sports activity- Student from various streams participated and represented the college, University and Zone</li> <li>Mar Theodosius Cup: Interstate Basketball Tournament</li> <li>Cultural activities conducted and awarded Kalapratibha Samman.</li> <li>STAP conducted for weak learners</li> </ul>
Conferences	<ul style="list-style-type: none"> <li>1 National Conference and 1 National Seminar, sponsored by UGC were organised</li> </ul>
Department Audit	<ul style="list-style-type: none"> <li>Internal Department Audit was done in the month of March/ April and reports prepared were evaluated.</li> </ul>
Research and Publications	<ul style="list-style-type: none"> <li>Most of the members of the faculty had applied for research Projects and 3 minor projects were sanctioned by the UGC</li> <li>One Major Research project is ongoing</li> <li>Research papers were published in various journals</li> </ul>
Community Services	<ul style="list-style-type: none"> <li>Blood Donation Camp</li> <li>Computer training for BPL students</li> <li>Old age home visit</li> </ul>
Feedback	<ul style="list-style-type: none"> <li>Student feedback taken for teaching staff and analysed</li> </ul>

\* Annexure No. 1 Academic Calendar Session 11-12 Attached.

2.16 . Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The management approved the AQAR after discussion and suggested to organise following activities

- Spread awareness among students regarding social responsibility.
- Special teaching assistance programme for advanced learners to be introduced
- Result Analysis to be done paper-wise for each subject
- Introduction of a New Course of BA in Journalism and Mass Communication

### Part – B

#### Criterion – I Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	1	1
PG	11	-	11	-
UG	6	-	6	2
PG Diploma	1	-	1	1
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	19	-	19	4

Inter disciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Flexibility of the curriculum is limited to the option followed by the Pt. Ravishankar Shukla University Raipur, Chhattisgarh State.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	-
Annual	5

1.3 Feedback from stakeholders Alumni  Parents  Employers  Students

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

*\* Annexure II Analysis of the feedback Attached*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The college follows any revision/update of regulation or syllabi prescribed by University from time to time. The changes in this session are as follows:

1. Semester system was introduced in MSc, MA and MCom.
2. In MSc. Mathematics Viva of 100 marks was added in both I and II sem.
3. In MSc. Botany Theory papers were for 80 marks and 20 marks were for Internal assessment

1.5 Any new Department/Centre introduced during the year. If yes, give details.

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	41	5	1	--

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	34	2
Presented papers	7	46	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Increasing use of ICT in teaching learning by increasing the number of Audio Visual classes for better understanding of subjects
- Assignments and guest lectures are a regular practice for almost all subjects
- Field visits is a common activity for some subjects as teaching outside classroom is effective method
- The system of internal assessment (UT, HYE and ME) has been adopted. Regular monitoring of the attendance and performance of students was done by the academic advisors and their parents were informed.
- Regular feedback of faculty was taken from the students and necessary changes were made in order to make teaching learning processes more effective

2.7 Total No. of actual teaching days during this academic year.

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**For UG:** 03-Unit Tests, Half Yearly and Model examination.  
**For PG:** 02-Unit Tests and Model examination for every semester.



2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop.

1

-

-

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A –I	23	00	4.34	91.3	4.34	100
B.A –II	15	6.66	26.66	53.33	6.66	93.33
B.A –III	13	00	38.46	61.53	00	100
B.Sc–I	117	00	13.68	47.7	00	61.53
B.Sc–II	74	1.35	41.8	57.76	00	100
B.Sc–III	77	00	28.5	53.24	00	82
B.Com –I	446	00	6.1	59.8	13.2	79.2
B.Com –II	236	00	2.9	58.5	21.6	83.1
B.Com –III	220	00	12.3	83.6	0.45	96.4
BCA –I	36	2.7	44.44	22.2	00	69.44
BCA –II	09	00	66.66	00	00	66.66
BCA –III	25	8	72	00	00	80
B.Ed.	96	8.34	89.58	2.08	00	100
BBA-I Sem.	55	00	50.9	47.27	00	98.18
BBA-II Sem.	52	00	42.31	57.69	00	100
BBA-III Sem.	48	00	64.58	31.25	00	95.83
BBA-IV Sem.	46	00	78.26	17.39	00	95.65
BBA-V Sem.	41	00	70.05	19.51	00	97.56
BBA-VI Sem.	40	00	57.5	42.5	00	100
M.Com. I Sem.	30	00	43.3	40	13.3	96.7
M.Com. II Sem.	30	00	43.3	26.7	00	70
M.Com. Final	10	00	10	60	20	90
M.A English I Sem.	05	00	80	20	00	100
M.A English II Sem.	05	00	80	00	00	80
M.A Final English	08	00	25	50	25	100
M.A Economics I Sem.	04	75	25	00	00	100
M.A Economics II Sem.	04	00	100	00	00	100
M.A Economics Final	01	00	00	100	00	100
M.Sc Botany I Sem.	05	00	40	60	00	100
M.Sc Botany II Sem.	05	00	40	40	00	80
M.Sc Botany Final	03	00	00	66.66	33.33	100
M.Sc Chemistry I Sem.	19	00	47.36	00	00	47.36
M.Sc Chemistry II Sem.	18	5.55	83.33	00	00	88.89
M.Sc Mathematics I Sem.	02	00	50	50	00	100

M.Sc Mathematics II Sem	02	00	00	100	00	100
M.Sc Mathematics Final	05	00	40	60	00	100
M.Sc Comp. Sci. ISem.	05	20	80	00	00	100
M.Sc Comp. Sci. II Sem.	05	00	100	00	00	100
M.Sc Comp. Sci.Final	01	00	100	00	00	100
M.Sc Biotech. I Sem.	08	00	87.5	12.5	00	100
M.Sc Biotech. II Sem.	08	25	75	0	00	100
M.Sc Biotech. Final	14	00	85.7	14.4	00	100
M.ScMicroBio. I Sem.	06	00	66.6	33.3	00	100
M.ScMicroBio. II Sem.	06	00	80	00	00	80
M.ScMicroBio. Final	13	00	53.86	46.15	00	100
PGDCA ISem.	24	00	12.5	37.50	4.16	54.16
PGDCA II Sem.	26	00	26.92	46.15	19.23	92.30

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching and Learning processes:

1. Result analysis is monitored at UG and PG levels
2. Monitoring of subject files - like teaching schedule, portion completion, continuous evaluation and performance of faculty.
3. Feedbacks of faculty members are taken from students by the IQAC
4. At the end of the session evaluation of new faculty is taken to figure out the strengths and weakness and scope of improvement is discussed.
5. Redesign of classroom teaching for PG students by asking thought provoking questions before introducing a new topic and allowing them to enter into active interaction in the class room.
6. Both students and faculty are encouraged to participate in seminars and workshops to keep them updated with the recent trends.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programme</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programme	-
Orientation programme	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	17
Others	-

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	-	-	01
Technical Staff	01	-	-	-

**Criterion – III Research, Consultancy and Extension**

## 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

<ul style="list-style-type: none"> <li>• Research committee was constituted</li> <li>• Faculty are motivated to submit research projects to different funding agencies</li> <li>• Encouraged to publish research papers in journals</li> <li>• Organised research based programme for the faculty to upgrade their skills in research</li> <li>• The institute encourages faculty participation in consultancy work</li> </ul>
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## 3.2 Details regarding major projects

Project	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	8,40,300	-	-

## 3.3 Details regarding minor projects

Project	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	3	-
Outlay in Rs. Lakhs	-	-	4,60,000	-

## 3.4 Details on research publications

Publication	International	National	Others
Peer Review Journals	15	3	-
Non-Peer Review Journals	6	3	2
e-Journals	3	-	-
Conference proceedings	3	4	-

## 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

## 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs)	Received (Rs)
Major projects	-	-	-	-
Minor Projects	3	UGC	4,60,000	3,12,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects( <i>other than compulsory by the University</i> )	-	-	-	-
Any other(Specify)	-	-	-	-
Total	3	-	4,60,000	3,12,500

3.7 No. of books published i) With ISBN No  .Chapters in Edited Books ii) Without ISBN No. 

## 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy 

## 3.11 No. of Conferences organized by the Institution.

Level	International	National	State	University	College
Number	-	1	-	-	1 Seminar 3 Workshops
Sponsoring agencies	-	UGC	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year.

Total	International	National	State	University	Dist	College
1	Young Career Award ISSBB 2012 Canada	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph.D.Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="24"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="2"/>
		Any other (Department)	<input type="text" value="2"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility .

- AIDS awareness
- Anti-Narcotic Drive
- Old – age home visits
- Blood Donation Camp

**Criterion – IV****4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 acres	-		10 acres
Class rooms	31	-		31
Laboratories	19	-		19
Seminar Halls	2	-		2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	402	-	402
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,212,509	UGC and College	1,212509
Others	-	-	-	-

## 4.2 Computerization of administration and library

**Administration:** Fully computerised

\*Institute Manager (Admission Details, Student Details, Fee Receipt, Daily Fee Collection Report, TC, CC generation etc.)\*Payroll Manager

**Library:** Fully automated

\*Library manager (Product Master, Member Master, Transaction details, print barcode, Reports etc.....)

## 4.3 Library services:

Particulars	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	3382	571105.61	2677	413326	6059	984431.61
Reference Books	06	18988.91	10	10965	16	29954
e-Books	-	-	-	-	-	-
Journals	19	24149	1	350	20	24499
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video*	188/18	-	19/0	-	207/18	-
Book Bank	4354	683181	75	15503	4429	698684

\* CD/DVD comes with journals or books so the amount is not mentioned

## 4.4 Technology up gradation (overall)

Status	Total Computers	Computer Labs	Internet	Browsing Centres	Office	Departments	Others
Existing	92	61	40	5	4	22	-
Added	-	-	-	-	-	-	-
Total	92	61	40	5	4	22	-

## 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- 7 day Technical activity programme –Elex Vision-11 organised by Dept. of Physics and Electronics

## 4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs.370,181.00

ii) Campus Infrastructure and facilities

Rs.4,477,365.00

iii) Equipment

Rs.677,960.00

iv) Others

Rs.142,278.00

**Total :**

Rs. 5,667,784.00



**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information related to curriculum, scholarship, examinations, placement, cultural, social activities and other programmes are displayed on the notice board
- Prospectus gives clear guidance regarding all the support services
- Training and Placement cell, Grievance Redressal Cell and Anti-ragging committee are constituted in the institution as student support services
- Messages (telephone and emails) regarding the performance, attendance and examinations are sent to the students and their parents
- Institution offers academic and personal counselling services to the students

5.2 Efforts made by the institution for tracking the progression

- Regular monitoring of the academic performance of the students
- Academic advisors are involved in the counselling services for the overall development of the students
- Facilitating student progression by Training and Placement cell
- Regular feedbacks from the students and informal meetings with parents helps to assist in tracking the progress of the students
- Departmental programmes and inter disciplinary programmes are arranged followed by a feed back to assess the progress

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1558	145	01	25

(b) No. of students outside the state 222

(c) No of international students 1

Men	<table border="1" style="width: 100%; text-align: center;"> <tr><th>No</th><th>%</th></tr> <tr><td>803</td><td>45.67</td></tr> </table>	No	%	803	45.67	Women	<table border="1" style="width: 100%; text-align: center;"> <tr><th>No</th><th>%</th></tr> <tr><td>926</td><td>53.53</td></tr> </table>	No	%	926	53.53
No	%										
803	45.67										
No	%										
926	53.53										

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1157	116	72	174	-	1519	1333	76	180	140	-	1729

Demand ratio = 0.67:1

Dropout % = 9.75

## 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The Training and Placement Cell updates the students about the schedule and deadlines of the various Competitive Examinations and also guide them to prepare effectively.
- Coaching for Bank/SSC/ Railways examination were conducted
- NET/SET coaching classes conducted for 4 months
- Efforts are taken by every department by arranging group discussion sessions thus preparing them to face interviews
- The Department of English arranges courses to improve their communication skills
- 7 Day Workshop on Personality Development organised by the Dept. of Management Studies to overcome the deficiencies in student's personality.

No. of students beneficiaries

## 5.5 No. of students qualified in these examinations

NET  SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

## 5.6 Details of student counselling and career guidance

- Counselling is done for hostel girls in the beginning of the session.
- Orientation programs are being conducted by the faculty in the beginning of the session in their respective classes
- Career counselling on management and consultancy in the field of Media and Publicity
- Career guidance on Films and Talent
- Final year Undergraduate and Postgraduate students are given Marital counselling

No. of students benefitted

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	318	16	-

## 5.8 Details of gender sensitization programme

To facilitate women empowerment and to make them self-sufficient and economically independent an "Employability Skill Workshop" was held by the Women Cell and Training and Placement Cell of the college. The workshop provided an opportunity for the science students of the College regarding small scale/cottage industries. The workshop was held for 15 days and 30 students were benefited from this workshop. This workshop was held by CITCON- Durg dist. The resource person was Mr. P. Thomas and his team.

## 5.9 Students Activities

## 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

## 5.9. No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/University level  National level  International level

## 5.10 Scholarships and Financial Support :

Sources	Number of students	Amount
Financial support from institution	21	1,19,150.00
Financial support from government	-	-
Financial support from other sources	1 Endowment	1500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision**

- Equipping the students with scholastic and non-scholastic skills to face the challenges of the modern world with a competitive spirit.
- To be a centre of academic excellence by providing quality education and inculcating and nurturing socio-cultural and moral values in the students.

**Mission**

- To raise undergraduate and post graduate students and research scholars to work for academic excellence, professional competence, exemplary values and spiritual virtues
- To have the state of art infrastructure facilities.
- To transfer appropriate technology to society and develop effective partnership with industries.
- To offer quality teaching and learning environment and help in the upliftment of the society.
- To disseminate new knowledge and contribute to the economy, innovation and technology.

6.2 Does the Institution have a Management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The college follows the syllabi designed by Pt. Ravishankar Shukla University, Raipur
- Faculty are members of the Board of Studies of Pt. Ravishankar Shukla University, Raipur
- The institution offers value added courses like Communicative English and Personality Development. Feedback from academic peers are used in the initiation, review and redesign of the program.

### 6.3.2 Teaching and Learning

- Calendar of events, term-wise allocation of the syllabus, fixing dates for tests are done in consultation with the HOD of all department at beginning of the academic session. All the faculty are informed to adhere to the same.
- Teaching schedule is submitted in the beginning of the session to the Principal, which is regularly monitored and overviewed by HOD's through formal and informal interactions
- Faculty are provided with additional learning facility by deputing them for orientation and refresher programmes
- Experiential and practical learning through lab based sessions and field visits are encouraged in teaching
- Faculty are encouraged to supplement regular chalk/board lectures with ICT methods for teaching purpose. Technology enabled teaching learning process like use of LCD projectors is practised in all the PG Departments.
- Feedback on teaching is taken from students, analysed and informed to the faculty members for further improvement.
- Internal departmental audit was conducted by IQAC.

### 6.3.3 Examination and Evaluation

- Examinations and evaluation is done as per the rules and regulations of Pt. Ravishankar Shukla University, Raipur
- Tests are conducted periodically to monitor the student's performance in classroom studies.
- 3 unit tests, half yearly, model exams are conducted in every subject for Undergraduates.
- Regular tests (2 unit tests and model exams) and assignments are analysed for internal assessments for Postgraduates.
- Evaluation and feedback by subject faculty is forwarded to the academic advisor.
- Academic advisors monitor the performance and suggest for improvement.
- Special coaching classes and tutorials are arranged for weak students as well as students residing in the girl's hostel.

### 6.3.4 Research and Development

- Committee for Research Activities is initiated with the objective to motivate PG students and faculty to do research in field of their interest.
- The institution has research centre in the Department of Microbiology
- Faculty members are motivated to submit minor /major project proposals to various funding agencies like UGC and CCOST and have a few ongoing and completed projects to their credit.

## 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library:**

- The college library occupies two storied with separate reading section for faculty and students. In addition to this all PG departments have individual departmental library.
- Book bank facility can be availed by SC/ST/ OBC/ and Minority students at a very nominal charges of Rs.100 for 6 books, which has to be returned after their final exams.

**ICT**

- 5 computers with internet are available for the students in digital library for reading study materials. DELNET and INFLIBNET are also available.
- The institute has an auditorium and a seminar hall with all modern facilities for audio visual classes
- Systems in the computer labs and departments are loaded with required software ready for operation and are regularly maintained by experts.
- WiFi is available in the campus.

**Infrastructure/instrumentation**

- The institute has adequate physical facilities to run the educational programmes and administrative functions efficiently.
- Addition in infrastructure is done as per requirement.
- The PG department laboratories have a number of sophisticated instruments. Annual budgetary allocation is made available to each department for purchasing new instruments and consumables and its maintenance.

## 6.3.6 Human Resource Management

- The Managing Committee develops the total human resource of the college.
- Faculty members are provided opportunity for their individual growth along with organisational development.
- Apart from this Management has appointed experienced person to supervise the functioning of the non-teaching staff
- Grievances if any are sent to the Chairman, through the Principal and appropriate redressal is made.

## 6.3.7 Faculty and Staff recruitment

- The college abide by the rules and procedure for the recruitment laid down by the Pt. Ravishankar Shukla University, Raipur and UGC.
- The recruitment of non-teaching and office staff is done on need basis by the management.

## 6.3.8 Industry Interaction / Collaboration

- Several departments carry out industrial visits as part of the curriculum.

## 6.3.9 Admission of Students

- The college strictly follows the rules laid down by the Pt. Ravishankar Shukla University, Raipur to ensure transparency of the admission procedure. Submitted application forms are sorted and merit list is prepared by the selection committee and published accordingly.
- The college follows process required for admission of SC/ST/OBC/Minority in educational institutions. Special relaxations are made for students in sports quota, cultural activities, NCC and NSS.

## 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Provident Fund</li> <li>• Maternity Leave</li> <li>• Fee concession for wards</li> <li>• Housing</li> <li>• Interest free personal loan and advance payment schemes</li> <li>• Long Leave without pay for genuine reasons</li> </ul>
Non-teaching	<ul style="list-style-type: none"> <li>• Provident Fund</li> <li>• Maternity Leave</li> <li>• Fee concession for wards</li> <li>• Housing</li> <li>• Interest free personal loan and advance payment schemes</li> </ul>
Students	<ul style="list-style-type: none"> <li>• State and Centre Scholarship Schemes</li> <li>• Scholarship schemes of Bhilai Steel Plant and other companies for children of employees</li> <li>• Fee concession for needy students by the college management</li> <li>• Student Endowment Scheme</li> <li>• Grievance Redressal Cell</li> <li>• Career Counselling and Placement</li> <li>• Medical and sick room with first aid facility</li> <li>• Hostel Facility for Girls</li> <li>• Incentive to students bringing laurels</li> </ul>

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	Yes	B. Vishwanthan & Co Block 7 Ist Floor Himalaya complex Supela, Bhilai	Yes	Auditor, St. Thomas Mission Kailash Nagar, Bhilai

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-
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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

-
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6.11 Activities and support from the Alumni Association

- Alumni volunteered to take guidance session, organise scientific and skill oriented workshops and as resource persons in seminars for the current students.
- They extended cooperation for the smooth running of the college and are engaged in the development programmes.
- They participate in all the major functions of the college.

6.12 Activities and support from the Parent – Teacher Association

- Every department holds meeting with parents to provide them feedback about the progress and drawbacks of their wards.
- Parents are invited to attend college functions



## 6.13 Development programmes for support staff

Other than welfare schemes for support staff the institution is taking initiative for the developing their literacy in computer basics

## 6.14 Initiatives taken by the institution to make the campus eco-friendly

- All efforts are taken to make the campus horn free, tobacco free and plastic free zone.
- The campus has number of trees and the administration maintains the greenery and cleanliness of the campus. Dustbins are available to keep the campus garbage free.
- Tree plantations drive are organised by the NSS, NCC and Eco-club.
- Rain water harvesting has been carried out since 2006

**Criterion – VII****7. Innovations and Best Practices**

## 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Innovation: Internal audit of the departments by the IQAC

## 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The departments were informed in the beginning of the session about the necessary preparations for the internal department audit.
- Internal audit was done by IQAC in every department by the end of the session and scope of improvement was discussed.

## 7.3 Give two Best Practices of the institution

- Book Bank Facility
- Blood Donors Club

*\* Annexure III Details of Two Best Practices Attached*

## 7.4 Contribution to environmental awareness / protection

- An Eco-club, with both staff and students as members, is functioning to make the college eco-friendly. Students involve in various activities, competitions and exhibitions. Guest lectures are organised to create environmental awareness.
- 15<sup>th</sup> Environmental Examination conducted by ECSDS Jabalpur
- Workshop on Horticultural Practices was organised by the Eco-Club
- Tree plantations: The NSS, NCC, Eco-Club and Botanical Association have made commendable efforts by planting trees.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

-

## 8. Plans of institution for next year

- Special teaching assistance programme for advanced learners to be introduced
- Result Analysis to be done paper-wise for each subject
- Initiating a New Course of BA in Journalism and Mass Communication
- Organise activities related to spreading awareness among students regarding social responsibility

Name: Mrs. Vinita Thomas

Signature of the Coordinator, IQAC

Name: Dr. M. G. Roymon

Signature of the Chairperson, IQAC

Annexure – I**Academic Calendar 2011-12**

<b>DATE</b>	<b>DAY</b>	<b>PARTICULARS</b>
15 <sup>th</sup> June	Wednesday	Admission begins
3 <sup>rd</sup> July	Sunday	St. Thomas Day celebrated
4 <sup>th</sup> July	Monday	Orientation Programme for all First Year Undergraduate Students
5 <sup>th</sup> July	Tuesday	First Year Class begins
7 <sup>th</sup> July	Thursday	Computer Training for BPL students organised by Dept. of Education
14 <sup>th</sup> July	Thursday	Second & Final Year Classes begin
18 <sup>th</sup> July	Monday	P.G. Classes begin
8 <sup>th</sup> August	Monday	Communicative English Classes I (15 days)
9 <sup>th</sup> August	Tuesday	Kalapatibha Competitions begins
15 <sup>th</sup> August	Monday	Independence Day celebrated
22 <sup>nd</sup> August- 24 <sup>th</sup> August	Monday - Wednesday	NAAC Peer Team visit
23 <sup>rd</sup> August	Tuesday	Unit Test – I
6 <sup>th</sup> September	Tuesday	Placement Drive by Wipro
14 <sup>th</sup> September	Wednesday	Hindi Divas celebrated
15 <sup>th</sup> September	Thursday	B.Ed. Classes begin
16 <sup>th</sup> September	Friday	Remedial Coaching - every Saturday for SC/ST/OBC/Minority
20 <sup>th</sup> September	Tuesday	Unit Test – II
24 <sup>th</sup> September	Saturday	National Symposium on Chemistry-Our Life Our Future organized by P.G. Dept. of Chemistry
28 <sup>th</sup> September	Wednesday	N.S.S. Camp begins
2 <sup>nd</sup> October	Sunday	Old Age Home Visit -NSS visit
22 <sup>nd</sup> October	Saturday	Lecture Series begins in the P.G. Dept. of Microbiology and Biotechnology
5 <sup>th</sup> November	Saturday	Remembrance Day of Founder Manager Bishop
8 <sup>th</sup> November	Tuesday	Half Yearly Exams begin
16 <sup>th</sup> November	Wednesday	7 Days of Technical Activities in the Dept. of Physics & Electronics - Elex Vision-11
17 <sup>th</sup> November	Thursday	Two Days Workshop on Application of Technology in Plant Science in P.G. Dept. of Botany Lecture Series begins in the P.G.

		Department of Chemistry
22 <sup>nd</sup> November	Tuesday	Communicative English Classes II (15 Days)
25 <sup>th</sup> November	Friday	Blood Donation Camp NCC-NSS Employability Skill Workshop by Women Cell
26 <sup>th</sup> November	Saturday	Basket Ball Tournament for Men
28 <sup>th</sup> November	Monday	Career Counselling on Management & Consultancy in the field of Media & Publicity organized by Training, Placement and Counselling Cell
28 <sup>th</sup> November	Monday	P.G. Model Exams start
1 <sup>st</sup> December	Thursday	Aids Awareness Day
1 <sup>st</sup> December	Thursday	4 months - NET/SET Coaching Classes begins 7 day Workshop on Personality Development organised by the Dept. of Management
11 <sup>th</sup> December	Sunday	Young Poet Meet
12 <sup>th</sup> December	Monday	Study Tour organised by Dept. of Zoology
13 <sup>th</sup> December	Tuesday	Annual Sports Day
14 <sup>th</sup> December	Wednesday	Community Camp organized by Dept. of Education
14 <sup>th</sup> December	Wednesday	Mar Theodosius Cup Inter-collegiate Basket Ball Tournament for Men
15 <sup>th</sup> December	Thursday	Annual Sports Meet
9 <sup>th</sup> January	Monday	Unit Test III
13 <sup>th</sup> January	Friday	Coaching for Bank, SSC, Railway
17 <sup>th</sup> January	Tuesday	Research Methodology FDP organized by IQAC
19 <sup>th</sup> January	Thursday	Workshop-Eco Club
21 <sup>st</sup> January	Saturday	15 <sup>th</sup> Environmental Examination – ECSDS, Jabalpur
23 <sup>rd</sup> January	Monday	2 <sup>nd</sup> & 4 <sup>th</sup> Sem. Classes begin
26 <sup>th</sup> January	Thursday	Republic Day celebrated
27 <sup>th</sup> January	Friday	Annual Day
30 <sup>th</sup> January	Monday	Model Exam
11 <sup>th</sup> February	Saturday	Guest Lecture on Self Awareness organized by the Dept. of Management Studies
13 <sup>th</sup> February	Monday	Two days "National Seminar" on Impact of Climate change on Diversity of Flora & Fauna organized by the Dept. of Zoology
14 <sup>th</sup> February	Tuesday	Guest Lecture on Emotional Intelligence organized by the Dept. of Management Studies
18 <sup>th</sup> February	Saturday	Career Counselling on Career in Films & Talent

21 <sup>st</sup> February	Tuesday	Seminar on Corporate Houses organized by the Dept. of Management Studies
22 <sup>nd</sup> February	Wednesday	Industrial Visit organized by the P.G. Dept. of Chemistry
12 <sup>th</sup> March	Monday	Annual Examination
23 <sup>rd</sup> March	Friday	Workshop on Career in Management organised by the Dept. of Management Studies
26 <sup>th</sup> March	Monday	Guest Lecture in Branding organised by the Dept. of Management Studies
30 <sup>th</sup> March	Friday	Dedication Ceremony in the Dept. of Education
31 <sup>st</sup> March	Saturday	Seminar on Industrial Interaction organised by the Dept. of Management Studies. Internal Departmental Audit begins

Analysis of Feedback

**ST. THOMAS COLLEGE, BHILAI**  
**EVALUATION REPORT OF FACULTY MEMBERS**  
**2011-2012**

Name of the Faculty Member: DR. UJJWALA SUPE  
 Designation: ASSISTANT PROFESSOR  
 Department: MICROBIOLOGY & BIOTECHNOLOGY

**I CLASS WISE EVALUATION SUMMARY :**

CLASS	PERFORMANCE
B.Com/B.A/BSc/BBA/BCA - I Year	
B.Com/B.A/BSc/BBA/BCA - II Year	VERY GOOD
B.Com/B.A/BSc/BBA/BCA - III Year	VERY GOOD

**II OVERALL EVALUATION :**

VERY GOOD

  
 PRINCIPAL

Performance criteria:

≥ 90% : Out standing  
 ≥ 80% : Very Good  
 ≥ 70% : Good  
 < 70% : Needs Improvement

Acknowledgement:

**Best Practices I****Title: Book Bank Facility****Goal**

The goal is towards providing an incentive to SC/ ST/OBC/Minority students to pursue higher education. The main aim of this service is to help the needy meritorious students belonging to economically and socially weaker sections of the society.

**Context**

A number of students coming from economically poor background find difficulty in managing the fee as well as procuring of books required to finish their course. It has been observed that a number of students who cannot afford expensive text books either drop out or fail to complete the course. Efforts are taken by the institution through the unique system of Book Bank to ensure that such student are provided with required books to complete their course effectively. Book Bank is also an interface between the students and the librarian. It aims at improving the efficiency in the issue of books and reduces the complexities involved in issuing, returning, re-issuing etc.

**Practices**

Book Bank has a separate collection of books other than text books. Book Bank Scheme is executed by the Library Development Committee of the college which ensures that deserving students are benefitted through this scheme. The library issues circular at the beginning of the session and eligible students benefit as per schedule announced. The facility is available to undergraduate students only. Students can borrow from the collection for the session at a very nominal charge of Rs.100 for 6 books for SC/ST/ OBC/ and Minority students and 4 books for other students on a first cum first serve basis. These books can be retained for the academic year and returned after their final exams. All students availing this facility must ensure returning the entire set of books provided. Loss and damage of the books is dealt with, strictly by replacing or paying fine as directed by the management.

**Evidence of success**

The books of this section are in high demand as they cover the entire syllabus of the course. Over a period of time the institution has increased the number of books so that more students are benefitted.

Total Beneficiaries: 440

BCom - 206    BSc - 119    BA- 23    BBA - 81    BCA - 11

**Problems encountered**

Identifying those who really need the facility is a challenge. Problems are encountered while keeping a track on all the members availing this facility so that books are returned in time and that too in good condition. College is a self-financed college and in order to reach out to a range of students irrespective of their financial background the college needs to purchase multiple copies for the book bank which leads to financial constraints. Changes in the syllabus at regular intervals also lead to procuring new books which add to the above mentioned constraints.

### **Resources required**

Arrangement of funds for procuring more books is a major requirement in the endeavour by the institution to help making higher education available to those who are interested. Specimen copies of books given by the publishers to the teachers can also be used for this purpose. Graduate and Post graduate students leaving college can be motivated to donate their books to the Departmental library thus helping more number of students.

### **Best Practice II**

#### **Title: Blood Donation: Gift of Life**

Blood is the most precious gift that anyone can give to another person. A decision to donate blood can save a life or even several if the blood is separated into its components- red cells, platelets and plasma- which can be used individually for patients with specific conditions.

#### **Goal**

Home and education institution of any student are places where student imbibes the spirit of social service. Man is a social being. Mutual cooperation helps him tide over misfortunes that overtake him now and then.

#### **Context**

Blood can be stored for a limited period of time that is why blood banks need a steady and constant collection. Most people have blood to spare yet there is still not enough to go around. Blood donation helps ensure that blood is available when it is needed the most.

#### **Practices**

There is a very active **Blood Donors Club** in the college. Under the leadership of NCC, NSS ComZenith and P.G. Department of Microbiology, blood group of staff and students are determined and interested members (staff and students) are registered with the club Blood donation camps are organised on various occasions. Routine blood donations are done by these members whenever need arises in the nearby hospitals the students donate blood for the poor patients. The process is simple and free.

#### **Evidence of success**

As the students are becoming aware that they can help save more than one life with a single donation, the numbers of donors are increasing every year. College now has a helpline which connects with the needy patients. So if anybody needs blood, the college Blood Donors club is a good place to turn to. Benefit from this kind of act is not only to the recipient but also helps the donor immensely. Every blood donor is special and every reason is unique.

#### **Problems encountered**

During holidays and vacations requirement of specific blood groups poses difficulty as some of our donors are not local and some are from outside state also. New students are apprehensive about blood donation and have some frequently asked questions like



1. Is it safe to give blood?
2. Can one get HIV from donating blood because frequent pricks?
3. Is my blood safe to be distributed to patient?

**Resources are required** for increasing the number and availability of local donors with rare groups and frequent interactions with medical professionals to satisfy queries regarding the safety measures taken and benefits of blood donation.