

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

2012-2013

PART A

1. Details of the Institution

1.1 Name of the Institution

St. Thomas College

1.2 Address Line 1

Ruabandha Sector

Address Line 2

Risali

City/Town

Bhilai, Dist-Durg

State

Chhattisgarh State

Pin Code

490006

Institution e-mail address

stthomascollege_bhilai@rediffmail.com

Contact Nos.

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Head of the Institution:

Dr. Reny George

Tel. No. with STD Code:

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Name of the IQAC Co-ordinator:

Mr. James Mathew

Mobile:

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IQAC e-mail address:

stcbhilai.iqac@gmail.com

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/AQAR2012-13.PDF>

1.6 Accreditation Details

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

- i. AQAR 2011-12 submitted 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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) Journalism and Mass Communication (Kushabhau Thakre Patrakarita Awam Jansanchar Vishwavidhyalaya, Raipur.)

1.11 Name of the Affiliating University
(for the Colleges)

Pt. Ravishankar Shukla University, Raipur, C.G

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	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of Students	<input type="text" value="-"/>
2.4 No. of Management Representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
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="15"/>
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 type="text" value="-"/> No <input checked="" type="text" value="√"/>

If yes, mention the amount

A National Workshop sponsored by Chhattisgarh Council of Science and Technology was organised by the college. The amount sponsored was Rs. 50,000.00

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

National Workshop: Research Methodology and Data Analysis in Socio-behavioural Research Feb 11-15, 2013

2.14 Significant Activities and contributions made by IQAC

1. Conducted Departmental Audit
2. Result Analysis was done paper-wise for each subject.
3. Ensured the quality of academics by evaluating the faculty by students
4. Faculty members were encouraged to take research projects and publication of papers
5. Induction programmes for I year of Graduation and MSc I Sem. students was done on 02.07.2012
6. Continuous student evaluation was carried out for all students.
7. Students of PG and UG course were given an orientation at the beginning of their Internship and project works by the faculty of departments for successful results.
8. Value added courses were organised for students by the Department of English on Communication Skills and Training and Placement Cell
9. Enhance the knowledge of students by informing them about the recent developments and trends in all disciplines.
10. Special teaching assistance programme (STAP) was conducted for weak and advanced learners
11. Introduced new course in BA Journalism and Mass Communication by Kushabhau Thakre Patrakarita Awam Jansanchar Vishwavidhyalaya, Raipur
12. Suggested to organise activities to spread awareness among students regarding social responsibility

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"> • 5 day workshop was organised on Research Methodology and Statistical Analysis. • Faculty was encouraged to do various courses to enhance their teaching learning methods. • 2 members were benefitted by attending Orientation course, Refresher Course, UGC FDP each and 16 others attended Summer/Winter schools and workshops etc. • Staff also attended training programmes in University and other institutions.

Student Development Programme	<ul style="list-style-type: none"> • New Course of BA in Journalism and Mass Communication was introduced • Orientation programme was conducted for all First year students by the Principal as well as the faculty of respective departments • Orientation programme on Active Learning methods was organised by Education Department • 5 Workshops, 3 Seminars and 9 Guest Lectures were organised for students by departments of which 2 workshops were sponsored by UGC/ CCOST • Different associations and clubs conduct various activities which improve the performance of students in academics and extra-curricular activities • Sports activity- Student from various streams participated and represented the college, University and Zonal level • Mar Theodosius Cup: Intercollegiate Basketball Tournament. • STAP was conducted for weak and advanced learners on a regular basis following a scheduled time table. • Career awareness program was organised by Guidance and Counselling Cell. • Female Foeticide Awareness program was organised by Dept. of Microbiology and Biotechnology • NGPE conducted by Dept. of Physics and Electronics • Quiz organised by Dept. of Commerce • Cultural Activities conducted and Kalapartibha Samman awarded. • Participation in community services
Conferences	<ul style="list-style-type: none"> • 2 National Conferences were organised sponsored by UGC and CCOST respectively
Department Audit	<ul style="list-style-type: none"> • Department audit was done in the month of May and reports were prepared. • The departments were informed about the scope of improvement in the result analysis format for the better quality assessing teaching in each department.
Research and Publications	<ul style="list-style-type: none"> • Most of the members of the faculty had applied for research Projects and 5 Projects were sanctioned by the UGC • 3 minor projects (sanctioned before) were completed an one was submitted • Research papers were published in various journals • International Journal- 30 • National Journal- 22 • Others- 2 • Conference Proceedings – 1 International and 8 national
Industry interactions and field trips	<ul style="list-style-type: none"> • Industrial Visit organised by the Dept. of Commerce • Study Tour-The Department of Zoology • Field Trip in order to study the flora of the region- Department of Botany
Feedback	<ul style="list-style-type: none"> • Student feedback was collected and analysed

* *Annexure I Academic Calendar of the year 2012-13 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 AQAR was supported by the management.
- The initiatives taken by the institution in the direction of student performance in exam was appreciated.
- The management proposed to facilitate the introduction of Yoga Classes to improve the mental and physical health of both staff and students
- Initiate the process for MA in Psychology

Criterion – I

1. 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	1	7	3
PG Diploma	1	-	1	1
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	19	1	20	5

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

The college is affiliated to Pt. Ravishankar Shukla University Raipur, Chhattisgarh State. Flexibility of the curriculum is limited to the choices allowed by University

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	-
Annual	5

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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 regulations or syllabi prescribed by the Pt. Ravishankar Shukla University from time to time. The changes in this session are as follows

1. In BCom Part I one chapter was added in Unit V of Business Regulatory Framework.
2. In BSc Part II, Paper II Unit V one portion was removed.
3. In MA Economics IV semester Viva-Voce of 100 marks was introduced.
4. In MSc. Mathematics III and IV semester Viva-Voce for 100 marks each was added.
5. In MSc Botany there will be 5 questions in each paper of equal marks (all four papers). First question will be based on complete syllabus of the paper with no internal choice, whereas the rest question will be unit wise.
6. In BEd there was addition of new content in Unit V of Paper I and III

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

Journalism and Mass Communication
(Kushabhau Thakre Patrakarita Awam Jansanchar Vishwavidhyalaya, Raipur.)

Criterion – II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	43	36	6	1	-

2.2 No. of permanent faculty with Ph.D.

21

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	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	11	20	3
Presented papers	14	25	-
Resource Persons	-	2	-

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

1. Popularised the use of ICT in teaching learning process.
2. Experts were invited to deliver guest lectures in various subjects
3. Study tours and industrial visits reinforces their knowledge gained from classroom
4. The system of internal assessment (UT, HYE and ME) has been adopted.
5. Regular monitoring of the attendance and performance of students was done by the academic advisors and parents were informed.
6. Feedback on faculty was taken from the students and necessary changes were made in order to make teaching learning processes more effective.
7. Every student is encouraged to contribute to the teaching learning process by giving informal feedback to the Principal on the institution as a whole.

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 MultipleChoice 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

02

-

-

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	22	00	63.63	36.36	00	100
B.A –II	22	00	45.45	50	00	95.45
B.A –III	15	13.33	33.33	53.33	00	100
B.Sc –I	121	1.65	23.96	23.96	0.83	50.4
B.Sc –II	62	3.23	33.33	25.81	00	62.9
B.Sc –III	80	1.25	38.75	51.25	00	91.25
B.Com –I	419	00	10.9	55.8	3.8	70.6
B.Com –II	300	0.3	25.33	68.7	4.3	98.66
B.Com –III	179	00	7.3	81.6	8.9	97.76
BCA –I	28	00	64.28	10.71	00	75
BCA –II	32	6.25	75	00	00	81.25
BCA –III	11	9.1	81.8	00	00	90.9
B.Ed.	98	9.18	87.75	1.02	00	97.95
BJMC I Sem	03	66.66	00	00	00	66.66
BJMC II Sem	03	33.33	66.66	00	00	100
BBA-I Sem.	55	00	38.18	60	00	98.18
BBA-II Sem.	53	00	47.16	49.05	00	96.22
BBA-III Sem.	54	00	62.96	33.33	00	96.29
BBA-IV Sem.	52	00	92.30	5.76	00	98.07
BBA-V Sem.	45	00	60	37.77	00	97.77
BBA-VI Sem.	44	00	88.63	11.36	00	100
MCom I Sem	26	00	42.3	46.2	00	88.46
MCom II Sem	26	00	7.7	54	11.5	73.07

MCom III Sem	29	00	58.6	37.9	3.4	100
MCom IV Sem	29	00	55.2	34.5	3.4	93.1
M.A English I Sem	11	00	100	00	00	100
M.A English II Sem	11	00	72.72	27.27	00	100
M.A English III Sem	04	00	100	00	00	100
M.A English IV Sem	04	00	100	00	00	100
M.A Economics I Sem	-	-	-	-	-	-
M.A Economics II Sem	-	-	-	-	-	-
M.A Economics III Sem	01	00	100	00	00	100
M.A Economics IV Sem	01	00	100	00	00	100
M.Sc Botany I Sem	10	00	30	60	00	90
M.Sc Botany II Sem	10	00	70	30	00	100
M.Sc Botany IIISem	05	20	60	20	00	100
M.Sc Botany IV Sem	05	00	100	00	00	100
M.Sc Chemistry I Sem	20	5	85	00	00	90
M.Sc Chemistry II Sem	19	5.26	78.94	00	00	84.21
M.Sc Chemistry III Sem	18	11.11	83.33	00	00	94.44
M.Sc Chemistry IV Sem	18	11.11	72.22	11.11	00	94.44
M.Sc Mathematics I Sem	05	00	80	20	00	100
M.Sc Mathematics II Sem	05	00	60	20	00	80
M.Sc Mathematics III Sem	02	50	50	00	00	100
M.Sc Mathematics IV Sem	02	50	50	00	00	100
M.Sc Comp. Sci. I Sem	03	66.66	00	00	00	66.66
M.Sc Comp. Sci. II Sem	02	50	50	00	00	100
M.Sc Comp. Sci. III Sem	05	20	80	00	00	100
M.Sc Comp. Sci. IV Sem	05	40	60	00	00	100
M.Sc Biotech. I Sem	11	00	81.8	9	00	100
M.Sc Biotech. II Sem	9	00	77.7	22.2	00	100
M.Sc Biotech. III Sem	8	12	87.5	00	00	100
M.Sc Biotech. IV Sem	8	12	87.5	00	00	100
M.Sc MicroBio. I Sem	10	30	60	10	00	100
M.Sc MicroBio. II Sem	10	10	70	20	00	100
M.Sc MicroBio. III Sem	4	00	100	00	00	100
M.Sc MicroBio. IV Sem	4	25	75	00	00	100
PGDCA I Sem	62	00	19.35	40.32	1.61	61.28
PGDCA II Sem	27	00	22.22	70.37	7.40	100

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

1. Monitors the performance of students at UG and PG levels by analysing the results of class tests, Half Yearly Exams and Model Exams
2. The IQAC Co-ordinator also monitors the teaching schedule, syllabus completion, continuous evaluation and peer watch on the performance of faculty.
3. Informal interaction with students contribute feedback of faculty members
4. At the end of the session the HOD evaluates new faculty and figure out the strength and weakness and their scope of improvement is discussed.
5. Initiated proactive involvement and discussions are encouraged during the classroom teaching of PG students
6. The IQAC makes sure that both students and faculty are updated with recent trends in their respective subjects by allowing them to participate in seminars and workshops in nearby colleges and arranging the same in the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	16
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	21	-	-	01
Technical Staff	1	-	-	01

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

1. Faculty are encouraged to submit research projects to different funding agencies.
2. Encouraged to publish research papers in peer reviewed journals.
3. BBA, BCA, MA and MSc students are guided by the faculty to carry out their dissertation.
4. Management provides duty leave to present papers in conferences.
5. The institute encourages faculty to involve themselves in consultancy work.
6. The institute is conscious about its role of being sensitive to social needs and encourages to conduct research in relevant topics.

3.2 Details regarding major projects

Projects	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	8,40,300.00	-	-

3.3 Details regarding minor projects

Projects	Completed	Ongoing	Sanctioned	Submitted
Number	3	-	5	1
Outlay in Rs. Lakhs	4,60,000.00	-	6,50,000.00	1,50,000.00

3.4 Details on research publications

Publications	International	National	Others
Peer Review Journals	15	9	-
Non-Peer Review Journals	10	4	2
e-Journals	4	1	-
Conference proceedings	1	8	-

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	5	UGC	6,50,000.00	4,35,000.00
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	5	UGC	6,50,000.00	4,35,000.00

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	-	2 Conference	1 Seminar and 2 workshops	-	1 Seminar and 3 workshops
Sponsoring agencies	-	UGC	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
-	-	UGC NET Life Sciences	-	-	-	-

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- AIDS awareness
- Antinarcotic Movement
- 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	4		35
Laboratories	19	9	-	19
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	80	-	80
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2544840.00	UGC and College	2544840.00
Others	-	-	-	-

4.2 Computerization of administration and library

Administration: Fully computerised Library: Fully automated
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4.3 Library services:

Particulars	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	6059	984431.61	949	315244.00	7008	1299675.00
Reference Books	16	29954.87	80	122593.69	96	152,548.56
e-Books	-	-	-	-	-	-
Journals	15	34748	7	6650	22	41398
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video*	207/18	-	8	-	215/18	-
Book Bank	4429	698684	00	00	4429	698684

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

4.4 Technology upgradation (overall)

Status	Total Computers	Computer Labs	Internet	Browsing Centres	Office	Departments	Others
Existing	46	15	50	5	4	22	-
Added	30	30	-	-	-	-	-
Total	76	45	50	5	4	22	-

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

-

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs. 1,014,920.00

ii) Campus Infrastructure and facilities

Rs. 22,662,965.00

iii) Equipments

Rs. 1,50,3226

iv) Others

Rs. 26,694.00

Total:

Rs. 5207805.00

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- All information related to curriculum, scholarship, examinations, placement, cultural and social activities and programmes are given in the prospectus, website and displayed on the notice boards.
- Displays are made and placed at important places like administrative notice boards, department notice boards, library and canteen.
- We encourage the students to express their views and suggestions regarding support services to the IQAC Co-ordinator or any other member of the IQAC.
- Counselling services, Training and Placement cell, Grievance Redressal Cell, Committee for Prevention of Sexual Harassment, Anti-ragging committee are constituted in the institution for students support.
- Academic advisors inform the ward and the parents about their academic performance through telephonic messages.
- Members of Guidance and Counselling Cell have regular interaction with the girls residing in the hostel situated within the campus.

5.2 Efforts made by the institution for tracking the progression

- Regular observation and monitoring of the academic performance of the students ensures the achievement of learning outcome through analysis of tests and examinations result.
- The institution involves the Academic advisors in the counselling services for the overall development of the students.
- Trainings and workshops are arranged by the Training and Placement Cell and their progress is assessed.
- Regular feedbacks from the students and subject teachers assist in tracking the progress of the students.
- Feedbacks received about the Inter or intradepartmental programmes helps analyse thus asses the progression.
- Regular STAP classes are being arranged for both weaker and advanced learners and their progress is monitored.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1649	175	01	30

(b) No. of students outside the state

276

(c) No. of international students

-

No.	%
854	46.06

Men

Women

No.	%
1001	53.96

Demand ratio 0.71:1

Dropout %= 7.2

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

Training and Placement Cell - Schedule and deadlines of the Competitive Examinations are displayed and the particular resource person guides them on preparations.

Department of English - Courses on communicative English class comprising of Communication Skills and Group Discussion Session

Department of Commerce - Quiz

Department of Management Studies- Tips on facing Interviews

Department of Physics and Electronics – NGPE

No. of students beneficiaries

137

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- Guidance and counselling was arranged for the girl's hostel inmates in the beginning of the session
- Guidance on mental health and positive thinking was conducted for girls of Govt. High School Junwani
- Department of Management Studies - Career in Management
- Career Awareness program was organised

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
-	-	-	5

5.8 Details of gender sensitization programmes

- A Health Awareness Program on the Topic-“Adolescence and the Stress Management” was held by the Women Cell. This program was especially for the UG first year students . The lecture was delivered by Dr Debjani Mukherjee, Head, Dept. of Psychology. She addressed the girl students on how to cope up with hormonal changes and other stress related factors.
- To facilitate women empowerment and to make them self-sufficient and economically independent an “Employability Skill Workshop “ was held by the Women Cell & 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 benefitted from this workshop. This workshop was held by CITCON- Durg dist. The resource person was Mr. P. Thomas and his team.
- Female Foeticide Awareness Program was organised by Dept. of Microbiology and Biotechnology

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

5.9.2 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

Scholarships	Number of students	Amount
Financial support from institution	43	Rs. 2,17,450.00
Financial support from government	51	Rs. 2,76,244.00
Financial support from other sources	1 Endowment	Rs. 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

- The college has a Management Information System that provides the Management with the tools to organise evaluate and efficiently manage various departments.
- Student Information System keeps a track of all students taking admission, and allows the Department to collect and analyse more accurate and comprehensive information.

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 Pandit Ravishankar Shukla University, Raipur and Kushabhau Thakre Patrakarita Awam Jansanchar Vvishwavidhyalaya, Raipur (only BA in Journalism and Mass Communication).
- Some faculty are members of Board of Studies of Pandit Ravishankar Shukla University, Raipur, and an autonomous college Kalyan College, Bhilai
- Value added courses like Communicative English and Personality Development are conducted by various departments and Cell.
- Feedback from academic peers, employers and alumni are used in the initiation, review and redesign of the program.

6.3.2 Teaching and Learning

- The academic council meets at the beginning of the session to prepare the Calendar of events, fixing dates for tests and timetable are done in consultation with the HOD of all departments. All the faculty are informed to adhere to the same.
- Teaching schedules are submitted in the beginning of the session to the Principal, which is regularly monitored and overviewed by HOD's through formal and informal interactions
- In order to keep the faculty updated to the latest trends in their respective fields the institution provided them with additional learning facility by deputing them for orientation and refresher programmes
- Practical based learning through lab sessions and field visits are encouraged in teaching
- Faculty are encouraged to supplement their lectures with ICT methods. Technology enabled teaching learning process like use of LCD projectors is practised in all the PG departments.
- Quality improvement initiatives and measures to increase usage of library and digital library in the form of library based assignments and activities are undertaken for learning.
- Feedback is taken from students, parents and alumni and analysed
- Internal academic audit are 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
- 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.
- Transparencies in examinations are maintained through re-verification of papers and by allowing the students to see their answer papers.
- Performance card of the students are send to the parents through post.
- Non performing students are assisted to improve their annual/ semester results.
- Academic advisor monitors and suggests the students for improvement.
- Advanced learners are encouraged to pose interesting questions, offer new solutions and provided opportunities for creative experiences (seminars, projects, event management etc.) sensitively handle their passion for learning.

6.3.4 Research and Development

- Committee for Promotion of Research Activities is initiated with the objective to motivate PG students and faculty to do research in field of their interest.
- The committee organises workshops and interdisciplinary talks to promote the culture of research among faculty and students
- The institution has research centre in the department of Microbiology
- The institution has a vigorous and well scrutinized publication programme and the activity encourages the faculty and scholars to publish in the academic forum.
- Faculty members are motivated to submit minor /major project proposals to various funding agencies like UGC, CCOST etc and have a few ongoing and completed projects to their credit.
- Faculty is encouraged to get into collaboration with institute /person of repute in their area of research.
- Space and necessary infrastructural support is provided for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- The college library occupies two storeyed building with separate reading section for faculty and students. In addition all PG departments have individual departmental library.
- Book bank facility available as before
- Library facilities are augmented by procuring new titles and copies of existing books as per requisition by the department Heads or the convenor of the Library Development Committee. Students also have the right to requisition of books which are approved by the HOD's

ICT

- 5 computers with internet are available for the students in digital library for reading study materials. INFLIBNET are also available. Wi Fi is available in the campus.
- The institute has an auditorium and a seminar hall with modern facilities provided 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.
- Teachers are encouraged to supplement chalk and board lectures with presentations

Infrastructure/instrumentation

- The institute has adequate physical facilities to run the educational programmes and administrative functions efficiently and keeps pace with the academic growth of the institution.
- The infrastructure includes class rooms, well quipped laboratories, common room for students, sports complex, girls hostel with mess and recreation room, open air stage, seminar and conference hall with modern facilities, gardens, canteen, separate parking space for staff and students and tobacco and plastic free campus
- 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 human resource of the college is managed in a democratic manner and aims to make optimum use of the available human resources
- Governing body manages and develops the total human resource of the college.
- Human resource planning is done based on need and statutory requirements and accordingly recruitment is done.
- Faculty members are provided opportunity for their individual growth along with the organisational development.
- Staff members have equal opportunity to get challenging assignments, promotion and increments.
- Training in computer applications is provided to interested staff.
- The Heads of Departments with the Principal as chairman constitute various committees for planning, coordinating and monitoring various activity of the college which includes training of the teaching and non-teaching staff.
- There is an in built mechanism by which Heads of Departments are checking and monitoring the efficiency of the non-teaching staff. Timely reports are given to the Principal.
- Apart from this Management has appointed highly experienced person to supervise the functioning of the non-teaching staff
- Grievances 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.
- Faculty is recruited on merit basis as per UGC and university norms (code 28) following advertisement in newspapers
- Selection panel members which include an University expert and subject expert and management representatives and the selected candidates demonstrate their teaching and communication skills in the classroom.
- Good referrals are also considered
- If required visiting and guest faculty are invited
- The recruitment of nonteaching and office staff is done on need basis by the management

6.3.8 Industry Interaction / Collaboration

- Exposure of students to actual industrial atmosphere has been worked out with various industries like Bhilai Steel Plant, AMUL, NTPC Korba etc
- Several departments carry out industrial visits as part of the curriculum.
- Institute has established good industry relationship and many of the companies visit the campus for placement like Syntel, Mahindra, Wipro, Axis Bank, ACC etc.
- Corporate experts have been invited to deliver lectures and train our students.

6.3.9 Admission of Students

- The college has a transparent procedure for admission with students selected strictly on merit basis which is the marks scored in the qualifying examination. There is a selection committee for every subject for which admission is sought for with Principal as the chairman and heads of the concerned department as a member. The procedure is the same for all UG courses. For some Post graduate courses admission is done on first come first serve basis.
- The college strictly follows the rules laid down by the Pt. Ravishankar Shukla University, Raipur to ensure transparency of the admission procedure. Dully filled application forms are sorted and rank list prepared by the selection committee is published accordingly.
- The college follows process required for the 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"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal loan and advance payment schemes • Long leave without pay for genuine reasons
Non- teaching	<ul style="list-style-type: none"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal and advance payment schemes
Students	<ul style="list-style-type: none"> • State and Centre Scholarship Schemes • Scholarship schemes of Bhilai Steel Plant and other companies for children of employees • Fee concession for needy students by the college management • Grievance redressal Cell • Career Counselling and Placement • Medical and sick room with first aid facility • Concientization programme against ill habits • Motivation programme for better career • Hostel Facility for Girl students in the campus

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?

-

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

-

6.11 Activities and support from the Alumni Association

- The college has a very rich and distinguished Alumni association and has annual meets where they interact with the students and give their valuable suggestions regarding their future prospects.
- Alumni suggested placement opportunities for our current as well as ex-students through informal interaction with the faculty of the college.
- Alumni volunteered to take Guidance Session, organise scientific and skill oriented workshops and as resource persons in seminars for the current students.
- They extend 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 regular meeting with parents to provide them feedback about progress and drawbacks of their wards.
- Parents are requested to come forward and contribute towards quality enhancement through suggestions
- Feedback is taken from them and their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

-

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

- The college campus is declared horn free, tobacco free and plastic free zone.
- The campus has a number of trees and the administration maintains the greenery and cleanliness of the campus. Dustbins are available and so the campus is garbage free.
- Tree plantations drives are organised by the NSS, NCC and Eco-club.
- Rain water harvesting has been carried out effectively
- Regular cleaning and testing of drinking water is done by the Microbiology department
- Composting activity will be initiated to reuse the biomass waste in the campus
- Energy conservation methods implemented in the office and laboratories

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.

- Special teaching assistance programme for advanced learners was introduced
- Result Analysis to be done paper-wise for each subject

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

- STAP for advanced learners:
- Books were issued to the advanced learners from the departmental library
- Better presentations of answer at annual exams were done through sample answers.
- Result Analysis was done subject wise in order to improve the teaching process of the paper.

7.3 Give two Best Practices of the institution

- Special Teaching Assistance Programme - STAP
- Book Bank Facility

Annexure III Best Practice 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.
- Switch off drills are done in the campus by the students, faculty and support staff.
- Switching off of lights is a very common feature to maximise use of daylight.
- Tree plantations: The NSS, NCC, Eco-Club and Botanical Association have made commendable efforts by planting trees thus neutralising the adverse effects of carbon emission.
- Environment awareness displays are seen in the campus
- Rain water harvesting system exists to conserve water in the campus
- Office and departments reuse paper that has only been printed on a single side as scratch and note paper. They collect these partially used papers in a clip-board or bind them to create a notebook.
- Folders and binders are reused as labels are written in pencil or white out old labels.

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**

- Introduce Yoga Classes to improve the mental and physical health of both staff and students
- Result analysis format needs to be improved to facilitate better assessment
- Initiate the process for MA in Psychology
- Upgradation of college Website
- Motivate the student to make use of the library facility to the optimum

Name: Dr. James Mathew



Signature of the Coordinator, IQAC

Name: Dr. M.G.Roymon



Signature of the Chairperson, IQAC

Annexure I**Academic Calendar 12-13**

Date	Day	Events
15 th June	Friday	Admission Begins
3 rd July	Tuesday	St. Thomas Day
4 th July	Wednesday	Orientation Programme for all 1 st Year Arts, Science and Commerce Students
5 th July	Thursday	First Year Classes Begins
14 th July	Saturday	Seminar on Career in Management organized by Dept. of Management Studies
16 th July	Monday	All Part II and Part III Classes Begins
19 th July	Thursday	All PG Classes Begins
30 th July	Monday	Orientation Programme on “Active Learning Methods” organized by Education Department
9 th August	Thursday	Industrial Visit organized by Dept. of Commerce Communicative English Classes I (15 Days)
13 th August	Monday	1 st Unit Test
15 th August	Wednesday	Independence Day celebrated
24 th August	Friday	Guest Lecture organized by the Dept. of Management Studies
28 th August	Tuesday	Guest Lecture organized by Dept. of Management Studies
3 rd September	Monday	Inter-collegiate Basketball Tournament
5 th September	Wednesday	Guest Lecture organized by Dept. of Commerce
10 th September	Monday	Study Tour organised by Dept. of Zoology
14 th September	Friday	Hindi Divas celebrated
15 th September	Saturday	Guest Lecture organized by Dept. of Chemistry
17 th September	Saturday	2 nd Unit Test
19 th September	Wednesday	Workshop on Strategies in the development of Reading and Writing Skills organised by Department of English
26 th September	Wednesday	Seminar on Winning the World organized by the Dept. Of Management
28 th September	Friday	Guest Lecture organized by the Dept. of Zoology
6 th October	Saturday	Seminar on Communication Skills organized by the Dept. of Commerce
9 th October	Tuesday	Young Poet Meet
10 th October	Thursday	Two Day National Conference on Biological Sciences in Present Scenario by Department of Microbiology and Biotechnology Guest Lecture – Dept. of Chemistry
5 th November	Monday	Remembrance Day of founder Manager Bishop

19 th November	Monday	Half yearly exam for UG Classes and Model Exam for PG Communicative English Classes II (15 days)
23 rd November	Wednesday	Blood Donation Camp by NSS & NCC
24 th November	Thursday	Career Awareness Programme organized by Guidance and Counselling Cell
1 st December	Saturday	AIDS Awareness Rally organized by NSS
3 rd December	Monday	Health Awareness Program organised by Women cell
10 th December	Monday	Mar-Theodosius Cup Inter-Collegiate Basketball Tournament for Men
12 th December	Wednesday	Quiz organized by the Dept. of Commerce Young Poet Meet
14 th December	Friday	NSS village camp begins
20 th December	Thursday	Annual Sports Day
7 th January	Monday	Female Foeticide Awareness Program organized by Dept. of Microbiology and Biotechnology Workshop on Employability Skills organised by Women Cell
9 th January	Wednesday	Guest Lecture organized by Dept. of Microbiology and Biotechnology
17 th January	Thursday	Annual Day
20 th January	Sunday	NGPE conducted by Dept. of Physics and Electronics
21 st January	Monday	Two days workshop on “Recent Developments in Mathematics and its Application in Various Field” organized by Dept. of Mathematics and Computer Science
26 th January	Saturday	Republic Day celebrated
28 th January	Monday	Model Exam Begins
4 th February	Monday	Workshop in Tips on Facing Interviews- Dept. Of Management Studies
11 th February	Monday	Five Day Workshop on Research Methodology and Statistical Analysis organized by Dept. of Psychology
27 th February	Wednesday	Guest lecture organized by Dept. of Management Studies
4 th March	Monday	6 day Workshop on Functional Genomics and Proteomics organized by Dept. of Microbiology and Biotechnology
22 nd March	Friday	Guest Lecture organized by Dept. Of Management Studies
1 st May	Wednesday	Summer Vacation Begins

Annexure II**Feed Back Analysis Attached**

ST. THOMAS COLLEGE, BHILAI
EVALUATION REPORT OF FACULTY MEMBERS
2012-2013

Name of the Faculty Member: Dr. MARIAM JACOB
 Designation: ASSOCIATE PROFESSOR
 Department: ECONOMICS

I CLASS WISE EVALUATION SUMMARY :

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

II OVERALL EVALUATION :

GOOD


 PRINCIPAL

Performance criteria:

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

Acknowledgement:

Annexure III**Best Practices I****Title: Special Teaching Assistance Program (STAP)**

Goal: Assistance to weak and advanced learners in undergraduate and postgraduate programs in all subjects. The purpose is to identify and improve the performance of **weak and advanced learners** in undergraduate and postgraduate programs.

Context: It has been observed that among **weak learners** most of the students lacked self-confidence and are bilingual deficient. Lack of interest in the course as well as peer mingling also hinders their learning process. These students perhaps do not communicate, do not seek help, and/or have difficulty in adjusting to the college environment, leading to poor communication and participation in the classroom and other academic activities.

As **advanced learners** acquire new concepts and knowledge quickly, the subject teacher involves them in activities that can quicken their pace of learning by providing them with more challenging and engaging activities to understand their core disciplines. Accelerated learning is thus a part of engaging an advanced learner.

Practices: In the beginning of the session special timetables are prepared paper wise for each subject and displayed on the notice board. Subject teachers assist them by taking special classes and clearing their doubts and also prepare them for the examinations. Separate sample answers are given to both weak and advanced learners so that their answers depict their capabilities in the best possible way.

Acceleration includes a broad spectrum of options—from assigning advanced texts on the topics or independent projects that permits them to inquire about atopic more deeply or preparation for competitive exams along with the program enrolled etc. teaching learning process is enhanced as modules are prepared for various topics in some departments.

Evidence of success: The number of beneficiaries are increasing every year.

Problems encountered: Weak students generally are not regular in attending their classes. Some of them have entered with low marks and gets distracted as they think that college life is a phase to groove on. Thus it becomes increasingly difficult for teachers to assist them to integrate smoothly into the normal course of study. Advanced learner sometimes becomes overconfident and get into wrong circles. They also spend most of their time into covering the syllabus/content but not mastering the content.

Resources are required to provide individualised or personalised attention to some weak and advanced learners. Teachers dealing with such student needs to be oriented regularly as they are required to teach them how to learn the content as well as retain it and assist them to develop an effective method individually. Most of the problems faced by both weak and advanced learners are psycho-social than socio-economic and so frequent interaction with counsellors would be helpful.

Best Practices II

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 section of the society.

Context: A number of students coming from economically poor background find difficulty in managing the fee as well as the 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 student 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 full 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: 430

BCom - 246 BSc - 74 BA- 27 BBA - 74 BCA - 09

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.