

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

2013-2014

PART A

I. 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, Durg District
State	Chhattisgarh State
Pin Code	490006
Institution e-mail address	stthomascollege_bhilai@rediffmail.com
Contact Nos.	07882275970
Name of the Head of the Institution:	Dr. Reny George
Tel. No. with STD Code:	07882290755
Mobile:	9893520065
Name of the IQAC Co-ordinator:	Dr. James Mathew
Mobile:	9407976107
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/AQAR2013-14.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

23.9.2006

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

- i. AQAR 2011-12 on 12.9.2016 (DD/MM/YYYY)
 ii. AQAR 2012-13 on 12.9.2016 (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)

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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (Specify)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text"/>		

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
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

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

- Students were encouraged to take the benefit of the scholarships offered by the government as well as the concession facilities given by the college.
- Popularisation of the use of ICT in the teaching learning process was encouraged
- Faculty members were encouraged to take up projects in collaborations with other discipline as well as other organisation.
- Induction programmes for I year of Graduation and MSc I Sem. students was done on 01.07.2013.
- Student evaluation was carried as a continuous process for all students and their performance was reported to their parents.
- Department audit was done to ensure the quality of academics. The Final Exam results of the previous session were analysed department wise to assess the scope of improvement.
- To develop a stress free environment Yoga classes were organised for students in the Girl's hostel
- The Department of English and Management Studies organised value added courses for students on Communication Skills and Personality Development.
- Special Teaching Assistance Programme (STAP) was conducted for slow, advanced learners by familiarising them with the answer writing pattern. The students having supplementary are guided by the concerned faculty for better results
- The student evaluation of the faculty was carefully reviewed and recommendations for improvement were given to the faculty.
- Proposal for MA in Psychology was submitted to the University
- Alumni and Parent feedback initiated.

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	Achievements
Faculty Development Programme	<ul style="list-style-type: none"> At the institutional level two talks were organised as an interdisciplinary interaction wherein the in-house faculty informed the faculty about Managing Money and Income Tax and Balancing Work and Life. Faculty was encouraged to do various courses to enhance their teaching learning methods. Two members attended Refresher Course and 16 others attended Summer/Winter schools, workshops and other training programmes.
Student Development Programme	<ul style="list-style-type: none"> Orientation programme for First Year Students 1 Seminar and 5 Guest Lectures and 1 Lecture Series and 5 workshops were organised for students 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, Zonal, National and International level STAP was conducted for weak and advanced learners on a regular basis following a scheduled time table. Supplementary students were assisted for their upcoming exams Cummunicative English Classes organised in two sessions Quiz was conducted by Eco-Club, Dept. of Commerce and PG Department of Mathematics Career Counselling Session was conducted NGPE conducted by The Dept. of Physics and Electronics Workshop on Positive Attitude organised by Dept. of Management studies Workshops on Enhancing Speaking Skills Workshop on Virtualisation organised by the Dept. of Mathematics and Computer Science Cultural Fest was organised by the Student Union Council
Conferences	<ul style="list-style-type: none"> 1 UGC sponsored National Conference was organised
Department Audit	<ul style="list-style-type: none"> Department audit was done in the month of April and reports were prepared. Strategies of quality improvement in the department were discussed.
Research and Publications	<ul style="list-style-type: none"> 6 Minor Research Projects were sanctioned by the UGC 5 projects were completed 56 Research papers were published in various journals
Industry interactions and field trips	<ul style="list-style-type: none"> The Department of Chemistry and Zoology organised visits to industries and the Department of Botany organise field trips in order to study the flora of the region
Feedback	<ul style="list-style-type: none"> Feedback from students of faculty has been reviewed and recommendations are made. Feedback from Alumni and Parent has also been initiated and after analysis the recommendations have been made to the Management

* Annexure I Academic Calendar of the year 2013-14 Attached.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate other body

Provide the details of the action taken

- The management approved the AQAR after serious discussion and suggested to take up initiatives in extension activities at the departmental level.
- Need to conduct Environment Audit was also discussed and agreed upon.

Part – B

Criterion – I

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	7	-	7	3
PG Diploma	1	-	1	1
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	20	-	20	5
Interdisciplinary	-	-	-	-
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	14
Trimester	-
Annual	5

1.3 Feedback stakeholders

*(On all aspects)*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 Pt. R.S. University, Raipur from time to time. The changes for the current session are as follows:

1. Four new practical are introduced in BEd
2. Comprehensive Viva (Code 111) was introduced in BJMC II Semester
3. In BCom Part II Company Amendment Act, 2013 was incorporated in Corporate accounting and Company Law
4. In MSc Microbiology II Sem Paper IV- Unit III and IV are completely changed

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
44	36	06	02	-

2.2 No. of permanent faculty with Ph.D.

24

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

1	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	5	4
Presented papers	3	24	2
Resource Persons	-	1	-

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

1. Audio Visual classes were increased in PG classes resulting in better understanding of subjects
2. Students and faculty explore various field of specialisation by interacting with external experts during workshops, seminars and conferences
3. Classroom teaching is further consolidated through hands on experience and field visits.
4. The system of internal assessment has been adopted as a continuous process. Regular monitoring of the attendance and performance of students was done by the academic advisors and their parents were informed. .
5. Formal and informal evaluation of the faculty and the college is an effective method to improve the teaching learning process

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 exams.
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

04

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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	18	00	27.77	50	16.66	94.44
B.A –II	21	00	38.09	61.90	00	100
B.A –III	21	00	23.80	76.19	00	100
B.Sc –I	164	00	22.56	30.49	0.61	53.66
B.Sc –II	63	12.69	57.14	15.87	00	85.71
B.Sc –III	66	00	66.67	24.24	00	90.91
B.Com –I	441	00	4.9	45.8	15.6	66.4
B.Com –II	259	0.3	15.05	63	11.9	90.3
B.Com –III	308	00	24.7	67.9	3	95.12
BCA –I	28	1.36	67.85	7.14	00	78.6
BCA –II	28	00	71.42	7.14	00	78.57
BCA –III	24	00	91.66	00	00	91.66
B.Ed.	100	19	79	00	00	98
BJMC I-sem	05	00	60	00	20	80
BJMC II-sem	04	00	100	00	00	100
BJMC III-sem	03	66.66	33.33	00	00	100

BJMC IV-sem	03	66.66	33.33	00	00	100
BBA-I Sem.	60	00	61.66	36.66	00	98.33
BBA-II Sem.	59	00	64.40	35.59	00	93.22
BBA-III Sem.	56	00	37.5	62.5	00	100
BBA-IV Sem.	56	00	51.78	48.21	00	100
BBA-V Sem.	53	00	71.69	28.30	00	100
BBA-VI Sem.	53	1.88	56.60	41.50	00	100
MCom I sem	30	00	50	33.3	6.7	90
MCom II sem	30	00	40	50	6.7	96.7
MCom III sem	23	00	13.04	34.8	4.3	52.17
MCom IV sem	21	00	19.04	66.7	00	85.71
M.A English I sem	20	00	45	45	00	90
M.A English II sem	18	00	94.4	5.55	00	100
M.A English III sem	11	00	54.5	45.45	00	100
M.A English IV sem	11	00	81.81	18.18	00	100
M.A Economics I-sem	03	00	33.33	66.66	00	100
M.A Economics II-sem	03	00	100	00	00	100
M.Sc Botany I-sem	10	00	40	60	00	100
M.Sc Botany II-sem	10	00	70	30	00	100
M.Sc Botany III-sem	10	10	60	30	00	100
M.Sc Botany IV-sem	10	10	90	00	00	100
M.Sc Chemistry I-sem	20	00	30	50	00	80
M.Sc Chemistry II-sem	20	00	45	05	00	50
M.Sc Chemistry III-sem	19	26.31	57.89	5.26	00	89.47
M.Sc Chemistry IV-sem	19	21.05	68.42	5.26	00	94.73
M.Sc Mathematics I-sem	22	4.54	36.36	50	00	90.90
M.Sc Mathematics II-sem	22	22.72	72.72	4.54	00	100
M.Sc Mathematics III-sem	04	25	75	00	00	100
M.Sc Mathematics IV-sem	04	00	100	00	00	100
M.Sc Comp. Sci. I-sem	08	00	75	00	00	75
M.Sc Comp. Sci. II-sem	08	00	75	00	00	75
M.Sc Comp. Sci. III-sem	02	00	50	00	00	50
M.Sc Comp. Sci. IV-sem	01	100	00	00	00	100
M.Sc IT I-sem	01	00	100	00	00	100
M.Sc IT II-sem	01	00	100	00	00	100
M.Sc Biotech. I-sem	05	20	80	00	00	100
M.Sc Biotech. II-sem	05	12.5	87.5	00	00	100
M.Sc Biotech. III sem	08	00	80	20	00	100
M.Sc Biotech. IV sem	08	00	100	00	00	100
M.Sc MicroBio. I-sem	07	00	85.7	14.2	00	100
M.Sc MicroBio. II-sem	07	00	71.42	28.5	00	100
M.Sc MicroBio. III sem	10	10	80	10	00	100
M.Sc MicroBio. IV sem	09	22.2	77.7	00	00	100
PGDCA I-sem	42	00	23.81	50	7.14	80.95
PGDCA II-sem	29	00	10.34	51.72	13.79	75.86

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

- Result Analysis was monitored at UG and PG levels and necessary steps were taken to improve the results.
- Monitoring of teaching schedule, course completion, continuous evaluation and performance of students and faculty was done on a regular basis.
- Feedback of faculty members are taken from students and after analysis informed the faculty about the outcome in order to improve the quality of teaching.
- Evaluation of new faculty is taken at the end of the session to figure out the strength and weakness and their scope of improvement is discussed.
- During the classroom teaching the students are allowed to have active interaction in the form of seminars (on taught topics) and quiz are conducted to enhance their subject knowledge.
- 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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	15
Others	01

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	23	-	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Through The Committee for Promotion of Research Activity the IQAC motivates the faculty about the various funding agencies for research projects.
- Encourage to publish research papers in reputed national and international journals.
- Interaction with experts from different fields through seminars and workshops is organised to create research interests among students.
- To create research culture, II and III year Science students are encouraged to take short assignments using the available resources.
- The institute encourages faculty to focus on aspect like application of their research work through consultancy.
- Motivates the students to be aware of their social responsibility by being sensitive to the needs of under privileged.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

Projects	Completed	Ongoing	Sanctioned	Submitted
Number	4	-	6	5
Outlay in Rs. Lakhs	5,55,000.00	-	7,05,000.00	7,15,000.00

3.4 Details on research publications

Publications	International	National	Others
Peer Review Journals	19	12	-
Non-Peer Review Journals	3	14	2
e-Journals	-	1	-
Conference proceedings	2	3	-

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	6	UGC	705,000.00	517,500.00
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	6	1	705,000.00	517,500.00

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	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges

Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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 Management of 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	-	-	1 CG SET 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	4		
NCC	4	NSS	4	Any other	2

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

- Community development: The College undertakes community development programmes for the nearby settlement in Ruabandha.
- AIDS awareness
- Antinarcotics Rallies
- 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	35	-		35
Laboratories	19	-		19
Seminar Halls	2	-		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		12		12
Value of the equipment purchased during the year (Rs. in Lakhs)	-	61161.00	College	61161.00
Others	-	-	-	-

4.2 Computerization of administration and library

Administration: Fully computerised
Library: Fully automated

4.3 Library services:

Particulars	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value(Rs)	No.	Value (Rs)
Text Books	7008	1299675	916	367599	7924	1667274
Reference Books	96	152,548.56	05	21692	101	174240.56
e-Books	-	-	-	-	-	-
Journals	19	37200	11	19650	30	56850
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video*	215/18	-	9	-	224/18	-
Book Bank	4429	698684	230	70920	4659	769604

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

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Office	Departments	Others
Existing	76	45	50	5	4	22	-
Added	-	-	-	-	-	-	-
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.)

The following workshops and hands on trainings are conducted during the session for teacher and student on Technology Upgradation.

1. Workshop on Computer Network and IP address organised by the Dept. of Mathematics and Computer Science
2. Hands on Training on Virtualisation organised by the Dept. of Mathematics and Computer Science

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,37,167.00
ii) Campus Infrastructure and facilities	4,08,213.00
iii) Equipments	-
iv) Others	-
Total :	5,45,380

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Prospectus, Website and Notice Board provides detailed information related to curriculum, scholarship, examinations, placement, cultural, social activities and programmes organised during the session
- All relevant information regarding Scholarships are circulated in the class rooms in the form of notices which are displayed on the notice boards also.
- Student express their views and suggestions regarding support services to the IQAC coordinator and also to other members of IQAC
- Various services like Counselling services, Training and Placement cell, Grievance Redressal Cell, Committee for Prevention of Sexual Harassment, Anti-ragging committee are constituted in the institution to support the students
- Remains in contact with parents and students informing and interacting with them toward the development of students.

5.2 Efforts made by the institution for tracking the progression

- Academic advisors monitor the progress of student on all fronts especially in academic and assist them on one on one basis with counselling services.
- Regular feedbacks from the students and faculty assist in tracking the progress of the students
- Departmental and inter disciplinary programmes are arranged which is followed by a feedback to assess the progress.
- Regular benchmarking (formal and informal) is being done after every programmes conducted by various departments to check for the enrichment of students
- Devised methods for monitoring performance inside the classroom and to keep a track on their progress outside the classroom for both slow and advanced learners

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1774	216	2	30

(b) No. of students outside the state

240

(c) No. Of international students

-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1287	99	237	232	-	1855	1454	92	223	253	-	2022

Men	No	%	Women	No	%
	794	39.30		1228	60.73

Demand ratio = 0.75:1 Dropout % = 6.93

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 - Guides them to prepare effectively.
- Department of English - Courses on communication skills
- Group Discussion Session organised by the Department of Management Studies.
- Mathematics knowledge Tests organised by the Dept. of Mathematics and Computer Science
- Quiz conducted by Dept. of Commerce
- Workshop on Enhancing Speaking Skills organised by PG Dept. of English

No. of students beneficiaries

210

5.5 No. of students qualified in these examinations

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

- Number of students have selected in these examinations. Documentation not available.

5.6 Details of student counselling and career guidance

- In July 125 students from the Girls Hostel attended a session on guidance and counselling on adjustment issues.
- Graduation students were introduced to careers in Mass Media by Mr. Sharma, Consultant Govt. of CG
- DFO of Rajnandagaon discussed on various aspects of preparation to pursue career in UPSE

No. of students benefitted

600

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	14	11	2

5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"> • Pre - Marital Counselling by Dr. Jaltarey, BSP Sector 9 organised by Women Cell • An Expert talk in the domain of health was organized by the Women Cell for the girl students. This program was held to spread awareness among girls regarding breast cancer. Dr Kekre, B.S.P Sector-9, was invited as the guest speaker. • A program commemorating the death anniversary of Nirbhaya was held by the women cell. The program focused on the need to sensitize women about their safety and rights. The girl students actively participated in the programs and shared their views regarding this issue. All the UG and PG students were part of this awareness program.

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

Particulars	Number of students	Amount
Financial support from institution	46	245650
Financial support from government	102	611243
Financial support from other sources	1	1500
Endowment		
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 has a management Information System

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
- Some faculty are members of Board of Studies of Pandit Ravishankar Shukla University, Raipur, and an autonomous college Kalyan PG College, Bhilai
- The institution offers value added courses like Communicative English and Personality Development. Encourages our academic peers, employers and alumni to provide valuable suggestions in order to improve the structural content of the above program that will firmly place the students in the job market.

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 (weekly and monthly) 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 departments.
- Library 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 on teaching is taken from students, parents and alumni, analysed and informed to the faculty members for improvement.
- Internal department 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
- Regular 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.
- Transparencies in examinations are maintained through re-verification of papers and by allowing the students to see their answer papers.
- Answer scripts are discussed with the students and their performance card of the students are send to the parents through post.
- Non performing students are given extra classroom studies to improve their annual/ semester results.
- Evaluation and feedback by subject faculty is forwarded to the academic advisor.
- Academic advisor monitors and suggests the students for improvement.
- Special coaching classes and tutorials are arranged for weak students as well as students residing in the girl's hostel.
- 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, scholars and students 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 is two storeyed with separate reading section for faculty and students. The library is fully automated and uses integrated multiuser library management system. In addition all PG departments have individual departmental library.
- Book bank facility can be availed by SC/ST/ OBC/ Minority students at a very nominal charges of Rs.100 for 6 books, which has to be returned after their final exams.
- 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. DELNET and INFLIBNET are also available.
- The institute has an auditorium and a seminar hall with modern facilities is 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.
- Wi Fi is available in the campus.
- 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.
- The growth of the infrastructure keeps pace with the academic growth of the institution.
- The infrastructure includes class rooms, well equipped 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 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 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 (section 28) following advertisement in newspapers
- Selection panel members which include an University expert and subject expert along with the 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 non-teaching and office staff is done on need basis.

6.3.8 Industry Interaction / Collaboration

- Exposure of students to actual industrial atmosphere has been worked out with various industries.
- 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.
- 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. Duely filled in application forms are sorted and rank list is prepared by the selection committee and published accordingly.
- The college follows the 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"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal loan and advance payment schemes
Non-teaching	<ul style="list-style-type: none"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal loan 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.

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 Alumni association which interact with the students and give them valuable suggestions.
- 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 engage 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 the 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

- Campus has a lush green environment and is free from plastics and other pollutants.
- The campus has number of trees and the administration maintains the greenery and cleanliness of the campus.
- Dustbins are available throughout to keep the campus garbage free
- Tree plantations drives are organised by the NSS, NCC and Eco-club.
- Rain water harvesting and composting of biomass is carried out on a regular basis
- Reuse of papers is encouraged in the office as well as the departments
- Energy conservation methods implemented
- Initiatives were taken for developing Environment audit format after consultation.

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.

- Yoga Classes
- Environment Audit
- Civil Services Aspirants Forum

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

- Yoga classes was organised for the girls in the hostel to keep them mentally and physically fit. These classes were conducted in the prayer hall of the Catholocate Block for one hour in the evening
- Eco club arranged meetings with experts and developed an Environment audit format after consultation with the management
- The Civil Services Aspirants Forum was formed and talk was arranged to inform about the careers in UPSE

7.3 Give two Best Practices of the institution

- Free Guidance and Counselling Services to Society
- Academic Support System

Annexure III Best Practice details Attached

7.4 Contribution to environmental awareness / protection

- An Eco-club, with staff and students as members, is functioning to make the college eco-friendly. Students involve in various activities like competitions, exhibitions etc. 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 make 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 notice are displayed 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 for rough filing and taking printout for proof readings purposes. We 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 wipe 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 extension activities at the departmental level.
- Environment Audit to be conducted.
- SWOT Analysis of College to be done

Name: *Dr. James Mathew*



Signature of the Coordinator, IQAC

Name : *Dr. M.G. Roymon*



Signature of the Chairperson, IQAC

Annexure I**Academic Calendar 2013-14**

DATE	DAY	EVENT
15 th June	Saturday	College Reopens
1 st July	Monday	Orientation Programme for First year
2 nd July	Tuesday	Classes Commences for First year
3 rd July	Wednesday	St. Thomas Day Celebrated
15 th July	Monday	Second & Final year Classes Begins
18 th July	Thursday	P.G Classes Begins
12 th August	Monday	Vishwa Yuva Diwas Celebrated
15 th August	Thursday	Independence Day Celebrated
17 th August	Saturday	Seminar on Think Beyond organised by Dept. of Management Studies Girls Hostel Counselling
24 th August	Saturday	Guest Lecture organised by Dept. of Chemistry
30 th August	Friday	Unit Test - I
31 st August	Saturday	Kalapatibha Competitions Begins
3 rd September	Tuesday	Inauguration of Eco- Club
5 th September	Thursday	Teachers Day celebration organised by NSS
6 th September	Friday	State Level Basket Ball Guidance and counselling in Mass media
7 th September	Saturday	Nutrition Food Day organised by NSS
8 th September	Sunday	International Literacy Day organised by NSS
10 th September	Tuesday	Communication Skills Classes- I
12 th September	Thursday	Workshop on Psychoanalytical approach to Shakespearean Characters organised by Dept. of English
14 th September	Saturday	Hindi Diwas celebrated
17 th September	Tuesday	Quiz conducted by Eco- Club Youth Festival Begins
21 st September	Saturday	FDP- Interdisciplinary Talk organised by IQAC
23 rd September	Monday	Workshop on Positive Attitude organised by Dept. of Management Studies Workshop on Personality development
24 th September	Tuesday	NSS Day Celebrations
26 th September	Thursday	Lecture Series (3days) – Dept. of Microbiology & Biotechnology Guest Lecture – Dept. of Zoology
27 th September	Friday	Guest Lecture organised by Dept. of Management
4 th October	Friday	Unit Test - II
14 th October	Monday	Study Tour organised by Dept. of Zoology
21 st November	Thursday	Half-Yearly Exams. Begins Pre- Marital Counselling organised by Women Cell

22 nd November	Friday	Guest Lecture organised by Dept. of Economics
1 st December	Sunday	AIDS Awareness Day organised by NSS
2 nd December	Monday	P.G Model Exams Communication Skills Class II
3 rd December	Tuesday	Women awareness on Breast Cancer organised by Women Cell
4 th December	Wednesday	Guest Lecture organised by Dept. of Botany
6 th December	Friday	Mathematics Knowledge Test organised by Dept. of Mathematics and Computer Science
9 th December	Monday	Intercollegiate Mar Theodosius Cup Football Tournament for Men Workshop on Computer Network and IP address organised by Dept. of Mathematics and Computer Science
10 th December	Tuesday	Workshop on Virtualisation organised by Dept. of Mathematics and Computer Science Guest Lecture on Career in UPSC
11 th December	Wednesday	Young Poets Meet Quiz conducted by Dept. of Commerce
12 th December	Thursday	Career Counselling Session organised by Guidance and Counselling cell
13 th December	Friday	Sports Day
14 th December	Saturday	FDP Inter-Disciplinary Interaction Session organised by IQAC Field Trip Department of Botany
16 th December	Monday	Tribute to Nirbhaya
3 rd January	Friday	Unit Test-III
4 th January	Saturday	Industrial Tour organised by Dept. of Chemistry
11 th January	Saturday	Guest Lecture organised by Dept. of Chemistry
14 th January	Tuesday	Unit test-III
19 th January	Sunday	NGPE conducted Dept. of Physics
21 st January		Cultural Fest celebrated
25 th February	Tuesday	2 day National Conference on Challenges facing Management Education – an Indian Perspective – Dept. of Management Studies
27 th February	Thursday	Model Exam
12 th March	Wednesday	Annual Exam Begins
15 th April	Tuesday	Campus Placement for Wipro
22 nd April	Tuesday	Workshop on Enhancing Speaking Skills organised by PG Dept. of English
25 th April	Friday	Dept. Audit
16 th May	Friday	Summer Vacation Begins

Annexure II**Analysis of Feedback****Annexure II(A)**

ST. THOMAS COLLEGE, BHILAI
EVALUATION REPORT OF FACULTY MEMBERS
2013-2014

Name of the Faculty Member: MRS. SAPNA SHARMA

Designation: ASSISTANT PROFESSOR

Department: COMMERCE

I CLASS WISE EVALUATION SUMMARY :

CLASS	PERFORMANCE
B.Com/B.A/BSc/BBA/BCA - I Year	VERY 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 :

VERY GOOD




PRINCIPAL

Performance criteria:

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

Acknowledgement:

Annexure II (B)**Analysis of Parents Feedback 2013-14**

1. How did you come to know about this Institution?

(a) Word of Mouth

(b) Advertisement

(c) Internet

Analysis

- 85% of the parents has come to know about the college through word of mouth.
- 10 % of the parents has come to know about the college through Advertisement.
- 5% of the parents has come to know about the college through Internet.

Interpretation

From the above analysis we infer that majority of the parents had come to know about St. Thomas College through word of mouth.

2. How would you rate the Infrastructure of the Institution?

Excellent

Good

Average

Analysis

- 19% of parents rate the infrastructure of the college as Excellent.
- 62% of parents rate the infrastructure of the college as Good.
- 19% of parents rate the infrastructure of the college as Average.

Interpretation

From the above analysis it can be concluded that majority of the parents rate the college as good.

3. How would you rate the Quality of Teaching of the Institution?

Excellent

Good

Average

Analysis

- 30% of parents rate the quality of teaching in the college as Excellent.
- 62 % of parents rate the quality of teaching in the college as Good.
- 8% of parents rate the quality of teaching in the college as Average.

Interpretation

From the above analysis it was inferred that majority of the parents has rated the quality of teaching as Good.

4. How would you rate Interaction with Faculty?

Excellent

Good

Average

Analysis

- 33% of the parent's rate interaction with faculty as Excellent.
- 42% of the parent's rate interaction with faculty as Good.
- 25% of the parent's rate interaction with faculty as Average.

Interpretation

From the survey it can be concluded that 42% of parents agree that interaction with faculty members as good.

5. How would you rate Interaction with administrative/office staff?

Excellent

Good

Average

Analysis

- 25% of parents rate the interaction with administrative staff / office staff as Excellent.
- 35 % of parents rate the interaction with administrative staff / office staff as Good.
- 40% of parents rate the interaction with administrative staff / office staff as Average.

Interpretation

From the survey it can be concluded that majority of the parents are of the view that interaction with office staff are good and Average.

6. How would you rate the Interaction with Principal of the Institution?

Excellent

Good

Average

Analysis

- 10% of parents rate the interaction with Principal of the institution as Excellent.
- 59% of parents rate the interaction with Principal of the institution as Good.
- 31% of parents rate the interaction with Principal of the institution as Average.

Interpretation

From the analysis it can be inferred that 59% of the parents has rated the interaction with Principal as Good.

7. How would you rate the Co-Curricular Activities of the Institution?

Excellent

Good

Average

Analysis

- 10% of parents rate the co-curricular activities of the college as Excellent.
- 66% of parents rate the co-curricular activities of the college as Good.
- 24% of parents rate the co-curricular activities of the college as Average.

Interpretation

From the survey it can be concluded that majority of the Parents has rated the Co-curricular activities of the college as Good.

8: The facilities provided by the college rated in percentages by Parents were as follows: --

Analysis

Ques	Facilities	Excellent	Good	Average
01	Library	65%	24%	11%
02	Laboratory	55%	30%	15%
03	Sports	50%	36%	14%
04	Canteen Facilities	20%	38%	42%
05	Health and Hygiene	16%	52%	32%
06	Hostel	10%	70%	20%
07	Classroom	78%	16%	06%

Interpretation

From the above analysis it can be inferred that

- 65% of Parents consider the Library facilities as Excellent.
- 55% of Parents view the Laboratory facilities as Excellent.
- 50% of Parents like the Sports facilities as Excellent.
- 42% of Parents consider the Canteen facilities as Average.
- 52% of Parents view the health and Hygiene facilities as Good.
- 70% of Parents like the Hostel facilities as Good.
- 78% of Parents consider the Classroom facilities as Excellent.

8. Please rate the Institution in terms of overall performance in a scale of 1 to 10, where being the lowest and 10 being the highest.

Analysis

- 38% of Parents has rated the Institution as 7.
- 22% of Parents has rated the Institution as 8.
- 11% of Parents has rated the Institution as 9.
- 5% of Parents has rated the Institution as 10.

Interpretation

From the above analysis it can be inferred that more than 76% of parents has rated the Institution above 7 in a 10 point scale where 1 is lowest and 10 as the highest.

Annexure II (C)**Analysis of Alumni Feedback -2013-14**

1. Is the course studied at St. Thomas College useful and relevant in your present job?

Excellent Good Average

Analysis

- 63% of Alumni consider that the course studied at St. Thomas College were useful and relevant in their present job as Excellent.
- 37% of Alumni consider that the course studied at St. Thomas College were useful and relevant in their present job as Good.

Interpretation

From the above analysis it can be inferred that majority of Alumni consider that the education imparted at St. Thomas College are useful and relevant in their present job as Excellent.

2. Have you obtained sufficient technical know-how (both in theory and practice) at St. Thomas College?

Yes No

Analysis

- 100% of Alumni consider that the sufficient technical know-how (both in theory and practice) was obtained at St. Thomas College.

Interpretation

From the above analysis all the Alumni consider that the sufficient technical know-how (both in theory and practice) was obtained at St. Thomas College.

3. Rate the Faculty student relationship in St. Thomas College?

Excellent Good Average

Analysis

- 64% of Alumni consider the faculty Student relationship as Excellent.
- 36% of Alumni consider the faculty Student relationship as Good.

Interpretation

From the above analysis majority of Alumni consider the faculty Student relationship as Excellent.

4. Rate the office staff and student relationship in St. Thomas College?

Excellent Good Average

Analysis

- 36% of Alumni rate the office staff and student relationship as Excellent.

- 43% of Alumni rate the office staff and student relationship as Good.
- 21% of Alumni rate the office staff and student relationship as Average.

Interpretation

From the above analysis majority of Alumni rate the office staff and student relationship as Good.

5. How do you rate development activities organized by the College for your overall development?

Excellent Good Average

Analysis

- 57% of Alumni rate the development activities organized by the college for their overall development as Excellent.
- 43% of Alumni rate the development activities organized by the college for their overall development as Good.

Interpretation

From the above analysis majority of Alumni are satisfied with the development activities organized by the college for the overall development of the student.

6. How can you contribute effectively to the development of the college?

Analysis

- 45% of Alumni said by organizing guest lectures can contribute effectively to the development of the college.
- 55% of Alumni said by interacting with students and sharing industry experiences with them can contribute effectively to the development of the college.

Interpretation

From the above analysis it can be inferred that majority are ready to contribute to the development of the college by delivering guest lecture and interacting with the students.

7. If you are invited to deliver A Guest Lecture/ A Special Talk / A Motivational Session for your juniors, will you be interested?

Yes No

Analysis

- 93% of Alumni were interested in delivering a guest lecture.
- 7% of Alumni were not interested in delivering a guest lecture.

Interpretation

- From the above analysis it can be inferred that majority of Alumni were interested in delivering a guest lecture.

Annexure III**Best Practices I**

Title: Free Guidance and Counselling Services. The guidance and counselling of students is a vital aspect of higher education. One of the purposes of education is to help individuals become useful member of society. These services of the college promote the personal/social, education and career development of students in our college and in nearby schools.

Goal: Assist young people to develop values and orientation in life which will guide them to become mature mentally, physically and emotionally. Also accept and look at themselves in context of responsibilities, duties as member of one united family and of a wider community and thereafter live in harmony with all members of society.

Context: College students today face issues and stress that threaten their academic and mental health. Stress can interfere with their ability to learn, memorize and earn good grades and leads to poor physical, emotional and mental health. Therefore, proper guidance and counselling becomes an integral component to the education mission.

Practices: College has a counsellor whose services are available for students and hostel inmates. Counselling is done in sessions and a number of students are benefitted. **Individual** counselling is given to students to help them understand themselves, clarify and direct their thoughts in order to make worthwhile decisions. **Group** counselling is given by teachers, academic advisors and counsellor on educational or learning problems, vocational and social problems. These sessions give young people sense of utilisation of their leisure time and energy profitably as they grow while still in college. Academic advisors also undertake counselling sessions in order to improve their interest in the programme enrolled and play a major role in directing the student to appropriate assistance. The academic advisor with the help of counsellor tries to find out non-academic reasons for a student's weak or declining performance, and advises on appropriate study or other measures to be taken. Parents/guardians fulfil primary roles in the lives of students. Therefore participation with parents in the best interest of the students is also undertaken. Parents and students referred from nearby schools are also given free consultation service on Career guidance and Counselling. The pass out students also seeks guidance and has counselling sessions with faculty and the counsellor.

Evidence of success: Teacher counsellors are learning to apply the principles of guidance and counselling to improve the performance of student in their academic pursuits or endeavours. Staff members work together with counsellors resulted in increased opportunities for success in the life of learners. Information is shared among the staff with adherence to appropriate guidelines of confidentiality. Increased number of beneficiaries every year contributes to the success of the programme. Even pass out students seeks guidance and has counselling sessions with faculty and the counsellor.

Problems encountered: Counsellor and Academic Advisors are engaged in organising/conducting other activities of pedagogy besides heavy teaching schedules leaving less time and inclination towards understanding the needs and problems of each student. Lack of trained academic advisors sometimes has a negative impact on implementation of guidance and counselling services.

Resources required are that college timetable should incorporate counselling sessions weekly once for every class. The management should take initiative to train all teachers as counsellors so as to empower them to be of meaningful help to students

Best Practices II

Title: Academic Support System

Academic support refers to a variety of instructional methods, educational services, or resources provided to students in the effort to help them accelerate their learning progress, catch up with their peers, meet learning standards and succeed in studies.

Goal: Support the academic development and educational goals of all students and is committed to providing access to individual learners within the college diverse community.

Context: Academic support is considered as a fundamental, inextricable component of an effective educational system. The provision of some form of academic support to students is one of the principle goals of an educational institution. The primary intention behind this is to improve the learning and performance of students and the effectiveness of teaching. Increasing the amount of “support” students receive, in whatever form, is one of the main ways by which the college improve the educational standard. The design and execution may vary but every education institution perceives and interprets both the purpose and obligations of academic support in significantly different ways. Administrators, teachers, counsellors and every other staff members would assume responsibility for providing the academic support students need to succeed. In practice, academic support encompasses a broad array of educational strategies, including tutoring sessions, after-school programs, academic advisors, as well as alternative ways of guidance and counselling, and instructing students. Academic support may be provided to individual students, specific student populations (such as non-English speakers or disabled students), or all students in a school. This usually refers to the services provided to underperforming students, which may be used in reference to “enrichment” programs and more advanced learning opportunities provided to higher-achieving students.

Practices: The strategies of academic support followed in the college are:

- **Classroom-based strategies:** Teachers continually monitors student performance and learning needs, and then adjust what they teach or how they teach to improve student learning
- **College-based strategies:** College has created academic-support opportunities during the working day by working one-on-one with a teacher and be given more time to practice skills or learn complex concepts for example Special Teaching Assistance Programme (STAP) and assistance offered to students who attend NSS/NCC camps and sports/ cultural competitions to complete the syllabus of the programme enrolled.
- **After-hours strategies:** College provides after-college or before-college programs, usually within the campus, especially for students in the girl’s hostel, with tutoring that help students prepare for class. Remedial and tutorials are arranged for other students too.
- **Technology-assisted strategies:** The College uses digital learning applications, such as visual simulations to help students grasp difficult concepts for PG and UG students. Assistance is also provided to PG students during preparation of assignments towards specific educational focus.

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- **Relationship-based support:** Every class has an Academic advisor. They build stronger and more understanding relationships between teachers and students. The general idea behind this is that students will be better served and more effectively taught if teachers know students well and understand their distinct learning needs, interests, and aspirations.
 - **Skill-based support:** The PG Department of English provides all students with 30 days Communicative English Class which is concentrated on instruction, practice, and guidance in reading, writing, and communicating. The support is provided during the working day, before or after regular school hours. Personality development programmes are also conducted in the college in order to develop self-awareness, self- confidence time management, relationship skills and decision-making capacities.
 - **Need-based support:** The current as well as the ex-students of the college are provided with academic support based on identified learning needs. The college provides intensive instruction, practice, and guidance to students who are struggling academically for example supplementary exam preparation of students if any. The ex-student who are performing academically or developing intellectually well below or above the expectations for their age or grade level are also helped with proper guidance and counselling by the teachers and the counsellors.
 - **Finance-based support:**
The college supports a limited number of students who are financially weak by providing them with scholarships and fees waivers. The college also encourages students to avail the scholarship facilities sponsored by the Government and private agencies.

Evidence of success: The various support programs of our college have proved to be successful from the evidences that the students who participated sincerely in these programmes have shown prominent improvement in their performances in not only university examinations but also in various other academic and co-curricular activities and skills like technological, communication and writing skills. Students from rural areas with limited ability to learning skills and language proficiency in the initial years of college have shown tremendous improvement by the time they reach the final year of graduation.

Skill based programs also helped in building students' social and emotional competencies like self-awareness, self- management, social awareness, relationship skills and decision-making capacities. These skills are predictive of a person's ability to learn and solve the problems non-violently and co-operatively. They were also benefitted by developing positive peer relationships.

Problems encountered: The collection and analysis of academic-performance data is another relevant feature of academic support that intersects with college strategies. In recent years there has been an increasing emphasis on evidence-based strategies of student support. The general idea is that by analyzing data the college can precisely determine their programmatic and instructional weaknesses, and then develop more focused and effective ways to improve those weaknesses. The college has not maintained data regarding some of these strategies.

Not all the students who need the assistance of support system are benefitted because of various reasons. Some are distracted and deviated due to peer influences or personal issues, though some of them can be put into right track by the efforts of the faculty.

Resource required: What makes children successful has everything to do with finding out who they are, where they come from, what their needs are, and accommodating those needs. The college needs to involve the parents while reforming strategies in support services as they help us to know the needs and degree of accommodation of those needs.