

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

2015-2016

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 Dist

State

Chhattisgarh State

Pin Code

490006

Institution e-mail address

stthomascollege_bhilai@rediffmail.com

Contact Nos.

07882275970

Head of the Institution:

Dr. Reny George

Tel. No. with STD Code:

07882290755

Mobile:

9425238388

Name of the IQAC Co-ordinator:

Mrs. Vinita Thomas

Mobile:

9826132880

IQAC e-mail address:

stcbhilai.iqac@gmail.com

1.3 NAAC Track ID

CHCOGN12538

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

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/2017/03/AQAR2015-16.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

20/9/2006

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2011-12 on 12.09.2016 (DD/MM/YYYY)
- ii. AQAR 2012-13 on 12.09.2016 (DD/MM/YYYY)
- iii. AQAR 2013-14 on 12.09.2016 (DD/MM/YYYY)
- iv. AQAR 2014-15 on 12.09.2016 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private Affiliated College Yes No Constituent College Yes No Autonomous college of UGC Yes No Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women Urban Rural Tribal Financial Status Grant-in-aid UGC 2(f) UGC 12B Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu) TEI (Edu) Engineering Health Science Management **Others (Specify)**

Journalism and Mass Communication

1.11 Name of the Affiliating University (*for the Colleges*)

Pt. Ravishankar Shukla University, Raipur, C.G Migrated to Durg University, Durg in 2015-16
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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"/>
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="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of Students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
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

2.9 Total no. of members

2.10 No. of IQAC meetings held : **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

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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

(ii) Themes

1. Training of Basics of Computer for Non-Teaching staff
2. Workshop on Office Productivity for administrative staff
3. Introduction to Choice Based Credit System for the faculty and administrative Staff of college
4. Workshop on Use of Electronic Resources in teaching and learning.

2.14 Significant Activities and contributions made by IQAC

1. Induction programme for the first year students
2. Feedback of alumni, parents and students undertaken
3. Celebration of National Science Day
4. Mar Theodosius Memorial Inter-collegiate Basket Ball Tournament for Boys organised.
5. SWOC analysis conducted
6. Environment audit conducted and analysis discussed with management.

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"> • 7 day workshop on Basics of Computer for Non-teaching staff • 2 day workshop on Office productivity for administrative staff • 6 faculty members attended Refresher Course • 5 faculty members attended workshop organised by RUSA and Govt. V.Y.T. PG Autonomous College, Durg. • 1 faculty member UGC FDP programme
Student Development Programme	<ul style="list-style-type: none"> • STAP was conducted for weak and advanced learners on a regular basis following a scheduled time table. • Different associations and clubs conducted 3 workshops, 10 guest lectures, 3 quiz programmes were organised for students to enhance their overall development. • e-Herbarium preparation continues • Workshop on Personality Development • Communicative English Classes organised in two sessions • Sports activity- Student from various streams participated and represented the college, University, Zone, National and International levels. • Cultural Activities organised and Kalapratibha Samman was awarded • Sardar Vallabh Bhai Patel Birth Anniversary was celebrated. • Mar Theodosius Memorial Cup: State Level Intercollegiate Basket Ball tournament • Swach Bharat Abhiyan–Campus cleaning. • Qaumi Ekta Week celebrated • Youth day was celebrated to commemorate the birth anniversary of Swami Vivekananda • NGPE organised by the Dept. of Physics and Electronics • Extension Activities done at PG Department levels
Audit	<ul style="list-style-type: none"> • Internal and external department audit was done in the month of May and reports were discussed with each department. • Environment Audit was conducted
Research and Publications	<ul style="list-style-type: none"> • 32 Research papers were published in various National and International peer /non peer reviewed and e journal
Industry interactions and field trips	<ul style="list-style-type: none"> • The Department of Botany organised field trip in order to study the flora of the region
Feedback from stakeholders	<ul style="list-style-type: none"> • Manual feedback of students, parents and alumni were taken and analysis of the same was conducted

SWOC	<ul style="list-style-type: none"> SWOC Analysis of the departments and College was administered by the IQAC
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** Annexure I Academic Calendar of the year attached*

2.15 Whether the AQAR was placed in statutory body Yes No

Management **Syndicate** **Any other body**

Provide the details of the action taken

AQAR was discussed with the management and finalised after a few corrections and the following were finalised

1. Preparation of herbal garden was initiated and number of plants will be increased in due course of time
2. Work shop on Use of Electronic resources was conducted by the Library services.
3. Besides a workshop on Basics of Computer for Non-Teaching staff, a workshop on Office Productivity was conducted for administrative staff.

Part – B**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	7		7	2
PG Diploma	1	-	1	1
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	20	-	20	4
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 from stakeholders* Alumni Parents Employer 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.

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

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

2.1 Total No. of Permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	47	39	6	-	-

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
	16	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		8	
Presented papers	1	22	
Resource Persons			1

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

1. Learning through assignments and filed reports
2. Learning by revising the taught topics
3. Business games and simulations
4. Special teaching assistance programme were provided for students appearing for supplementary examination.
5. Blue Print of activities for the academic year ensures that the students and teachers are appraised about the teaching schedule, curricular and extracurricular activities and evaluation schedules.
6. Technology enabled teaching and learning process through LCD and audio-visual facilities for teaching in most of the PG classes.
7. Augmenting of teaching/learning through the e-resources available in the library.
8. Invited lectures by external experts of various university, research institutes and reputed college
9. Training and workshops organised for non-teaching staff of the college introducing them to latest technology
10. IQAC promotes the growth of the teaching staff by organizing quality enhancement and teacher enrichment programmes.
11. Departments organised workshops to familiarise the students with the resources available in the laboratories and basic technology.
12. Student mentors ensure improvement in the final results by evaluating them on their unit tests, half yearly exams and model exam performance by informing the students about their scope of improvement.
13. Students' grievances are addressed to build trust and confidence in the system.
14. Handling of Real life situations are done by student mentors, alumni, and teachers.

2.7 Total no. of actual teaching days during this academic year 180

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

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

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development 7 - -
As member of Board of Study/Faculty/Curriculum Development workshop

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	Nil	28	56	6	89
B.A –II	16	6.2	72	28	Nil	100
B.A –III	15	Nil	40	60	Nil	100
B.Sc –I	207	Nil	30.2	29.5	Nil	59.7
B.Sc –II	161	2.48	37.8	33.5	3.1	76.88
B.Sc –III	103	1.94	42.71	40.77	Nil	85.43
B.Com –I	393	0.25	18.6	59.03	3.6	81.2
B.Com –II	285	Nil	10.9	71.9	6.7	89.5
B.Com –III	228	Nil	10.9	76.8	4.4	92.1
BCA –I	33	Nil	24.24	Nil	Nil	24.24
BCA –II	15	6.66	60	6.66	Nil	73.33
BCA –III	27	7.4	26	Nil	Nil	33.33
B.Ed. I Sem	30	Nil	67	33.33	Nil	100
B.Ed. II Sem	29	Nil	20.68	72.41	6.89	100
BBA-I Sem.	58	8.62	46.55	44.83	Nil	100
BBA-II Sem.	59	Nil	10.17	69.49	Nil	79.66
BBA-III Sem.	51	Nil	66.67	31.37	Nil	98.04
BBA-IV Sem.	51	Nil	60.78	39.22	Nil	100
BBA-V Sem.	55	Nil	36.36	63.64	Nil	100
BBA-VI Sem.	55	Nil	54.54	45.45	Nil	100
BAJMC-I Sem.	12	16.6	75	8.3	Nil	100
BAJMC-II Sem.	12	8.3	58.3	25	Nil	91.6
BAJMC-III Sem.	11	18.18	54.5	27.2	Nil	100
BAJMC-IV Sem.	10	10	50	40	Nil	100
BAJMC-V Sem.	4	25	75	Nil	Nil	100
BAJMC-VI Sem.	4	25	75	Nil	Nil	100

M.Com. I sem	29	3.4	66	28	7	100
M.Com. II sem	29	Nil	34.5	51.71	10.34	96.55
M.Com. III sem	26	4	42	50	4	100
M.Com. IV sem	26	Nil	73	27	Nil	100
M.A English I sem	17	Nil	88	6	Nil	94
M.A English II sem	11	9.09	72.91	18	Nil	100
M.A English III sem	16	Nil	100	Nil	Nil	100
M.A English IV sem	11	Nil	73	27	Nil	100
M.A Economics I-sem	5	Nil	80	20	Nil	100
M.A Economics II-sem	5	Nil	60	40	Nil	100
M.Sc Botany I-sem	10	10	30	50	Nil	90
M.Sc Botany II-sem	9	11	33	56	Nil	100
M.Sc Botany III-sem	9	Nil	22	44	Nil	66.7
M.Sc Botany IV-sem	9	Nil	44.5	55.6	Nil	100
M.Sc Chemistry I-sem	20	Nil	50	35	Nil	85
M.Sc Chemistry II-sem	19	5.26	68.42	15.79	Nil	89.5
M.Sc Chemistry III-sem	16	Nil	68.75	12.5	Nil	81.25
M.Sc Chemistry IV-sem	16	Nil	75	18.75	Nil	93.75
M.Sc Mathematics I-sem	29	3.4	31.6	52	3.4	90.4
M.Sc Mathematics II-sem	28	3.6	57.1	17.9	Nil	78.6
M.Sc Mathematics III-sem	26	19.2	42.3	19.3	Nil	80
M.Sc Mathematics IV-sem	26	Nil	38.5	34.6	Nil	73.1
M.Sc Comp. Sci. I-sem	8	Nil	75	Nil	Nil	75
M.Sc Comp. Sci. II-sem	8	Nil	88	Nil	Nil	88
M.Sc Comp. Sci. III-sem	8	Nil	100	Nil	Nil	100
M.Sc Comp. Sci. IV-sem	8	Nil	100	Nil	Nil	100
M.Sc Biotech. I-sem	9	Nil	55.55	11.11	Nil	66.66
M.Sc Biotech. II-sem	9	Nil	77.77	11.11	Nil	88.88
M.Sc Biotech. III-sem	7	28.57	42.86	28.57	Nil	100
M.Sc Biotech. IV-sem	7	57.14	28.57	14.28	Nil	100
M.Sc Microbio. I-sem	10	10	30	40	10	90
M.Sc Microbio. II-sem	10	Nil	20	10	Nil	30
M.Sc Microbio. III-sem	2	Nil	50	50	Nil	100
M.Sc Microbio. IV-sem	2	Nil	100	Nil	Nil	100
PGDCA I-sem	31	Nil	10	65	23	98
PGDCA II-sem	29	Nil	Nil	86.2	13.8	100

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

1. Monitored the result analysis of the annual/semester exams obtained at UG and PG.
2. Regular inspection of teaching learning process like teaching schedule, portions Completion, continuous evaluation and performance were undertaken.
3. Feedback was taken from students, parents and alumni by the IQAC.

4. Evaluation of new faculty is practiced on a regular basis.
5. 100% utilisation of lecture timing is monitored.
6. Student's lectures on the taught topics are arranged to make the learning, student Centric.
7. Encourage participation in seminars and workshops (students and faculty) and presentation of papers at college level for knowledge enrichment.
8. Encourage field and industrial visits in most of the departments.
9. To embolden students as well as faculty towards social responsibility.
10. In order to enable the college to identify the status of the four elements of SWOT, an analysis was conducted at department and college level.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
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	24	-	-	-
Technical Staff	2	-	-	-

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

- Faculty members and research scholars are encouraged to update themselves with the technical knowledge of MLA Hand Book.
- Faculty members improve their research by surveying and examining the current topics for research.
- The institute encourages faculty participation in consultancy work, in order to proving the authenticity of their research work.
- The institute is responsive to community needs and encourages conducting research in topics which will benefit the society at large.
- Workshops were organised to create research interests and congenial research atmosphere.
- Encourage PG students in participating in faculty research.

3.2 Details regarding major projects

Particulars	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	3,50,000	2,50,00	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	-	-
Non-Peer Review Journals	-	8	-
e-Journals	-	1	-
Conference proceedings	-	-	-

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 - NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 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	-	-	-	-	-
	Sponsoring agencies	-	-	-	--	-

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
-	-	-	-	-	-	-

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 (Department)

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

The college continuously undertakes multifarious social awareness programs and activities through NCC, NSS and other departmental associations.

International women equality day was celebrated on 26-08-2015 for Woman Liberation and Empowerment in the society.

Old – age home visit.

Workshop for children of primary class of Ruabandha Govt. School was organised by Dept. of Mathematics and Computer Science. The class was organised to introduce students with the modern Technology.

Students of M.Sc also participated in improving the subject related knowledge of the students in the nearby govt schools.

Besides these activities, various programs are organised during the year were tree plantation and their nurturing, blood donation camp and Street Plays (Theme – Abuse of narcotic substances).

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	20	-	-	20
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	175	-	-	175
Value of the equipment purchased during the year (Rs. in Lakhs)	387,273.00	-	College	387,273.00
Others	-	-	-	-

4.2 Computerization of administration and library

Yes

4.3 Library services:

Particulars	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21994	1815578.61	3462	621182.64	25456	2483312.61
Reference Books	2223	249623.94	22	46551.36	2245	296175.3
e-Books	-	-	-	-	-	-
Journals	45	78848	-	-	45	70048
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	248/18	-	28	-	276/18	
Book Bank	4659	769604	1880	326175	6539	1095779

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	95	53	50	10	-	05	22	-
Added	-	05	-	-	-	-	-	-
Total	95	58	50	10	-	05	22	-

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

Workshop on use of electronic resource in teaching learning was organised by library services

4.6 Amount spent on maintenance in lakhs (Rs):

i) ICT

10,000.00

ii) Campus Infrastructure and facilities

1,65,950.00

iii) Equipments

3,87,273.00

iv) Others

82,955.00

Total (Rs):

6,46,178.00

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Displays about anti-ragging cell, medical emergency facilities and details of student welfare officers were made.
- Separate notice boards were used to display day to day information related to curriculum, scholarship, examinations, placement, cultural, social activities and all other programmes.
- Student is allowed to express their views and suggestions regarding support services to any member of the IQAC
- The IQAC has taken initiative by providing students support services like Guidance and Counselling, Training and Placement, Grievance Redressal Cell and Committee for Prevention of Sexual Harassment, Anti-ragging, remedial classes etc. on a day to day basis.
- Parents/guardians are informed about performances, attendance and examinations. Repeated messages (telephone and emails) are sent to the students about the day to day activities.

5.2 Efforts made by the institution for tracking the progression

- Student's evaluation is being done by the Academic Council (Department wise) not only by observing their academic performance but keeping track on overall development of the students.
- Academic advisors work together with the counselling services to assess the overall development of the students
- Alumni assist in tracking the progress of the students.
- Departmental programmes and inter disciplinary programmes are arranged which is followed by feedback to assess its effect on the students.

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
1767	251	-	30

students

(b) No. of students outside the state

237

(c) No. of international students

-

No	%
818	39.95

Men

No	%
1230	60.05

Women

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1342	102	262	318	-	2024	1485	99	170	294	-	2048

Demand ratio = 1.25:1

Dropout % = 3.54

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

- Career Development and Orientation Programs are being initiated for the students and were also informed regularly about the various competitive examinations provided.
- Faculty members and Alumni provide study materials as well as directives for writing NET, SET, and other competitive examination like TET, CTET, PhD entrance during their session.
- The institution arranges for guidance and coaching classes for Civil Services examinations
- Library disseminate information about announcement regarding competitive exams and has separate section of books meant for preparation.

No. of students beneficiaries

180

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- In the month of July the First year students residing in the St. Mary's Girls Hostel were given guidance and counselling sessions about adjustment and personal issues.
- Awareness program followed by counselling sessions were given to students on Drug abuse
- Career counselling on Journalism was organised by the Vice Chancellor of Kushabhau Thakre Patrakarita Awam Jansanchar Vishwavidyalaya, Raipur
- Counselling session on developing right attitude and overcoming negative thought process was organised BBA students and school children were also benefitted.

No. of students benefitted

308

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
-	-	-	19

5.8 Details of gender sensitization programmes

- The Women cell organised a skit on Women Empowerment. The skit was performed by the P.G. students of the college. The skit emphasised on the responsibility of women in building the society.
- A workshop was organised on Self -defence for women by the women cell of the college.
- An interactive session was organised for the girls in St. Mary's Hostel on Nutritional Value of Food to sanitize them about how the food they eat can be beneficial or harmful to them.

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	45	267250
Financial support from government	84	395902
Financial support from other sources	1 Endowment	1500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ - _____

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 CG/ Durg Vshwavidyalaya, Durg and Kushabhau Thakre Patrakarita Avam Jansanchar Vishwavidhyalaya Raipur, CG
- Some faculty are members of Board of Studies of Pandit Ravishankar Shukla University, Raipur; Kalyan PG College, Bhilai and Digvijay College, Rajnandagaon
- Teachers frame the lecture schedule for the proper execution of the syllabus
- The institution offers value added courses like Communicative English and Personality Development. Feedback from academic peers, employers and alumni are used in the initiation, review and redesign of the program.
- Teachers are encouraged to add recent information about the topics in the syllabus to make teaching more relevant to the current situation.

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 departments 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 subjects.
- Quality improvement initiatives and measures to increase usage of library and digital library in the form of library based assignments and activities are undertaken.
- Industrial visits/study tours and field visits are organised to give a preview of the type of employment they may receive after studies.
- Feedback on teaching is taken from students, parents and alumni, analysed and informed to the faculty members for improvement.
- Internal and external department audit were 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 and Kushabhau Thakre Patrakarita Avam Jansanchar Vishwavidhyalaya Raipur, CG
- Regular tests are conducted to monitor the students' performance in classroom studies and to instil a habit of regular learning among the students
- 3 unit tests, half yearly and model exams are conducted in every subject for Undergraduates and 2 unit tests, 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 scripts.
- Answers are discussed and performance card is sent to their 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 also provide opportunities for creative experiences like seminars, projects, event management etc. and 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 area of interest.
- The committee organises workshops and interdisciplinary talks to promote the culture of research among faculty, research scholars and students
- The institution has research centre in the department of Microbiology
- The institution has a vigorous and scrutinized publication programme and the activity encourages the faculty, scholars and students to publish in various academic forums.
- 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 members are 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 a double storey building 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 charge of Rs.100 for 4-6 books, which has to be returned after their final exams.
- Library facilities are augmented by procuring new titles and copies of existing books and addition of books as per requisition by the departmental Heads or the Convenor of the Library Development Committee. Research scholars and students also have the right to requisition of books which are approved by the HOD

ICT

- 10 computers with internet are available for the students in digital library for reading study materials. INFLIBNET is also available.
- 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.
- Wi Fi and CCTV surveillance 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, consumables and its maintenance.

6.3.6 Human Resource Management

- 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.
- HR policy is staff oriented. Lady members are supported during their pregnancy and breast feeding by adjusting their lecture schedule according to their requirements
- 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 the advertisement in newspapers
- Selection panel members include University experts and subject experts along with the management representatives and the selected candidates demonstrate their teaching and communication skills in the classroom.
- Good referrals are also considered for visiting and guest faculty
- The recruitment of nonteaching and office staff is done on need basis by the management.

6.3.8 Industry Interaction / Collaboration

- To improve employability skills exposure 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.
- The Microbiology and Biotechnology Department has collaborated with NitZa Biologicals to provide training in molecular biology and bioinformatics

6.3.9 Admission of Students

- The college has a transparent procedure for admission with students selected strictly on merit basis (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 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
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. • Training and Placement Cell. • Medical and sick room with first aid facility. • Concientization programme against ill Habits under Antinarcotic drive • Motivational programme for better career.

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

v

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC members from Nodal College, Durg	Yes	IQAC
Administrative	Yes	B. Vishwanathan & Co Block 7, First Floor Himalaya Complex Supela	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.
- 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

1. Training on Basics of Computer for the Non-Teaching staff
2. Workshop on Office Productivity for administrative staff

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

- Eco-friendliness and green campus is the policy of the college.
- Guest are welcomed by giving saplings in pots.
- Rain water harvesting and composting of biomass is a regular feature
- Minimum use and reuse of papers is encouraged in the office as well as in the departments
- Environment audit was conducted and analysed. Suggestions were forwarded to Principal and the management.

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.

Certificate course on National University Students Skill Development [NUSSD] conducted by Tata Institute of Social Sciences [TISS].

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

- Classes were arranged to begin skill based programmes conducted by TISS.
- Registration was initiated to get minimum number of students required.
- MoU was drafted between the college and TISS

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Camaraderie and Volunteerism towards Social responsibility
2. Getting in- sync with the environment

7.4 Contribution to environmental awareness / protection

- Every year college organises tree plantation program within the campus and also in the villages wherever students of NSS/NCC/ Eco-Club/Education Department go for camps thus neutralising the adverse effects of carbon emission.
- An Eco-club and the Botanical Association involve students in various activities, like competitions, exhibitions etc. to inculcate in them importance of plants in the environment

7.5 Whether environmental audit was conducted?

7.6 Any other relevant information the institution wishes to add.

SWOC Analysis 2015-16

STRENGTH

1. Both Hindi and English are used as medium of instruction to encourage students from all strata of society.
2. Committed to transparency in admissions and appointments.
3. Dynamic, qualified, enthusiastic and dedicated staff committed to student welfare.
4. Focused on high quality student centered teaching learning processes.
5. Strong student support mechanism .
6. Holistic educational experience. The college conducts yoga and meditation classes for students to cope with the stress levels and handling critical situations.
7. Strong support staff
8. Excellent results with University toppers every year.
9. Book bank facility
10. Special Teaching Assistance Programme (STAP) for weak and advanced learners.
11. Conducting internal and external departmental academic audits .
12. Adequate infrastructure in terms of class rooms, furniture, computers and laboratories and are well maintained.
13. Library is rich with a huge collection of subject along with general books, national and international journals, magazines, reference books and net connectivity.
14. Beautiful, green, tobacco free, plastic free and Wi-Fi enabled campus.
15. Facilities like ATM, Canteen, Girls Hostel, LCD equipped Seminar and Conference hall, open air stage and separate parking space for staff and students.
16. Kalapratibha: Several cultural and literary opportunities for student to develop and enhance their creative potential and talent resulting in bringing laurels in youth fests and reality shows (nationwide).
17. Sports: Encouraging achievements in Sports by giving financial support, fee concession and admission on sports quota to students participating in University, National and International events.

18. Extension activities in the adopted village and other villages develops sensitivity towards society through NCC, NSS and almost all PG departments and Education department of the college and are well accepted by the community.

WEAKNESS

1. Need for more linkages and collaborations with industry and research institutions
2. Lack of classrooms with ICT facility
3. Interdisciplinary research activity

OPPORTUNITIES

1. Increase opportunities to develop and establish short term certificate courses to meet the new and growing demands of the society
2. Identify needs and secure funds from government agencies for infrastructural development
3. Upgradation of PG departments to research centers and undertaking multidisciplinary or interdisciplinary research activities from funding agencies besides UGC and CCOST
4. Improve expertise of faculty to tap the corporate sector for consultancy, funding for research labs and value added courses through linkages

CHALLENGES


1. Coping with fast changing technology
2. High cost of maintenance

8. Plans of institution for next year

- Certificate course in Communicative English.
- Medical check-up for students to be conducted.
- Conferences and Workshops to be organised.
- Establish more linkages and collaboration
- Improve Alumni support system
- Organise study tour at college level

Name : Dr. Vinita Thomas

Name: Dr. M.G. Roymon




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

Signature of the Coordinator, IQAC
IQAC

Signature of the Chairperson,

Annexure I**ACADEMIC CALENDER****2015 -2016**

DATE	DAY	EVENT
15 th June	Monday	College Re-opens Academic year.
21 st June	Sunday	International Yoga Day celebrated.
22 nd June	Monday	7 day workshop on Basics of Computer Training for Non teaching staff.
25-27 th June	Saturday	Swachta Abhiyan.
1 st July	Wednesday	Induction ceremony of B.Com, B B A.
2 nd July	Thursday	Induction ceremony of B.Sc, BCA, BJMC.
3 rd July	Friday	St. Thomas Day Celebration.
6 th July	Monday	BSc, BCA first year ,PG classes commences
8 th July	Wednesday	BSc II & III year, MSc III Sem classes commence.
25 th July	Saturday	Orientation of Civil Service Examination Details.
27 th July	Monday	Guidance and counseling for hostel students. Inauguration of Eco Club
28 th July	Tuesday	Tribute to APJ Abdul Kalam.
29 th July	Wednesday	2 day Workshop on Safety Measures for women- Women Cell.
30 th July	Thursday	Chamber of Commerce - Extension Activity - COMZENITH
3 rd August	Monday	Interaction program with the Collector - Civil Services Aspirant Club.
8 th August	Saturday	Inauguration of Botanical Association for the session.
10 th August	Monday	15 days module based communicative class
11 th August	Tuesday	Kalapatibha Competition begins.
14 th August	Thursday	Student Union Election procedure begins.
15 th August	Friday	Independence Day.
26 th August	Wednesday	International Women's Equality Day- Articles and Slogans Writing Competition.
1 st September	Tuesday	Interaction program - Civil Services Aspirant Club.
8 th September	Tuesday	International Literacy Day -P.G Dept of Economics.
10 th September	Thursday	Zoological Forum "Terrestria" Inaugurated for the session.
11 th September	Friday	Awareness program on Drug Abuse for Science students - Guidance and Counseling Cell.
12 th September	Saturday	Street Play on Negative effects of Social Media- Department of Journalism and Mass Communication. Guest lecture on use of social media by youth -Department of Journalism and Mass Communication.
14 th September	Monday	One day Visit to BSP - Department of Journalism and Mass Communication. Inauguration of COPRA for the session.

16 th September	Wednesday	Visit to Anand Marg Orphanage , P.G. Dept of English
18 th September	Friday	Hindi Diwas. Department of Hindi Dept.
19 th September	Saturday	Blood donation camp by COMZENITH, NSS, NCC Unit. Expert talk by A.K. Somshekhar- Forum Zeitgeist.
21 st September	Monday	Guest Lecture - Department of Mathematics and Computer Science.
22 nd September	Tuesday	2 days Community Service - Department of Mathematics and Computer Science.
23 rd September	Wednesday	Oath Taking Ceremony- Student Union Council.
26 th September	Saturday	Guest Lecture - Department of Journalism and Mass Communication.
29 th September	Tuesday	NSS Day Celebration.
30 th September	Wednesday	Community service - P.G. Department of Economics.
5 th October	Monday	2 day Workshop for Office Staff and Administrative Staff –IQAC. 15 day Community Services at Govt. School- P.G. Department of Botany 7 day workshop on Instrumental relevant in Experimental Biology P.G. Department of Botany
6 th October	Thursday	One day workshop on presentation skill
7 th October	Wednesday	Seminar - Dept of Management Studies.
8 th October	Thursday	Inauguration of ‘Unborn Archons’ Dept of Management Studies.
10 th October	Saturday	Community Service by Dept of B. Ed, to ‘Mother Teresa’ Orphanage.
14 th October	Wednesday	Seminar- PGDept of Commerce.
31 st October	Saturday	Visit to Bhagat Singh Anaath Ashram , PG Dept of Botany.
3 rd November	Tuesday	Dental Checkup of school students– Department of Education.
6 th November	Friday	2 day Mar Theodosius Memorial Cup Intercollegiate. Basket Ball Tournament.
17 th November	Tuesday	Guest Lecture – Department of Microbiology and Biotechnology.
18 th November	Wednesday	Guest lecture –Department of Microbiology and Biotechnology.
26 th November	Thursday	Half yearly exam for UG &PG.
28 th November	Saturday	Quiz Comp, under the aegis of Comzenith.
1 st December	Tuesday	AIDS Awareness Day. Personality Development Class Dept of Management Studies.
5 th December	Saturday	Research Activity of COPRA.
7 th December	Monday	One week classes on Communicative skills –PG Department of English
9 th December	Wednesday	Quiz – COMZENITH.
10 th December	Thursday	Community service – COMZENITH.
11 th December	Friday	Research Activity (Talk) Maths Mania for U.G students.

12 th December	Saturday	FDP – IQAC.
12 th January	Tuesday	Quiz - Department of Mathematics and Computer Science.
14 th January	Thursday	Youth Day- Student union Council.
19 th January	Tuesday	Sports Day.
21 st January	Thursday	Aagaam.
22 nd January	Friday	Annual function.
23 rd January	Saturday	Field trip by PG Dept of Botany.
25 th January	Monday	Model exams for UG./semester classes II, IV started.
30 th January	Saturday	Seminar by department of management studies
1 st February	Monday	National Science Day Celebration.
19 th February	Friday	Techniques of Enhancing creative writing -Language Forum.
27 th February	Saturday	Interactive Session - Department of Journalism and Mass Communication. National Science Day Valedictory Session.
3 rd March	Thursday	7 day workshop on Drug Designing - Botanical Association.
9 th March	Wednesday	Annual Exam begins for UG.
9 th April	Saturday	Scriptomania - Department of Mathematics and Computer Science.
20 th April	Wednesday	Interdisciplinary Talk - Dept of Psychology and English.
22 nd April	Friday	Earth Day Celebrations. Guest Lecture- P.G. Department of Commerce.
2 nd May	Monday	Internal Audit of Department and Office Begins

Annexure II
Annexure II (A)

St. Thomas College, Bhilai

Analysis of Student Feedback 2015-16

The facilities provided by the college was rated by Students and was evaluated in percentages as shown below: --

Analysis

SI No:	Statement	Yes	No
1	The campus is green and eco-friendly.	97%	03%
2	The campus has adequate power supply.	84%	16%
3	Clean drinking water is available in the campus.	95%	05%
4	The classrooms are clean, maintained and well ventilated.	88%	12%
5	Toilets/washrooms are hygienic and properly maintained.	79%	21%
6	Girls common rooms are available	89%	11%
7	WiFi and Internet facilities are available in the college.	41%	59%
8	The Principal of the Institution is approachable.	90%	10%
9	The office staff are helpful in administrative work.	91%	09%
10	The attitude of faculty is friendly and helpful.	93%	07%
11	The faculty communicates well with the students.	93%	07%
12	The faculty is available and accessible in the department.	94%	06%
13	The faculty comes well prepared for the lecture.	90%	10%
14	Periodic assessments are conducted as per schedule.	90%	10%
15	Results and attendance records are displayed on time.	87%	13%
16	The evaluation process is fair and unbiased.	88%	12%
17	Equipment in the lab(s) are in working condition.	85%	15%
18	Lab assistants are knowledgeable and helpful	90%	10%
19	Grievances/problems are redressed/solved well in time.	85%	15%
20	The prescribed books are available in the library.	84%	16%
21	The cataloguing of books in the library is satisfying	85%	15%
22	The library staff are cooperative and helpful.	89%	11%
23	Reading room/ space in library is satisfactory.	92%	08%
24	The functioning of the Placement Cell is satisfactory.	87%	13%
25	The sports complex of the college has adequate facility	86%	14%
26	The sports officer is motivating and available during practice session	90%	10%
27	The institution has good vehicle parking facility.	90%	10%
28	Canteen facility of the institution is satisfactory	77%	23%
29	Food served in the canteen are hygienic and healthy	73%	27%
30	Security personnel are available round the clock	91%	09%

Interpretation

From the above analysis it can be inferred that

- 97% of Students consider the campus is green and eco-friendly.
- 84% of students view that the campus has adequate power supply.
- 95% of students consider clean drinking water is available in the campus.
- 88% of students view the classrooms are clean, maintained and well ventilated.

- 79% of students are of the view that Toilets/washrooms are hygienic and properly maintained.
- 89% of students know that girls common rooms are available.
- 41% of students know that Wi-Fi and Internet facilities are available in the college.
- 90% of students consider that the Principal of the Institution is approachable.
- 91% of students are of the view that the office staff are helpful in administrative work.
- 93% of students consider that the attitude of faculty is friendly and helpful.
- 93% of students know that the faculty communicates well with the students.
- 94% of students are of the view that the faculty is available and accessible in the department.
- 90% of students consider that the faculty comes well prepared for the lecture.
- 90% of students know that Periodic assessments are conducted as per schedule.
- 87% of students know that the results and attendance records are displayed on time
- 88% of students consider that the evaluation process is fair and unbiased.
- 85% of students are of the opinion that Equipment in the lab(s) are in working condition.
- 90% of students consider that the Lab assistants are knowledgeable and helpful
- 85% of students know that the Grievances/problems are redressed/solved well in time.
- 84% of students are of the opinion that prescribed books are available in the library.
- 85% of students like the arrangement of books in the library.
- 89% of students consider the library staff are cooperative and helpful.
- 92% of students are satisfied about the reading room/ space in library.
- 87% of students consider the functioning of the Placement Cell as satisfactory.
- 86% of students are of the view that the sports complex of the college has adequate facility.
- 90% of students know that the sports officer is motivating and available during practice session
- 90% of students are of the view that the institution has good vehicle parking facility.
- 77% of students are satisfied about the Canteen facility of the institution.
- 73% of students consider that the Food served in the canteen are hygienic and healthy.
- 91% of students are of the view that Security personnel are available round the clock in the Institution.

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

Analysis

- 7% of students has rated the Institution as 6
- 23% of students has rated the Institution as 7
- 32% of students has rated the Institution as 8
- 14% of students has rated the Institution as 9
- 18% of students has rated the Institution as 10

Interpretation

From the above analysis it can be inferred that more than 87% of students has rated the Institution above 7 in a 10 point scale where 1 is the lowest and 10 as the highest.

Annexure II (B)**Analysis of Parents Feedback 2015-16**

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

(a) Word of Mouth

(b) Advertisement

(c) Internet

Analysis

- 80% of the parents have come to know about STC through word of mouth.
- 5 % of the parents have come to know about STC through Advertisement.
- 15 % of the parents have come to know about STC 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

- 20% of parents rate the infrastructure of the college as Excellent.
- 65% of parents rate the infrastructure of the college as Good.
- 15% 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

- 35% of parents rate the quality of teaching in STC as Excellent.
- 60 % of parents rate the quality of teaching in STC as Good.
- 5% of parents rate the quality of teaching in STC as Average.

➤ **Interpretation**

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

4. How would you rate Interaction with Faculty?

Excellent Good Average

Analysis

- 35% of the parent's rate interaction with faculty as Excellent.
- 45% of the parent's rate interaction with faculty as Good.
- 20% of the parent's rate interaction with faculty as Average.

Interpretation

From the survey it can be concluded that 45% of parents agree that interaction with faculty members as good.

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

Excellent Good Average

Analysis

- 20 % 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.
- 45 % 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.
- 50 % of parents rate the interaction with Principal of the institution as Good.
- 40 % of parents rate the interaction with Principal of the institution as Average.

Interpretation

From the analysis it can be inferred that 50% of the parents has rated the interaction with Principal as Good.

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

Excellent Good Average

Analysis

- 12% of parents rate the co-curricular activities of the college as Excellent.

- 63% of parents rate the co-curricular activities of the college as Good.
- 25% 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.

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

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Analysis

Ques	Facilities	Excellent	Good	Average
01	Library	65%	25%	10%
02	Laboratory	56%	30%	14%
03	Sports	51%	39%	10%
04	Canteen Facilities	21%	35%	44%
05	Health and Hygiene	19%	60%	21%
06	Hostel	12%	75%	13%
07	Classroom	80%	17%	03%

Interpretation

From the above analysis it can be inferred that

- 65% of Parents consider the Library facilities as Excellent.
- 56% of Parents view the Laboratory facilities as Excellent.
- 51% of Parents like the Sports facilities as Excellent.
- 44% of Parents consider the Canteen facilities as Average.
- 60% of Parents view the health and Hygiene facilities as Good.
- 75% of Parents like the Hostel facilities as Good.
- 80% of Parents consider the Classroom facilities as Excellent.

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

3. **Analysis**

- 40% of Parents has rated the Institution as 7.
- 25% of Parents has rated the Institution as 8.

12% of Parents has rated the Institution as 9.

6% of Parents has rated the Institution as 10.

Interpretation

From the above analysis it can be inferred that more than 83% 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 -2015-16**

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.

Best Practices I

Title: Camaraderie and Volunteerism towards Social responsibility

Community service and volunteerism are an investment in our community. Volunteering strengthens any community and understanding community needs helps foster empathy and self-efficacy among the new generation. The college has adopted village Ruabandha in 2004 and students are encouraged to take active part in programmes like organizing health and hygiene awareness programmes, cleanliness drives, awareness rallies against narcotics, HIV, illiteracy etc. in the village. Students and staff of Education department and NSS unit of the college undertake camps annually in nearby villages and organise awareness programs and rallies besides performing cultural programs .

Goal:

Enable graduates who grow into leadership positions in industry knowing the heartbeat of society better, so that decisions made will not be based merely on the bottom-line but with integrity toward society and the environment. Uniting people from diverse backgrounds to work toward a common goal through Camaraderie and teamwork.

Context:

Being relatively new state of the country most disadvantaged people live in rural areas. As the incidence of poverty is same in both rural and urban areas there is a lack of awareness towards education, healthcare and social issues. Through community services the institution inculcates moral responsibilities towards these issues among younger generations.

Practices:

There is a very active **Blood Donors Club** in the college. Under the leadership of NCC, NSS Com Zenith and Department of Microbiology blood group of staff and students are determined and interested members (staff and students) are registered. Routine blood donations are done by these members in various camps and whenever need arises in the nearby hospitals the students donate blood for the poor patients.

Need Based Service:

The IQAC of college organizes need based community service every year by identifying and mobilising group of students interested in community development to meet needs of school children in Government Higher Secondary School, Ruabandha, Bhilai. Students help in completing a part of the syllabus as the school faces problem of inadequate teachers. Two weeks services are given by the PG students of the college. The management appreciates their contribution and award them with certificates.

Extension activity:

The College strongly agrees on the value of sensitizing students towards social responsibility. The staff and students of P.G. Department of Mathematics and Computer Science organise **Learning with fun** where they invite primary school students to the computer lab and teach them fractions and create interest in them for computers through interactive sessions. The PG Department of Economics organises year long programme of **Gyan daan** for weak students of primary classes and teaches them Mathematics, English Science and Social Studies. The staff and students relates to their obligation towards the underprivileged section of the society by visiting orphanages, oldage homes and schools for specially able children where they connect and transform their own lives.

The college team of **Anti-Narcotic Cell** visit nearby schools and villages to conscientize the students and public against the ill-effects of narcotics and administer a pledge of abstinence.

Outreach Programs:

The NSS and NCC wing of the college organizes camps in nearby village and create awareness towards health issues, personal hygiene, and also social issues like educating girl child, child labour, alcoholism and drug addiction. AIDS awareness programme is also conducted. Dental camps are organized by Education department.

Evidence of success:

All the services were accepted by the community with enthusiasm. Volunteers (student and staff) develop qualities of integrity, compassion and self-reliance through these activities. They have realized the value of education and the challenges faced by dropouts in the society. Student's participation has increased in all these activities.

Problems encountered and Resources required:

As the college is a multi-faculty college running in two shifts coordinating activities across all disciplines is a challenge. Organizing activities also becomes difficult due to tight lecture and exam schedules. Lack of sensitivity among students towards the need to support such activities is an issue of concern. Fund mobilization to organize events is sometimes a problem for the college.

The most important **resource required** is dedicated staff who can function within the local resources available to solve any community's needs thus encouraging civic responsibility and making the students realize that everyone counts.

Best Practices II

Title: Getting in- sync with the environment

Goal: Conserve or perish has become the slogan of human kind all over the world. College aims towards developing a holistic approach for creating a Eco friendly atmosphere and also follow practices that helps in conservation and protection of environment.

Context:

College is situated in the industrial township (Bhilai Steel Plant, its auxiliary units and other small scale industries), therefore cleanliness of campus, beautification and pollution free ambience becomes imperative. The college takes the responsibility by playing a leading role in generating environmental consciousness in the region. The green campus with its large number of trees will help to minimize the harmful effects of pollution from the industry. It will also help maintain carbon neutrality, temperature balance and to certain extent help in conservation of water thus contributing towards maintaining biodiversity. The green pasture of the campus helps in soil conservation and is a source of fodder to livestock, which are reared by the cow herds in the vicinity.

Practice:

Eco club is established in the college with an aim of conservation and protection of the nature. This club consists of staff and student members, functioning as the organizers of various activities of this club. Environmental awareness programs such as guest lecture, exhibition of best out of waste etc are organized by eco club.

Plantation:

Tree plantation is done during monsoon. The biodiversity in the campus includes herbs, shrubs and trees of the following nature - foliage, flowering, fruiting and seasonal plants. Hundreds of plants (seasonal and others) are added every academic year and are well maintained. This practice will minimize the effects of pollution from the factories.

Organic farming:

Organic farming is practiced in the campus, wherein organic waste generated in the hostel and biomass waste of the campus is converted by composting and used as manure. This practice leads to the harvest of toxin free crops, which supplements the requirements of hostel inmates and staff. Mixed cropping method is also followed and use of fertilizers are minimized.

Water conservation:

Rain water harvesting is done in the main building of the college since 2005 thus restoring the ground water table and the college never faced the problem of water scarcity even though this area faces water crisis. Drip irrigation method is initiated for watering the plants in the herbal garden to minimize the wastage of water and gradually the remaining gardens of the college will follow this method. The grey water of the college campus and hostel is drained into a recharge pit outside the campus. Wastage of water is minimized by proper maintenance of pipelines of pipe lines and taps.

Energy conservation:

All the equipment in the college are well maintained and are periodically serviced thus contributing to power saving. Regular practice of switch off drills has motivated the students and staff towards energy conservation. All computers are programmed to power saving mode. The class rooms and labs are well ventilated and also permit enough daylight. Maximum utilization of natural light is done to cut down usage of power in both classrooms and laboratories. Currently efforts are taken to gradually replace them with LED. Institution is aiming to harvest solar energy in near future. Indigenous method such cow pats and logs and twigs of old or fallen trees (storms) are also used for cooking in hostel thus contributing towards energy conservation.

Waste Management:

The college management takes serious efforts to create awareness on safe and better methods of waste disposal. The campus is plastic free zone. Organic Waste is converted into compost and used as manure in plantations. Reuse of paper is mandatory. Hazardous and e-waste are disposed off safely.

Conservation of Biodiversity

- Reuse of paper for various purposes help in conservation of trees.
- Minimum use of pesticides, insecticide and fertilizers contribute to conserving the soil
- Plantation of trees, plants and establishment of herbal garden help conserve biodiversity

Evidence of Success:

- Successful conduction of environment audit since 2014-15
- Green, tobacco free, plastic free campus explains the success of Program.
- Students of all discipline voluntarily participate in all activities related to clean campus and conservation of nature.
- Herbal garden helped creating awareness regarding importance of local herbs in medicine and nutrition

Problems Encountered and resources required:

The self-financing status of the college results in financial constraints in taking up new possible projects or ideas like installation of alternative source of energy. Extreme climatic condition in summer and vacations during that period acts as a limitation too. The Resources required are learning in groups and joining groups or organisations, so that well informed environment stewards among the stakeholders of the college can act as a catalyst in instilling hopefulness for the future