



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ST.THOMAS COLLEGE, RUABANDHA BHILAI
Name of the head of the Institution		Dr. M. G. Roymon
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07882275970
Mobile no.		9425238388
Registered Email		stthomascollege_bhilai@rediffmail.com
Alternate Email		stcbhilai_principal@yahoo.com
Address		Ruabandha, Bhilai
City/Town		Bhilai
State/UT		Chhattisgarh
Pincode		490006
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Ashok Kumar Mishra
Phone no/Alternate Phone no.	07882275970
Mobile no.	6260356463
Registered Email	stthomascollege_bhilai@rediffmail.com
Alternate Email	hudcoashok@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.stthomascollegebhilai.in/AQAR/STC-AQAR-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.stthomascollegebhilai.in/wp-content/uploads/2020/01/stc-acad-18-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.55	2006	02-Feb-2006	15-Sep-2011
2	B	2.62	2011	16-Sep-2011	15-Sep-2016
3	B++	2.77	2017	30-Oct-2017	29-Oct-2022

6. Date of Establishment of IQAC

20-Sep-2006

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Interdisciplinary Activity on Positive Attitude to be a Successful Manager	14-Jul-2018 1	43
First Aid Training Camp	21-Jul-2018 1	160
Communicative English short-term certificate course begins	30-Jul-2018 21	65
Interdisciplinary workshop on Desaturation in Botanical Illustrations	01-Aug-2018 18	24
Blood Donation Awareness	04-Aug-2018 1	120
CDP- Intelligence Testing & career counselling for government School Students	10-Aug-2018 1	55
Tree Plantation Programme	11-Aug-2018 1	79
Clean Campus Green Campus Drive	13-Aug-2018 1	105
Kerala Relief Fund	20-Aug-2018 10	658
Dengue Awareness Programmes	20-Aug-2018 10	203
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St. Thomas College, Bhilai	National Science Day 2019	CCOST (State level)	2018 01	40000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<ul style="list-style-type: none"> • Promoting Entrepreneurial skills through Entrepreneurship Development Cell • Academic Audit • Blood Donation Camp • Celebrating National Science Day • Promoting the concept of Digital India 	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes
Promote capacity building and overall human resource development	Recognizing the need for regular upgradation of skills of the employees, IQAC organized periodic workshops & programmes for them. The following workshop/programmes were organized during the year: Orientation Program for teaching & non teaching staff, faculty development programmes, waste management workshop. The faculties also attended faculty development programmes & refresher courses organized by the university & other institutions.
Environmental Consciousness	Acknowledging the environmental impact of operations and activities of St. Thomas College on the environment, IQAC conducted environmental audit of the institution. It motivated various cells & committees to take up programmes to increase awareness of environmental responsibility amongst students & staff and ensure institutional infrastructure is sustainable with lower environmental footprint. For achieving this purpose, reuse of waste water from distillation units of life sciences departments was started.
Non - Teaching skill development	Skill development programmes at institutional level were organized for the non-teaching staff to boost their productivity & inculcate necessary work related skills that enhanced their

	efficiency.
National Science Day Celebration	With the support & sponsorship of Chhattisgarh Council of Science & Technology, IQAC organized inter college competitions on National Science Day.
Faculty development	Orientation programme was conducted for newly joined faculty in the beginning of the academic session. Along with that, two faculty development programmes on increasing the effectiveness of teaching learning process were organized in collaboration with Kalinga Universtiy& ITM University. The main focus was on Innovations in Teaching Skills and Research Based Pedagogical Tools for undergraduate students.
Dengue awareness programmes	It was decided by IQAC to organize dengue awareness programs on institutional & departmental level. Various programmes were undertaken like skits, rallies, surveys sprinkling of kerosene & bleach & collection of student reports on information dissemination in their neighborhood.
Blood donation camp	Interaction programme was organized to raise awareness among the faculty & students regarding this social responsibility. Taking the institutional commitment towards the noble cause further, IQAC organized a blood donation camp within the college premises.
Voter awareness programmes	In collaboration with the nodal officer of SVEEP (Systematic Voters' Education and Electoral Participation), IQAC organized several activities to motivate people to exercise their right to vote & thus fulfill their responsibility of active citizenship. Surveys, rallies, skits, human chain & competitions were organized to exhort the youth to participate in the elections.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	23-Dec-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The Management Information System of the college is used to improve work efficiency and save time. MIS is used for optimum distribution of resources and services to yield maximum benefits to teachers , students and Management . The MIS system is used to in college for storing personal data and exam records. The college has admissions online. Application Forms for admission are uploaded on the website. Selection of candidates is done basis of merit. Students are also selected in the Reserved Category. Data required by the University is sent online based on the information drawn from the Application Forms for admission. All information to the students regarding the college notices and announcements are uploaded on the website. Internal marks obtained by students in practicals and in respective subjects are entered online in the link given by the affiliated University. Examination form is filled online .Information regarding practical exams dates university exam time table is notified online. The college library is automated to keep a track of the books issued to staff and students. The college encourages digital transaction. Admission fees , Examination Fees ,Mess Fees are paid online. The college also maintains proper Information system to disseminate information to stakeholders and Staff .Notices regarding meeting, holiday and any such information related to college are informed through email. Staff salary slip is generated online Finance Accounting MIS transaction with bank is conducted online. An MIS system is used in the institution to keep track of Faculty attendance and performance. The attendance of the all the employers of the college is maintained through</p>

biometric system . A record of leave availed by all staff members of the college is maintained online. The college is concerned with the redress of grievances by staff and students . Online grievance form is available to ensure redress of the issues. Staff and students have the Facility of e issuance of library book. On line Alumni registration form is available for the students. The college ensures the quality enhancement of Teaching Learning process through feedback system to evaluate teachers performance . Likewise evaluation by parents is also available on the website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

At the beginning of each academic session, the Principal conducts meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities. College prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, co-curricular and extension related activities through the college website. Induction programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. Departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Based on the allotment teachers prepare their weekly and monthly teaching schedule for an effective delivery of lecture. Both the conventional and the advanced teaching-learning aids are used in delivering the lessons. Students are encouraged to participate in Seminars, Workshop, Group-Discussion and in Paper-presentation along with their regular class room teaching. We have a very rich central library with open access system and many departments have Departmental libraries too for the benefit of the students. A good number of Journals are subscribed by the College where students can have the access of e-learning through online. As per the guidelines of University, the college examination cell conducts internal exams to evaluate the academic performance of the students. Based on their performance remedial classes are also conducted. The college encourages its faculty members to participate in Orientation/ Refresher course/Workshop/ Seminars/Faculty development programmes organized by affiliated university in order to upgrade their knowledge and to improve their teaching practices.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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NIL NIL Nil 0 NIL NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Zoology	13/08/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
First Aid Training	21/07/2018	160
Disaster Management (Fire Safety)	28/07/2018	150
Conducted Yoga classes for female hostlers	09/09/2018	53
Food and Immune System	22/09/2018	200
Breaking the archetypes related with gender roles	26/11/2018	110
National Disaster Response Force	13/01/2019	45
Safer use of Internet	17/01/2019	50
Women and Sexual Harassment	08/03/2019	180
Vermicomposting	11/03/2019	49
Application of Microsoft Office in learning process	12/03/2019	42
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Project (VI Semester)	50
BA	Psychology (Field Work) (PART II)	35
BA	Psychology (Project) (PART III)	24

BEd	Internship (II Semester)	94
BEd	Internship (III Semester)	86
BSc	Industrial Chemistry (Project) (Part I)	10
BSc	Industrial Chemistry (Project) (Part II)	8
BSc	Industrial Chemistry (Project) (Part III)	1
BCA	Project (PART III)	20
MSc	Computer Science (Project) (IV Semester)	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

<p>Feedback Obtained</p> <p>The management and the IQAC coordinate and collect feedback periodically from students through the process of responding to a questionnaire. They are also informed and given the liberty to submit their suggestions, grievances and problems anytime during the session through the complaint box placed by the Grievance Redressal Cell. Students feedback is filled by both UG and PG Students. Feedback on the teaching-learning process is received from students as Students satisfaction survey based on a structured questionnaire framed and approved by the IQAC of this college. The students also give their feedback on the curriculum through their mentors and the students' feedbacks are given due consideration. In every area where improvements are required are discussions are held in respective committees/departments. Feedback from the alumni is solicited through consultation during alumni association meetings. The different areas where improvements are required are discussed in respective committees/departments. Feedback from the alumni is solicited through consultation during alumni association meetings. Feedback from the parents is conveyed in the Parent Teacher meeting. Suggestions and comments given by the guardians are also taken into account for future development. The feedback from various stakeholders is collected and thoroughly discussed and analyzed in the appropriate forum. Accordingly, matters that can be handled independently and personally are forwarded to the concerned individuals or departments to address the problem by adopting corrective measures. Matters which involve the College as a whole are dealt by the Principal in coordination with the concerned department through head of departments or concerned committee. The proposals given by the different committees and departments are discussed with the Governing Body of the College for necessary action. Strengths of the College are also taken into consideration for further up gradation.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	General	360	535	320
BCom	General	400	683	399
BA	General	60	100	58
BCA	General	30	61	29
BBA	General	60	164	60
BA (Journalism)	General	30	19	13
BEd	Education	100	100	100
PGDCA	Computer Application	30	51	30
MSc	Botany	30	63	30
MSc	Biotechnology	15	13	7

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2191	328	25	1	55

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
83	83	5	6	Nil	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

St. Thomas College offers highly-efficient Mentoring system through which a group of students are assigned to a faculty member at the commencement of the program. Mentors meet their students and guide them with their studies and extracurricular activities. They also provide advice regarding academic and personal issues. The mentors act as guides to the students during preparation of projects. The mentoring system ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful career. Our institution has an integrated monitoring system where the faculty acts as a link between the students and the institution and perform the following

- There is an academic advisor who is in charge of each section. Class Advisors are assigned to monitor and guide students
- Mentors are assigned to monitor and guide students all

through the years. • Parent teacher meetings (PTM) are arranged, Class Advisers coordinate with the parents regarding the progress of students. • Departmental meetings are organized periodically for the reviewing of proper implementation of the system. • STAP classes are scheduled for the weaker section of students and for doubt clearing. It enhances the students' confidence and helps them to set higher goals and ultimately guiding them to achieve higher levels. • Psychosocial support at the time of need. • Internal Examination are scheduled by this we are advising and supporting the students for the improvement in academic performance. • Coaching classes are arranged for the girls' hostel of our college campus. This process can help develop individual students across a wide range of needs and can benefit them on a personal level, to boost confidence, improve work performance in academic. • Grievance redressal cell attempts to address genuine problems and complaints of students whatever be the nature of the problem. • Mentors always keep track of the mentees' performance throughout the tenure • Mentors communicate with fellow faculty and promote mentees at the time of difficulty/opportunity to help them develop further in their areas of interest • The guidance and counselling cell provides advises and counselling to the students regarding their personal and educational issues Benefits of a Mentoring system • Enhances the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels. • Individual recognition and encouragement. • Psychosocial support at the time of need. • Routine advice on balancing of academic and professional responsibilities. • Mentors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments. • Students get access to a support system (Mentors) during the crucial stages of their academic, professional and intellectual development. • Students get an insider's perspective on navigating their career in the right channel. • Students get an exposure to diverse academic and professional perspectives and experiences in various fields

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2519	81	1 : 31

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
81	79	2	2	39

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mr. Chandan Pandurang Dekate	Assistant Professor	For being selected in top 92 best art work by Passerine Foundation
2018	Dr. Jayasree Balasubramanian	Assistant Professor	Successful co-ordination of "Youth for Ekathmat a" competition organized by Chhattisgarh Yuva Aayog
2019	Mr. Chandan Pandurang Dekate	Assistant Professor	For participation in Forth international online competition 2019 (best acrylic painting)

2019	Lt. Dr. Surekha Jawade	Assistant Professor	Chief minister Award of Chhattisgarh, Rs 50,000/-
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Nill	1st Year	06/06/2019	07/08/2019
BSc	Nill	2nd Year	06/06/2019	03/08/2019
BSc	Nill	3rd Year	06/06/2019	17/07/2019
BCom	Nill	1st Year	17/05/2019	29/07/2019
BCom	Nill	2nd Year	16/05/2019	27/07/2019
BCom	Nill	3rd Year	15/05/2019	09/07/2019
BA	Nill	1st Year	23/05/2019	10/08/2019
BA	Nill	2nd Year	22/05/2019	03/08/2019
BA	Nill	3rd Year	22/05/2019	20/07/2019
BCA	Nill	1st Year	08/05/2019	26/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the modalities of conducting the continuous internal evaluation (CIE) as prescribed by Hemchand Yadav University, Durg, Chhattisgarh. Application of internal evaluation methods varies from subject to subject and course to course. Faculty members use conventional and innovative ways of evaluation. Following methods of internal evaluation are practiced in the college: 1)TEST AND EXAMINATION Unit test, half yearly and model examinations are conducted for UG classes(Annual pattern) and model examinations are conducted for semester courses and PG classes. 2)INTERNAL ASSESSMENT FOR UG CLASSES Weightage of 10 marks of the annual examination of Hemchand yadav University Examination is given to internal assessment which is considered from the marks obtained in half yearly examination , in each subject, as per the regulations of the University. The internal marks are sent to the University. 3)SESSIONAL MARKS FOR PRACTICAL EXAMS 20 marks of Practical examination are given as sessional marks, based on the performance of the student in the lab, regularity of practical work, preparation of practical record, project work, etc,. 4)INTERNAL ASSESSMENT FOR PG CLASSES Internal assessment for PG classes are done by following methods A) Assignments B) PPT C) Project work Field work D) Poster presentation E)Group discussion F)Participation in class Continuous evaluation helps to improve regularity of students and active participation in classroom activities. Such activities help in overall development of the student and also help to develop interest in the concerned subject. Each department works out the details of how the CIE will be carried out for each subject, taking care of the learning objectives of each paper, as it is a method of assessing whether learning outcomes for various subjects are being achieved. It provides an opportunity to evaluate the teaching strategies and methodologies.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

St.Thomas College, Bhilai, adheres to the academic calendar and examination schedule of the Hemchand Yadav University, Durg, with regard to the conduct of CIE. All information pertaining to the academic calendar, scheme of examination and evaluation are available in the University and college website. This information is clearly conveyed to the students during the college and departmental orientation programmes. Notices and circulars about the evaluation process are displayed prominently on thr college notice boards. Internal Quality Assurance Cell and Examination cell has been constituted to check, control and maintain the quality of curricular activities in the institution. They also ensure the adherence to the academic calendar of the University related to the CIE. An internal academic calendar has been charted out specifying the subject wise and course wise time-tables, monthly teaching schedule and internal evaluation schedules and the same have been uploaded in the college web site also. A schedule of academic activities are prepared department wise also and displayed in the notice board and college website. before the commencement of the session the academic advisors of different departments and conveners of different committees prepare an activity calendar to be followed by the respective departments and committees.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.stthomascollegebhilai.in/program-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	General	193	187	96.9
Nill	BA	General	24	21	87.5
Nill	BCom	General	273	263	96.3
Nill	BCA	General	20	16	80
Nill	BBA	General	51	50	98
Nill	BA (Journalism)	General	14	14	100
Nill	BEEd	Education	85	83	97.6
Nill	MSc	Botany	26	26	100
Nill	MSc	Biotechnol ogy	6	6	100
Nill	MSc	Chemistry	15	15	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.stthomascollegebhilai.in/IOAC/sss/SSS-Analysis-For-criteria-II-2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	CG COST	375000	205000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Null	NA

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Null

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Microbiology	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	2	1.53
International	Biotechnology	2	3.15
International	Commerce	8	6.2
International	Chemistry	1	1.22
International	Education	4	10.07
International	Microbiology	1	0.82
International	Computer Sc.	5	3.36

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commercel	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Isolation, Identification and Partial Optimization of Novel Xylanolytic Bacterial Isolates from Bhilai-Durg Region, Chattisgarh, India	Dr. V Shanthi and Dr. M. G. Roymon	Iranian Journal of Biotechnology	2018	4	Department of Microbiology, St. Thomas College, Bhilai, CG.	4
Cost Effective Natural Adsorbents for the Removal of Fluoride: A green approach	Dr. Chanda Verma	Rasayan Journal of Chemistry	2019	1	Dept of Chemistry, St. Thomas College, Bhilai, 496006, Chattisgarh, India	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Cost Effective Natural Adsorbents for the Removal of Fluoride: A green approach	Dr. Chanda Verma	Rasayan Journal of Chemistry	2019	2	1	Dept of Chemistry, St. Thomas College, Bhilai, 496006, Chattisgarh, India
Isolation,	Dr. V Shanthi	Iranian Journal of	2018	2	4	Department

Identifica tion and Partial Op timization of Novel X ylanolytic Bacterial Isolates from Bhila i-Durg Region, Ch attisgarh, India	and Dr. M. G. Roymon	Biotechnol ogy				of Microbi ology, St. Thomas College, Bhilai, CG.
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	Nill	10	Nill	5
Presented papers	4	11	Nill	Nill
Resource persons	Nill	Nill	Nill	3

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Visit to Vidhan Sabha (C.G)	NSS	1	3
World Children's Day (UNICEF) Celebration	UNICEF AND Pt. Ravishankar Shukla University	1	30
SwachhataPakhwada	NSS	1	80
Visit to BSP Fire Station	NSS	1	85
Republic Day Celebration	NSS	1	80
International Yoga Day	St. Thomas College Bhilai	1	30
First Aid Self Defense training	NCC	1	80
NCC Day Celebration	NCC	2	31
Surgical Strike Day	NCC	2	130
International Yoga Day	NCC	2	121

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Represented in National Finals of the national youth parliament festival 2019	Ministry of Youth Affairs and Sports, Government of India	1
NSS	Awarded cash prize of 10000/- Rs	Ministry of Youth Affairs and Sports, Government of India	1
NSS	Secured 3rd position in district youth parliament	Ministry of Youth Affairs and Sports, Government of India	1
NSS	Secured 1st position in state youth parliament	Ministry of Youth Affairs and Sports, Government of India	1
HEARTFULNESS ESSAY EVENT-2019	Certificate of Appreciation	Shri Ram Chandra Mission United Nations Information Centre and the Heartfulness Education Trust	1

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	Nil	Nil

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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REEP Activity Study of ornamental plants during winter season in the region	Project	Covenant Centre for Development, Madurai Branch Durg	06/12/2018	24/01/2019	66
BBA Sixth Semester Paper 5 Project Work	Project	Bhilai Steel Plant	04/03/2019	29/03/2019	1
BBA Sixth Semester Paper 5 Project Work	Project	Bhilai Steel Plant	04/03/2019	29/03/2019	1
BBA Sixth Semester Paper 5 Project Work	Project	Ultratech Cement	04/03/2019	29/03/2019	1
BBA Sixth Semester Paper 5 Project Work	Project	Ultratech Cement	04/03/2019	29/03/2019	1
BBA Sixth Semester Paper 5 Project Work	Project	Jaypee Cement	04/03/2019	29/03/2019	1
BBA Sixth Semester Paper 5 Project Work	Project	Bhilai Steel Plant	04/03/2019	29/03/2019	1
BBA Sixth Semester Paper 5 Project Work	Project	Main Hospital Bhilai Steel Plant	04/03/2019	29/03/2019	1
BBA Sixth Semester Paper 5 Project Work	Project	Bhilai Steel Plant	04/03/2019	29/03/2019	1
Department of Psychology	Internship	Sarthak Kadam Sansthan	08/10/2018	30/11/2018	2
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
807.9	310.9

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	NA	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23403	249134939	2397	85646485	25800	334781424
Reference Books	2261	317903	8	20591	2269	338494
Journals	Nil	Nil	34	60943	34	60943
CD & Video	266	Nil	144	Nil	410	Nil
Weeding (hard & soft)	398	Nil	3	Nil	401	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	110	63	50	11	0	6	18	2	0
Added	0	0	0	0	0	0	0	8	0
Total	110	63	50	11	0	6	18	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2895000	2064877	840000	741136

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies for utilizing various facilities vary in different extents. Institute has well defined policy for maintenance and utilization of all its physical and academic facility which includes use of equipments in various laboratories, use of e-library facility, access to e-journals of the institute through internet login and password, use of computers in information processing centers and departmental laboratories. The policies for using the college library are outlined in detail in the college prospectus as well as the college website. Maintenance of the computers is carried out by appointing external agencies that take care of installing Software operating systems and other applications on all the computers of the institute. AMC of the computers also involves replacement of faulty hardware and addition of the hardware augmenting the system configurations. The computers in the different academic departments are used by the academic staff and the students as well for different purposes. Laboratories in various departments function under the strict control of the respective departmental heads and the laboratory bearers (both sanctioned and non-sanctioned) are responsible for maintaining the laboratory facilities, under instruction from the departmental heads. Equipments in all the laboratories are also maintained through annual maintenance contracts given to either manufacturers or their agents. Maintenance of civil works like painting, carpentry, furniture repair, plumbing

etc are done from time to time. Annual maintenance of computers , projectors, scanners, printers, cameras are outsourced to different agencies. Every department has its stock register for keeping record of its stock and equipments which is inspected and verified every year. The Language Lab of the college is coordinated by the English Department. All classrooms, seminar halls, Building, Hostel, are maintained under the supervision of Administrator and the Management. Institute has appointed a Dean, Academics for monitoring the academic activities of the College. Students are encouraged to participate in extra and co-curricular activities and sport activities and their also in Institutional and National and International competitions. The College has a sports Complex with Volley Ball court, basket ball court, Lawn Tennis, Football ground, Cricket pitch and two balconies to accommodate 100 people each. The Girls Hostel of the college is under the supervision of a Hostel Advisory Committee, which looks after the management aspects of the hostel. A lady warden is stationed in the girls' hostel to manage the day to day affairs of the hostel. The Gymnasium is under the supervision of a Sports Officer. Sufficient house keeping staff is employed to maintain hygiene, cleanliness in the campus. An electrician is employed by the college who remains in the campus for maintenance of all electrical equipments and also for running the silent diesel generator set during electrical load shedding. Wash rooms and rest rooms are well maintained. There are gardeners to maintain the garden in the campus. The College has VandeMatram Park which has a statue of Bharat Mata all the National Festivals are celebrated there. Generator, Water purifier, water coolers, pumps and other equipments are properly maintained. Suggestion Boxes are installed through which suggestions are received and implemented. The College has an IQAC room which is used for IQAC meetings and Discussions. The College has a canteen, where healthy and hygienic food is available. There is one Conference and one seminar Hall with LCD Facility which is used for seminars, workshops, conferences and Presentations. The College has separate NCC and NSS room where the program officers along with the cadets and volunteers keep their necessary things. There is parking facility for both students and staff. The Car Parking for the staff members is behind the Catholicate Block.

<https://www.stthomascollegebhilai.in/iqac/maintenance-of-support-facilities/#toggle-id-1>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession, St. Thomas Endowment Fund and KHANDELWAL MEMORIAL AWARD (ACADEMIC SESSION-2016-17)	60	421870
Financial Support from Other Sources			
a) National	SC, ST and OBC	126	781420
b) International	ABBEY MATHEW MEMORIAL AWARD -Academics- (ACADEMIC SESSION -2017-18), ABBEY MATHEW MEMORIAL AWARD (CULTURAL AND	8	40000

SPORTS) (ACADEMIC
SESSION-2018-19)

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
SOFTSKILLDEVELOPMENT (SHORTTERM CERTIFICATE COURSE) (ENGLISH LANGUAGE LAB)	30/07/2018	42	LANGUAGE LAB
SOFTSKILLDEVELOPMENT (SHORTTERM CERTIFICATE COURSE) (ENGLISH LANGUAGE LAB)	08/04/2019	23	LANGUAGE LAB
REMEDIAL COACHING (ENGLISH)	23/10/2019	30	ENGLISH
REMEDIALCOACHING	04/02/2019	23	Commerce Department
REMEDIALCOACHING	03/09/2018	100	Chemistry Department
REMEDIALCOACHING	13/09/2018	30	Chemistry Department
REMEDIALCOACHING	10/10/2018	22	Zoology Department
REMEDIALCOACHING	12/10/2018	28	Zoology Department
REMEDIALCOACHING	15/10/2018	20	Zoology Department
REMEDIALCOACHING	09/07/2018	115	Botany Department

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CAREER IN SKILL DEVELOPMENT	Nil	175	Nil	Nil
2018	CAREER PLANS IN LIC	Nil	120	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	3
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Basket-Ball Tournament	Inter-Collegiate	44
Foot-Ball Tournament	Inter-Collegiate	108

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Silver Medal	National	1	Nil	STC/2015 /602	Priyam Singh
2018	Silver Medal	National	1	Nil	STC/2017 /240	Juggal Sanjeev Patel

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

St.Thomas College promotes and reinforces the democratic values and principles among the students. Student Union Council stands for the welfare of the students. As per the directives of higher education of Chhattisgarh the nomination of the office bearers of Student Union Council (as per the ordinance issued by Clause (XXI) of section 37 of the Chhattisgarh Vishwavidyalaya Adhiniyam 1973) for the academic session 2018 -19 was held in the month of September. The Principal of the College , Dr. M.G.Roymon is the Patron of the Student Union Council And Dr. Shiny Mendonce is the Prof. In charge of the Student Union Council . The Oath taking ceremony of the newly nominated office bearers of the Student Union Council took place on, 8th September, 2018. The office bearers and the class representatives took oath of secrecy. Principal of the college Dr. M.G. Roymon administered the oath. The names of the Nominated Office bearer's are as follows - 1. Shradha Bajpai MS.C (Microbiology) 3rd /4th sem President 2. Mehek Bakshi M.SC (Maths) 1st / 2nd sem Vice - President 3. Pranjalikanungo B.SC (Maths) 3rd year Secretary 4. Pallavi Sharma B.SC (Maths) 2nd year Joint Secretary 5. Mehul Sharma B.COM 2nd year Cultural Secretary 6. Jitendra Gupta M.Com 3rd /4th sem Sports Secretary The student unit council celebrated the constitution day on 26th nov. 2018 . The Annual Day Celebration was organized by the Student Union Council .The Student Union Council volunteered in the Annual Sports Meet 2018.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

11

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

? Meeting 1 (11.08.2018) - Agenda-" Preparation for Tree Plantation" " To prepare Bye laws for the registration of STASA" ? Meeting 2 (18.08.2018) - Agenda "Preparation and arrangement for November Alumni trip to Nostalgia" ? Meeting 3 (01.11.2018) - Agenda " Finalisation of various committee for Alumni meet" ? Meeting 4 (02. 11.2018) - Agenda " Final review for the Alumni meet call for write ups, articles for the college magazine for Alumni" Alumni Activities 2018-19 Under the aegis of Botanical Association there was a lecture cum workshop arranged by P.G. Department of Botany on 22nd September 2018, on the topic - "Domestic Waste Management" which was conducted by the Alumni - member Mr. Atul Gupta pass out batch 2005 the beneficiaries were U.G. and P.G. students of all disciplines as well as faculty and administration. "Chem Quiz 2018" was organized by the P.G Department of Chemistry under the aegis of ACES (Association of Chemical and Environmental Sciences) by an Alumni member Mrs. Alka Verma pass out batch 2014 at present working as a research scholar, BIT Durg. Dr. Ankita Tiwari an Alumni member pass out batch 2013 of Economics Department interacted with the students of B.A. and M.A. Economics on 17th of November 2018 and gave them a Power point Presentation on Guidelines of Research. The Education department had conducted an interaction session with their Alumni members on various themes on 28th of March 2019- Mamta Kumari (Pass out batch 2017) - How to make Teaching effective Miss Neetu (Pass out batch 2017) - Internship Program Navaljeet Kaur (Pass out batch 2018) - Phases of Teaching Abhuti Lal (Pass out batch 2018) - Preparation of Examination and School Experience Various activities are conducted by the P.G. Department of English in this session, Mr. Amal Babu (Pass out batch 2015) the alumni had an interaction session with the student of M.A. English on 29th of January 2019 in which he gave various tips for the Preparation of NET and SET Examination. The department also felicitated him for clearing NET and SET Examination. Mr Deep (Pass out batch 2017) gave information regarding the preparation for B.Ed entrance Examination on 7th of February 2019. On 2nd April 2019 Miss Shradha Gidrani (Pass out batch 2017) guided the students of M.A. English how to excel in Semester Examination and also how to crack the competitive examinations. Miss Neha Chawla (Pass out batch 2006) an Alumni from BBA Department conducted a Faculty Development Program on 14th March 2019. Neha is presently working as an HR executive cum admission incharge in Kalinga University Raipur. A three day workshop from 10th of September to 12th of September 2019 on Rational Emotive Behavior Therapy (REBT) was conducted by the Department of Psychology for the P.G. students the resource person was Miss Sumana Mishra (Pass out batch 2014) an Alumni member presenting working as clinical Psychologist in JLN Hospital Sec IX Bhilai.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500

words)

• Faculty members are made representatives of various committees nominated by the staff council, in the Governing body, IQAC and other cells. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. The internal examination of the college (as per the university schedule) and university examination are monitored by the examination cell. President of the students union is the member of IQAC. Functioning of different office bearers of students union (vice president, cultural secretary sports secretary) further reinforces decentralization. • All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the staff council. Regular meetings are convened amongst the management members, principal, faculty and the students for implementing action plans. The heads of departments take decisions regarding academic innovations and other activities for students' overall development in consultation with the members of staff. Suggestions of non-teaching staff are also considered while framing policies or taking important decisions.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The college has a transparent procedure for admission with students being selected strictly on merit basis. A selection committee is constituted, with Principal as the chairman and heads of the concerned department as the members. Counselors are appointed for various streams who help students at the time of admission. The college strictly follows the rules laid down by the Hemchand Yadav Vishwavidhyalaya, Durg, C.G to ensure transparency of the admission procedure. Online application forms are filled by the candidates. Duly filled application forms are sorted and list of selected candidates is published accordingly. The college follows norms laid by the Higher Education for the admission of SC, ST, OBC, Minority, NCC, NSS, sports candidates those excelling in cultural field. Relaxation in admission criteria is given to the above-mentioned categories of students.
Industry Interaction / Collaboration	<ul style="list-style-type: none">• Industry Experts / representatives are invited to be member of the governing Board and IQAC. Their suggestions are sought and implemented.• Several departments carry out industrial visits as part of the curriculum to improve employability

skills of the students. • Institute has established good industry relationship and many companies visit the campus for placement. • Corporate experts are invited to deliver lectures and train the students. • The Microbiology and Biotechnology Department has collaborated with NitZa Biologicals to provide training in molecular biology and bioinformatics.

Human Resource Management

• Faculty members are provided opportunity for their professional personal growth through participation in refresher courses, orientation courses faculty development programmes.
• HR policy is oriented towards ensuring health, safety well-being of employees at work. Female members are given full support during their pregnancy. • The Heads of Departments with the Principal as chairman constitute various committees for planning, coordinating and monitoring various activities of the college including training of the teaching and non-teaching staff. • Establishment of grievance redressal cell, anti-ragging committee, sexual harassment committee

Library, ICT and Physical Infrastructure / Instrumentation

Library: • Fully automated library with integrated multiuser library management system. • Book bank facility for SC/ST/ OBC/ minority students • Journal subscription ICT: • 15 computers with internet are available for the students in digital library • INFLIBNET is also available. • Auditorium and seminar hall with modern facilities provided for audio visual classes • Wi-Fi is available in the campus Infrastructure/instrumentation:
• 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 students and tobacco plastic free campus • Annual budgetary allocation is made available to each department for purchasing new instruments, consumables and its maintenance. • Well-equipped gymnasium

Research and Development

Committee for Promotion of Research Activities was initiated with the objective to promote and elevate the quality of education and to facilitate

PG students and faculty to do research in their area of interest. The institution has a vigorous publication programme and it actively encourages the faculty, scholars and students to publish in various academic forums. The committee organizes workshops and interdisciplinary talks to promote the culture of research among faculty, research scholars and students. Faculty members are motivated to submit minor /major project proposals to various funding agencies like UGC, CCOST etc. Collaboration of faculty/institution with institutes/individuals with high research experience is encouraged. Projects and dissertations of the UG and PG students are guided by the faculty members.

Examination and Evaluation

- The academic performance of the UG students is evaluated through two-unit tests, half yearly and model exams. PG students' performance is assessed by 2 internal tests, model exams and assignments.
- Internal Marks for both Undergraduate and Post Graduate students is given on basis of the academic performance in internal exams conducted by the college
- Answers are discussed and performance card is sent to the parents through post.
- Evaluation and feedback by subject faculty is forwarded to the academic advisor.
- 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 move from the factual to the conceptual, to integrate technology in conceptual questions to offer new solutions.

Teaching and Learning

- Regular meetings of academic council of the college are called by the principal.
- Monthly and weekly schedule is prepared by all the faculty members.
- Calendar for each academic session is prepared including details of all curricular activities, term-wise allocation of the syllabus and schedule of unit tests, half yearly and model examination.
- The knowledge base of faculty members is upgraded by enrolling them for orientation and refresher programmes.
- Technology enabled teaching learning process like use of LCD projectors is practiced in all the subjects.
- Industrial

	visits/study tours and field visits are organized to give practical knowledge of theoretical concepts. • Feedback to improve teaching practice is taken from students, parents and alumni.
Curriculum Development	<ul style="list-style-type: none"> • The college follows the curriculum designed by Hemchand Yadav Vishwavidyalaya, Durg, CG and Kushabhau Thakre Patrakarita Avam Jansanchar Vishwavidhyalaya Raipur, CG • Some faculty are members of Board of Studies of Hemchand Yadav Vishwavidyalaya, Durg, C.G. and Kalyan PG College, Bhilai. • Teachers participate actively in framing the proper execution of the syllabus. • The applied aspects of the curriculum are stressed upon and field work projects related with the topics of the curriculum are encouraged. • Teachers are encouraged to add recent information about the topics in the syllabus to make teaching more relevant to the current situation.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • Sending centralized e-mail, notices and important information from university • Sending centralized e-mail regarding notices issued by government authorities
Administration	<ul style="list-style-type: none"> • Uploading weekly and monthly schedule • Biometric attendance system for staff members • Uploading the academic calendar with details of all the academic and co-curricular events • Installing surveillance cameras in college campus • Webmail on college website
Finance and Accounts	<ul style="list-style-type: none"> • Online salary payment • Using RTGS NIFT for making payment to external agencies • Online collection of tuition fee of the students • Online tax payment computerized system for handling other financial transactions
Student Admission and Support	<ul style="list-style-type: none"> • Online admission system • e prospectus giving details of courses offered, departments, facilities • Online grievance form • e issuance of library books • Online alumni registration feedback system
Examination	<ul style="list-style-type: none"> • Online filling of examination form • Online notification regarding dates practical exams university exam related information • Soft copy of marks of the

students submitted to the Examination Cell of the college • Online notification of university exam timetable

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Orientation Programme for Adhoc staff - Importance of Preparation and Planning for Teachers	NIL	22/08/2018	22/08/2018	21	Nil
2018	NIL	Orientation Programme on -Health and Hygiene	03/09/2018	03/09/2018	Nil	25
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme on Innovative Methods of Teaching	64	14/03/2019	14/03/2019	01

Faculty Development Programme on Research Based Pedagogical Tools	64	14/03/2019	15/03/2019	02
Refresher Course - Experiential Learning in Higher Education	1	12/01/2019	01/02/2019	21
Knowledge Sharing Programme on Innovative Approaches for Teaching and Evaluation	1	10/08/2018	10/08/2018	01
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
81	81	25	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal loan and advance payment schemes 	<ul style="list-style-type: none"> • Provident Fund • Maternity Leave • Fee concession for wards • Housing • Interest free personal loan and advance payment schemes 	<ul style="list-style-type: none"> • State and Centre Scholarship Schemes • Scholarship schemes by different agencies. • Fee concession for needy students by the college management. • Grievance redressal Cell. • Training and Placement Cell. • Sick room with first aid facility.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The college is a self -financed institution. It is run by the St. Thomas Mission, Kailash Nagar, Bhilai. The amount generated through the fees is audited internally by the St. Thomas Mission. The external audit is conducted by a Chartered Accountant firm named B. Vishwanath and Company.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mr. Khandelwal	1500	Encouraging students excelling in academic,

sports cultural
activities

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	Yes	B. Vishwanath and Company, Akash Ganga Supela, Bhilai (C.G)	Yes	St. Thomas Mission, Kailash Nagar, Bhilai, (C.G)

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Regular Parent -Teacher meeting is held to discuss their wards performance and attendance in the class. • Queries of the parents related to career options for every course is attended and maximum support is rendered by the concerned department, Training and Placement Cell, Guidance and Counselling Cell to channelize their wards in right direction. • Parents actively participate in celebrating important events organized by the respective departments, Awareness programmes organized by the college and annual day celebrations. • Parents providing music and dance lessons collaborate with the college by sharing their expertise during the cultural events.

6.5.3 – Development programmes for support staff (at least three)

• Orientation Programme • Dengue awareness programme • SVEEP • Awareness programme on womens safety

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Faculty development programme • Opening new courses • Commencement of Entrepreneur Cell • Faculty members registered as PhD guide

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation Program for Adhoc staff on Importance	22/08/2018	22/08/2018	22/08/2018	21

	of Preparation and Planning for teachers				
2018	Orientation Program for Nonteaching on Health and Hygiene	03/09/2018	03/09/2018	03/09/2018	25
2018	Interdisci plinary Activity on Positive Attitude to be a Successful Manager	14/07/2018	14/07/2018	14/07/2018	43
2018	First Aid Training Camp	21/07/2018	21/07/2018	21/07/2018	160
2018	Communicat ive English short-term certificate course begins	30/07/2018	30/07/2018	27/09/2018	42
2018	Communicat ive English short-term certificate course begins	08/04/2018	08/04/2018	16/04/2018	23
2018	Interdisci plinary workshop on Desaturation in Botanical Illustration s	01/08/2018	01/08/2018	18/08/2018	24
2018	Blood Donation Awareness	04/08/2018	04/08/2018	04/08/2018	120
2018	Blood Donation Awareness	14/08/2018	14/08/2018	14/08/2019	30
2018	CDP- Intelligence Testing career counselling for government School	10/08/2018	10/08/2018	10/08/2018	55

Students

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on Breaking the archetypes related with gender roles	26/11/2018	26/11/2018	94	16
Awareness programme on How to prevent sexual harassment and abuse and institutional policy regarding it	08/03/2019	08/03/2019	145	35

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

25.71

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	Yes	1
Rest Rooms	Yes	49
Scribes for examination	Yes	3
Special skill development for differently abled students	Yes	2
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community					
2018	1	1	29/09/2018	1	Swatch Bharat Abhiyan	Hand Wash Distributed	105
2018	1	1	17/08/2018	4	One day Training to conduct Dengue awareness drive and 3 day Dengue awareness drive	Dr. Vinita Thomas trained M.Sc students and Contacted 75 houses in Ruabandha Sector to create awareness regarding Dengue.	54
2018	1	1	27/08/2018	1	Kerala relief Fund	1.Donated for the supply of sanitary napkins 2 .Collected assorted and packed medicines systematically	658
2018	1	1	04/02/2019	1	Cancer awareness	Prepared post- its and displayed in the department wall magazine	38
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Induction Programme	02/07/2018	The code of conduct for students is published in the college prospectus. It contains information regarding standards of conduct, consequences for

misconduct and procedures for administering discipline. It will uniformly apply to all learners while they are on the college premises, representing it in other institutions participating in its off-campus activities. The rules and regulations of the college are notified to the students on the day of induction. Regular monitoring is done by all faculty members to foster a safe and ethical learning environment. The code of professional ethics of the college is in accord with UGC regulations the same is notified to the teachers through their service agreement for adherence.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	296
Dengue Awareness Programme	16/08/2018	20/08/2018	54

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Orientation Program for Adhoc staff on Importance of Preparation and Planning for Teachers. 2. Orientation Program for Nonteaching on Health and Hygiene. 3. Interdisciplinary Activity on Positive Attitude to be a Successful Manager. 4. First Aid Training Camp. 5. Communicative English short-term certificate course. 6. Interdisciplinary workshop on Desaturation in Botanical Illustrations. 7. Blood Donation Awareness Programme. 8. Intelligence Testing career counseling Session for government School Students. 9. Tree Plantation Programme. 10. Clean Campus Green Campus Drive.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

[1] 1. Title of the practice :Art of Giving 2. The context that required the initiation of the practice (100 - 120 words): The practice of giving is a strong demonstration of love toward others. This practice was initiated to inculcate in the student community, the habit of giving and tendency to feel socially responsible. In the forthcoming decade, social responsibility and personal well-being are expected to be closely intertwined. Each individual needs to be aware of the problems plaguing their community and the contribution they can make to bring about a difference. As brilliantly showcased in the recent events of mass panic, individual support and contribution has become key to sustainable and holistic growth of the society of the future. 3. Objectives

of the practice (50 - 60 words): • To arouse the students to work for the welfare of the society • To serve a public purpose such as enriching the lives of people in the community. • To create a sense of cooperation integration and unity among the student community. • To make the students aware about the various problems in a community and help them in providing knowledge and knowing about the main causes that affect their social life. 4. The Practice (250 - 300 words) : • Participation in Kerala Relief Fund: 55 individuals of the department Donated 100 Rs each for the supply of Sanitary napkins. BSc II year and MSc students assorted and packed medicines collected systematically. (27th of August 2018). The faculty members also donated their one month salary for the Kerala Relief Fund voluntarily. The NCC and NSS unit also contributed goods and essentials for the flood affected residents of Kerala. • Akshay Patra: 32 M.Sc Students and 5 staff DonatedRs. 6300 to Akshay Patra - Unlimited food for education for Mid Day Meal of 7 school children for one year. NSS and NCC volunteers coordinate with Akshaypatra Foundation every year and provide their services. 5. Obstacles faced if any and strategies adopted to overcome them (150 - 200 words) : • Students, more often than not, are unaware of the multitude of ways they can contribute to the society. Awareness campaigns and information drives have been organised to educate the youth of the potential they hold as a contributor to the society. 6. Impact of the practice (100 - 120 words): • To feel good about giving to the needy. Being able to give back to those in need helps the students to achieve a greater sense of personal satisfaction and growth. • Creating a positive effect. the most obvious reason of giving back to the society is that doing so can create a profoundly positive impact on those in need. • Giving to others improves self confidence of the students and their self worth. 7. Resources required 8. About the Institution

- i. Name of the Institution : St. Thomas College, Bhilai.
- ii. Year of Accreditation : 2017
- iii. Address : Ruabandha Sector, Bhilai, Chattisgarh State
- iv. Grade awarded by NAAC : B v. E-Mail : stthomascollege_bhilai@rediffmail.com
- vi. Contact person for further details: Principal, Dr. M.G. Roymon.
- vii. Website: www.stthomascollegebhilai.in [2]

1. Title of the practice : Skill Development. 2. The context that required the initiation of the practice (100 - 120 words) : Skill Development programme main goal is to work with students to increase their chances of getting job. It aims to develop the students full potential and awaken to work for well being , self and others. It gives a chance to learn important skills required not only of getting jobs but also for succeeding in them. Skilling youth to enhance their employability and enabling them to be effective contributors of nations growth and development assumes paramount importance in the current contest. 3. Objectives of the practice (50 - 60 words): To gain employability skills along with their graduating degree to find a suitable career options by imparting knowledge, skills and competencies. It aims at fostering inner potential in students stimulate their critical thinking inculcate a sense of civic responsibilities increase their skills through cutting edge teaching and learning methods. To foster socially conscientious students grounded in respect for people and concerned about the welfare of others. 4. The Practice (250 - 300 words): A Memorandum of Understanding (MOU) between Tata Institute of Social Sciences (TISS) and St. Thomas College, Bhilai on National University Students Skill Development (NUSSD), NUSSD program being a unique initiative on skill development designed and undertaken by TISS our college and NUSSD - TISS agree to explore and assist in developing mechanisms that will serve to encourage and enhance cooperative work between the institutions in areas of mutual interest, such as delivery of NUSSD courses through a dynamic partnership. NUSSD courses are based on a comprehensive skill development model that will have the elements of English Communication, Digital / Computer Skills, Financial Literacy, Legal Literacy, Entrepreneurship, Leadership Development and Soft Skills, Civic Responsibility and also will add on a specialization in a specific domain to make the graduating youth employable. All these courses have been developed by

institutions possessing excellence in their respective fields. TISS conducts the courses and award them a Certificate or Diploma which enhances their skills and employability. Graduating students will not only have a degree in their chosen stream but will acquire a diploma in a job oriented discipline. NUSSD programme through its community Development component , focuses on inculcating values of civic responsibility and teaching the students to work together effectively in complex environments to find practical solutions to some of India's most pressing and persistent social issues. Certificate in Management and Soft Skills is awarded after the successful completion of all Foundation Courses. Similarly, after the completion of required hours of training on Domain Courses a student will be awarded Diploma in that Domain. Apart from NUSSD programme Various programs are organized for the all round development of M.Sc students.

A. Inter Departmental Activities:

- Motivational Talk on Plant what you can harvest later (Resource person: Mr. Pratik Sharma, Asst Prof, Department of Commerce on 13.10 2018)
- 3 day Workshop on Application of MS office in Learning Process (Resource person: Dr. Mohan Patel, Asst. Prof, Department of Physics and Electronics on 12.3.2019 to 14.3.2019)

B. Intra Departmental Activities:

- Indoor Team Building Activity based on medicinal plants was organized by MSc Final year students for MSc First year and BSc students.
- Skills in communication and awareness raising : Dengue and Cancer awareness was organized by HOD for MSc students

5. Obstacles faced if any and strategies adopted to overcome them (150 - 200 words): There was dropout of students because they were unaware of the importance of having a certificate in soft skill.

6. Impact of the practice (100 - 120 words) :NUSSD courses are designed as modular programme administered online through classes and field work. The course credits are spread over three years of graduation and in each year the students will gain five credits of taught courses followed by 15-30 days of field work/ internship on appropriate work location. Field work and internship in urban / rural contexts in community and industrial set up are organised. During the training students will be introduced to the purpose of NUSSD programme and the need of skill development through a series of interactive sessions at the college. Students enrolled and certified in NUSSD programme in the year 2017-18 was 93 and PG Students were 47 and in the year 2018-19 is 77 and in domain course were 26

7. Resources required :

- ICT enabled classroom
- E notes
- Handouts
- Whatsapp Group
- Books specifically published by TISS for NUSSD Programme

8. About the Institution

- Name of the Institution : St. Thomas College, Bhilai.
- Year of Accreditation : 2017
- Address : Ruabandha Sector, Bhilai, Chattisgarh State
- Grade awarded by NAAC : B v.
- E-Mail : stthomascollege_bhilai@rediffmail.com
- Contact person for further details: Principal, Dr. M.G. Roymon.
- Website: www.stthomascollegebhilai.in

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.stthomascollegebhilai.in/igac/best-practices>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Dengue awareness drive held at St. Thomas College, Bhilai Alarmed by the soaring number of dengue cases in the city, the NCC and the NSS unit of St. Thomas College Bhilai organized a dengue awareness drive and door-to-door awareness programme to spread the word on dengue in the Ruabandha sector to inform the residents various measures to control the epidemic. Blood donation camps were also organized by the students. Pest fogging was also done in the area. The rally on dengue awareness was held by all the senior wing, senior division cadets, NSS volunteers and the college students. St. Thomas College,

Bhilai believes that awareness is essential for the control of diseases such as dengue, ensuring that community members understand the mechanisms of infection and the key behaviours or activities that need to be addressed to prevent transmission reduce severe disease and avoid fatalities. While college children and their parents therefore have some familiarity with the behaviour and habitat of the aedes mosquito and the environmental factors that contribute to dengue fever, their knowledge is uneven and knowledge is rarely translated to reduce the risk of infection. Therefore, such community involvement in the prevention and control of dengue is extremely essential.

Provide the weblink of the institution

<https://www.stthomascollegebhilai.in/igac/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

- The college will apply for new courses like Diploma Course in Counseling, B.Sc in Electronic Media and PG Diploma in Journalism and Mass Communication in the next session. These courses will broaden the knowledge base of the students enable them to explore different career options, thus opening up new opportunities for them in the job market.
- It has planned to introduce e notes facility for the students so that they can access updated personalized content at their point of need. This will cater to the modern learners who prefer bite sized content want to define their own speed of learning instead of following the speed of the whole group. e learning will offer them self-paced, convenient, temporally flexible, consistent standardized teaching. The plan will not only improve retention rates of students but also reduce the institutional carbon footprint.
- Facilitating student exposure and participation in programmes at institution of excellence.
- Emphasizing on e - learning. E-learning is utilizing electronic technologies to access educational curriculum outside the traditional classroom. It is a course delivered completely online. It allows students to organize their time more effectively.
- Apart from major and minor researches there are plans to support research projects that are socially relevant , locally need based, nationally important and globally significant
- Introducing Employer feedback.