

ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

20014-15

**Submitted to
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL
Bangalore 560072**



**Submitted by
Holy Cross Women's College, Ambikapur (C.G.)
(Affiliated to Sarguja University, Ambikapur)
Manendragarh Road, Ambikapur (C.G.) 497001
Tel. 07774-230690
Email: hcwcnaac@gmail.com
Website: www.hcwcamb.com**

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

Holy Cross Women's College

1.2 Address Line 1

Manendragarh Road

Address Line 2

Patparia

City/Town

Ambikapur

State

Chhattisgarh

Pin Code

497001

Institution e-mail address

hwcwa@rediffmail.com

Contact Nos.

07774-230690

Name of the Head of the Institution:

Dr. Sr. Anniamma Manuel

Tel. No. with STD Code:

07774-230690

Mobile:

09425270766

Name of the IQAC Co-ordinator:

Mrs. Sabita Roy

Mobile:

09424267515

IQAC e-mail address:

hwcnaac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

CHCOGN14795

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/36/RA/16 dated 20-05-2005

1.5 Website address:

www.hcwcamb.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 Star	79.8	1999	2004
2	2 nd Cycle	B++	84.0	2005	2010
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05-02-2004

1.8 AQAR for the year (for example 2010-11)

2014-2015

1.9 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 2009-10 submitted to NAAC on (DD/MM/YYYY)
- ii. AQAR 2010-11 submitted to NAAC on (DD/MM/YYYY)
- iii. AQAR 2011-12 submitted to NAAC on (DD/MM/YYYY)
- iv. AQAR 2012-13 submitted to NAAC on (DD/MM/YYYY)
- v. AQAR 2013-14 submitted to NAAC on (DD/MM/YYYY)
- vi. AQAR 2014-15 submitted to NAAC on (DD/MM/YYYY)

1.10 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 ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

B.Sc. (Home Science)

1.12 Name of the Affiliating University (for the Colleges)

Sarguja University, Ambikapur (C.G)

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

Autonomy by State/Central Govt. / University

State Govt. University

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>												
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>												
2.3 No. of students	<input type="text" value="01"/>												
2.4 No. of Management representatives	<input type="text" value="02"/>												
2.5 No. of Alumni	<input type="text" value="01"/>												
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>												
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>												
2.8 No. of other External Experts	<input type="text" value="01"/>												
2.9 Total No. of members	<input type="text" value="14"/>												
2.10 No. of IQAC meetings held	<input type="text" value="08"/>												
2.11 No. of meetings with various stakeholders:	<table> <tr> <td>No.</td> <td><input type="text" value="08"/></td> <td>Faculty</td> <td><input type="text" value="08"/></td> </tr> <tr> <td>Non-Teaching Staff- Students</td> <td><input type="text" value="01"/></td> <td>Alumni</td> <td><input type="text" value="01"/></td> </tr> <tr> <td></td> <td></td> <td>Others</td> <td><input type="text" value="01"/></td> </tr> </table>	No.	<input type="text" value="08"/>	Faculty	<input type="text" value="08"/>	Non-Teaching Staff- Students	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>			Others	<input type="text" value="01"/>
No.	<input type="text" value="08"/>	Faculty	<input type="text" value="08"/>										
Non-Teaching Staff- Students	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>										
		Others	<input type="text" value="01"/>										
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>												
If yes, mention the amount	<input type="text" value="3,00,000"/> for Five years.												

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	08	International	-	National	-	State	-	Institution Level	08
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(ii) Themes

1. Importance of Sociology in Today's Scenario.
2. Impact of Political Science on human Personality.
3. Recent trends in History.
4. Scope and importance of Home Science.
5. Advancement in Microbiology Science.
6. Income from Salary.
7. Personality Modification: In Today's Scenario.
8. Atmosphere and Humidity.

2.14 Significant Activities and contributions made by IQAC

1. Academic Calendar Preparation
2. Programming for Co-curricular activities
3. Programming Extracurricular activities
4. Analysis of the Programme Activities conducted during the year
5. Organising Inter disciplinary Institution Level Lectures

2.15 Plan of Action by IQAC/Outcome

SWOT

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
1. Introduction of New teaching technology.	1. Students gained more knowledge and better result.
2. Organising Inter disciplinary Institution Level Lectures	2. Organised Inter disciplinary Institution Level Lectures
3. Organising Yoga Classes.	3. Organised Yoga Classes.
4. Organising Sports Day.	4. College organised 2 Days Sports day on 5 th and 6 th December 2014.
5. Organising training programme	5. Training programme on : Candle making, Food preservation, Flower arrangement, Karate, Puppet making.
6. Organising Student Seminar	6. Organised Student Seminar on "Secret of Excellence"
7. Organising Field visit, Study tour for	7. Organised Field visit, Study tour for students.

students	
8. Applying for PG College status.	8. The process is going on.

* Attach the Academic Calendar of the year as Annexure.

* Please see the Annexure- i

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Few suggestions were accepted by the management and recommended for the implementation.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	05	05	Nil
PG	09	-	09	01 (MSW)
UG	04 (Faculty)	-	07 (Subjects)	01 (Ind. Microb.)
PG Diploma	01	Nil	01	01 (PGDCA)
Advanced Diploma	Nil	-	-	-
Diploma	Nil	-	-	-
Certificate	07	-	07	07
Others	Nil	-	-	-
Total	17	-	29	10
Interdisciplinary	08	-	08	-
Innovative	02		02	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	All the Programs are Annual

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure
We have a good feedback mechanism. Analysis will follow latter.*

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

Sarguja University, Ambikapur provide syllabi. There is no provision to revise/update of regulation or syllabi. All the regulation made/update by the University.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12+17(Under Code 28)	28	Nil	Nil	01 (Sports)

2.2 No. of permanent faculty with Ph.D.

14

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
28	03	0	0	0	0	33	0	28	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

06

27 Adhoc

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	01	19	14
Presented papers	Nil	10	07
Resource Persons	Nil	01	Nil

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

Power Point Presentation, Internet, Project work.

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

126 (1 July 2014 to 15 January 2015)

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

Valuation by Annual Examination.

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

16	Nil	Nil
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2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
U.G.						
P.G.						

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

College has a well established IQAC since 2004. We constitute the IQAC as suggested by the NAAC and UGC Delhi. We constructed the body including senior faculty members, administrators, management and technical persons, expertise in various fields.

First of all we prepare the action plan of the college. In the action plan we prepare the academic calendar which includes the curricular, extracurricular and co-curricular activities of the academic session. IQAC also discussed the short comings of the previous academic session and try to improve in the current session.

We include new programmes, new courses, renovation in the buildings as required, construction of the new buildings etc innovation programmes are included. New teaching methodology such as smart board, and ensure maximum use of information technology in teaching learning process. The Principal verifies the test papers after evaluation and then it shown to the student. We also try to improve our library facilities by automation. IQAC conducts their various programs through 15 cells and associations.

IQAC members meet regularly once in a month. In the meeting we regularly discuss the progress of the action plan, difficulties and try to monitor.

We take necessary action to solve the difficulties. In this way we evaluate the result by taking feedback from students, teachers and parents through personal discussion. Other people directly and informally give their suggestions.

Suggestion and feedback box is also kept in the campus so we get the suggestions and complaints and we try to improve our programs in a better way.

2.13 Initiatives undertaken towards faculty development

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

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	4	2	-	2
Technical Staff	5	1	-	1

Criterion – III

3. Research, Consultancy and Extension

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

IQAC Creates atmosphere for research and following initiatives are taken by IQAC.

1. Try to recognise more department as research centre.
2. Promoting and encouraging the teachers to conduct minor research project.
3. Training to prepare research paper.
4. Organizing methodology workshop.
5. Recommendations were made by IQAC to the management for releasing of fund for research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	01	-
Outlay in Rs. Lakhs			2.25	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	12	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	0	0
Minor Projects	2014-15	UGC	2.25 Lakh	1.55 Lakh
Interdisciplinary Projects	-	-	0	0
Industry sponsored	-	-	0	0
Projects sponsored by the University/ College	-	-	0	0
Students research projects (other than compulsory by the University)	-	-	0	0
Any other(Specify)	-	-	0	0
Total	-	-	2.25 Lakh	1.55 Lakh

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	Level	International	National	State	University	College
organized by the Institution	Number	Nil	Nil	-	-	-
	Sponsoring agencies	-	UGC CRO Bhopal	-	-	-

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	-	-	-	-	-	-

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 Nil

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level	107	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	38	State level	08
National level	01	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	06	State level	02
National level	01	International level	Nil

3.25 No. of Extension activities organized

University forum	04	College forum	12	
NCC	07	NSS	16	Any other 04

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

- Independence day pared on 15-08-2014
- Plantation on 20-08-2014
- Sakchharta Diwas on 08-09-2014
- NSS day on 24-09-2014
- Gandhi Jayanti on 02-10-2014
- Environmental awareness programm on 06-09-2014
- Rastriya Ekta Diwaw on 31-10-2014.
- Blood donation camp on 01-10-2014
- Seven days camp on 12-10-2014
- United Nation establishment day on 24-10-2014

- AIDS day on 01-12-2014
- Human Right day on 10-12-2014

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	16 acres	Nil	Management	16 acres
Class rooms	52	3	Management	55
Laboratories	18	Nil	Management	18
Seminar Halls	2	Nil	Management	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	08	03	Management & UGC	11
Value of the equipment purchased during the year (Rs. in Lakhs)	20,27,088	2,21,055	Management & UGC	22,48,143
Others				

4.2 Computerization of administration and library

Process of Computerization of administration is going on, now we have partial automation. We have 7 computers for use of administration purpose. For automation of library, we purchased a software LibSys, the process of automation of library is going on. There are 5 computers with internet facilities for the students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26301		614		26915	
Reference Books	874		-		874	
e-Books						
Journals	594		80		674	
e-Journals						
Digital Database						
CD & Video	20		02		22	
Others (specify)	-		143		143	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	125	04	40	06	-	05	10	01
Added	02	0	10	04	-	01	-	-
Total	127	04	50	10	-	06	10	01

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

College conducts B.Sc. Computer Science and B.Com. Computer Application courses at UG level. About 250 students are enrolled in above courses. Besides this we conduct a certificate course in computer application. All the first year UG courses student are taking part and trained in computer operation. Overall courses are divided in three modules:

Module 1 : General application of computer.

Module 2: Advanced application of computer.

Module 3: Professional application of Computer.

We also organised 20 hours Computer training program for our faculty and other staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,00,171
ii) Campus Infrastructure and facilities	4,86,332
iii) Equipments	54,000
iv) Others	1,00,000
Total :	7,40,503

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

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Under the supervision of IQAC 242 students registered in the placement cell. Placement cell gave training for the students to fill-up the online forms for job. Knowledge was given for the jobs of banking sector, agricultural sphere and various competitive exams, Training for Fashion designing etc.

5.2 Efforts made by the institution for tracking the progression

1. Remedial Classes in various subjects
2. Extra classes in Science subjects
3. Assignment and project work for the student
4. Coaching Classes for competitive exams.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1473	145	02	Nil

(b) No. of students outside the state

35

(c) No. of international students

Nil

Men	No	%	Women	No	%
	-	-		1620	100

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
695	44	481	416	-	1636	621	49	504	446	-	1620

Demand ratio

Dropout % 3.1%

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

Coaching classes for General Studies, Chemistry, Commerce and Computer.

No. of students beneficiaries

315

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	02	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

Through Placement cell 242 students were registered and given guidelines for resume making, online form filling and preparation for competition exams.

No. of students benefitted

242

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
Nil	Nil		Students are automatically absorbed in jobs within the state, country and abroad.

5.8 Details of gender sensitization programmes

Society on gender issue is well functioning in the college, which helps the girls for the awareness by conducting various programs such as: Essay writing, extempore speech, short play etc.

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

	Number of students	Amount
Financial support from institution	7	17,000
Financial support from government	219 (applied)	5,89,000
Financial support from other sources		
Number of students who received International/ National recognitions (UGC)	40	2,40,000

5.11 Student organised / initiatives

Fairs	: State/ University level	2	National level	Nil	International level	Nil
Exhibition:	State/ University level	2	National level	Nil	International level	Nil

5.12 No. of social initiatives undertaken by the students

1620

5.13 Major grievances of students (if any) redressed:

3

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision: A home of faith, A home of integrity, A home of fruitful study.
Mission : To encourage the students to live a life of participation, prayerful activity and commitment to help and serve others.

6.2 Does the Institution has a management Information System

College have its own website (www.hcwcamb.com) through website students get lot of information.

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

6.3.1 Curriculum Development

The syllabus is provided by the Sarguja University, Ambikapur. From our college about 16 faculty members are the chairpersons and members of the Board of Studies in various subjects for Curriculum Development.

6.3.2 Teaching and Learning

New technology is introduced so that the students become aware of the latest knowledge by using it and they become more practical in their lives.

6.3.3 Examination and Evaluation

Monthly tests are taken after completion of each unit. After completion of syllabus a model examination is given. So that student can prepare for their annual exam. Annual examination and Evaluation is conducted by University. Many faculty members are the paper setter and evaluator of University annual examination.

6.3.4 Research and Development

PG students are always guided by the faculty, for research work and project works are done in Psychology department. Students are supervised for their dissertation work and Ph.D. thesis. Research work is going on in Microbiology, Psychology, Economics and Commerce department.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There are 26,915 text books, 874 reference books, 674 journals of various subjects and 22 CDs are available in Library. For automation of library, we purchased a software LibSyhs, the process of automation of library is going on. There are 5 computers with internet facilities available for the students.

A well established library with 120 seating capacity of students is open Six days for students. About 400 students user browse books from the library.

6.3.6 Human Resource Management

Enough human resource is available for smooth functioning of the college. It includes 61 teaching, 37 non teaching, 1620 students and the management of the college. For curricular activities we have faculty members and supporting staff such as Lab technicians, Lab attendant etc, and for co-curricular and extra-curricular activities various cells, association, committees and student union manages the fruitful performance of the college.

6.3.7 Faculty and Staff recruitment

Faculty member and staff are recruited as per UGC rule 2009 and Higher education of Chhattisgarh state.

6.3.8 Industry Interaction / Collaboration

We conduct the excursion tour for the student to interact with industries.

6.3.9 Admission of Students

Preparation of merit list, conduct personal interview, and counselling before admission. Aptitude test is conducted and time is given to change their stream based on the aptitude test.

Reservation policies of the Govt. are followed. Preference is given to the minority also.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Raipur	Yes	Management
Administrative	Yes	Raipur	Yes	Management

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?

University forms various committees to conduct the University exam. Such as examination committees, result committee, Exam co-ordination committee, UFM Committee etc.

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

Sarguja University is a newly established University, it is going to develop its function.

6.11 Activities and support from the Alumni Association

Alumni Association meet once in a year and give their valuable suggestion for the betterment of the college.

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher association meet twice in the year, and discuss the problem and suggest the solution.

6.13 Development programmes for support staff

College conduct 20 hours training program for support staff to gain knowledge such as Mushroom cultivation, Silk Worm rearing, Tattoo printing and ITC.

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

Eco-friends cell is functioning in the College, which is responsible for giving awareness for healthy, clean and green environment. In addition to this College is having water harvesting system, beautiful garden, Bio-gas Plant, use Solar system etc.

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.

We extended IT facilities in the College. Its impact is very positive functioning of the college such as the transaction of the information, account and library functioning is improved.

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

At the beginning of the session we discussed the overall performance of the college according to the action plan. We found some performance were better, some were weak.

We include the points in the current year action plan, Such as:

1. Completion of syllabus in given time.
2. Improvement in the sports and games facilities.
3. Improvement of the Library facilities.
4. Students were given more chance to discuss their problems.
5. More tests and tutorials were introduced.
6. Some parents were called for meeting to discuss the problem of less attendance of some students.
7. Increase guest lecture programme with interaction.
8. Use of more IT technology.

IQAC monitor the overall programme and give the suggestion for improvement.

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

Two best Practices of the College:

1. Extension programme :
2. Flower gardens

** Please see the details in annexure- ii*

7.4 Contribution to environmental awareness / protection

Conduct awareness programme.
Organised Seminar.
Field visit, Environmental tour.
Environmental project report.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

We conduct a SWOT analysis on the basis of feedback collected from the students, teachers, parents and other stake holders and analyse regularly and include it in next year action plan for betterment in quality education of the college.

8. Plans of institution for next year

1. Introducing Modern teaching learning techniques.
2. Promoting research work.
3. Introduction of new course at PG level
4. Introduction of new vocational courses.
5. Introduction of more diploma courses.

Name : Mrs. Sabita Roy

Signature of the Coordinator, IQAC

Name : Dr. Sr. Anniamma Manuel

Signature of the Chairperson, IQAC

HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR



ACADEMIC CALENDAR

2014-2015



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

June – 2014

11.06.2014 T. S. Camp-I and RDC selection camp at Kharsia
to
20.06.2014

27.06.2014 Admission work begins

27.06.2014 Non-teaching staff meeting

30.06.2014 Admission for B.Sc. Home Sc.- I, II & III year



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

July – 2014

01.07.2014	Admission for B.Com. & B.Com. Comp. I year
to	
02.07.2014	-- “ --
03.07.2014	Admission for B.Sc. I year
to	
04.07.2014	-- “ --
05.07.2014	Admission for B.A. I year
to	
07.07.2014	-- “ --
06.07.2014	Governing body meeting
07.07.2014	Staff meeting
08.07.2014	Admission for B.Com. & B.Com. Comp. II year
to	
09.07.2014	-- “ --
09.07.2014	All the First year classes begin
10.07.2014	Admission for B.Com. & B.Com. Comp. III year
11.07.2014	All P.G. Pre. & Final Admission begins
11.07.2014	B.Com. II & III Classes begin

11.07.2014 to 20.07.2014	T.S.Camp- II at Bhilai
12.07.2014 & 14.07.2014	Admission for B.Sc.II year begin -- “ --
15.07.2014 to 16.07.2014	Admission for B.Sc. III year begin -- “ --
17.07.2014	B.Sc. II & III classes begin
19.07.2014	Research Journal Editorial Board meeting
29.07.2014	Id-ul-Fiter
30.07.2014	IQAC meeting
31.07.2014	Enrolment of N.C.C. cadets



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

August – 2014

07.08.2014	Meeting of the Class teachers 11.00 a.m.
07.08.2014	Adhoc Staff meeting at 1.00 p.m.
10.08.2014	Raksha Bandhan
15.08.2014	Independence day celebration & संकल्प सूत्र कार्यक्रम (N.S.S.) Parade by N.C.C. stadium ground
18.08.2014	Janmashatmi
19.08.2014	Staff meeting - Election process
20.08.2014	Tree plantation by N.S.S. in Ganganagar, Koldiha and Govt. Girls' College Campus
22.08.2014	Staff meeting – Election process
23.08.2014	Student Union Election process
to	
26.08.2014	
27.08.2014	Student Union Election

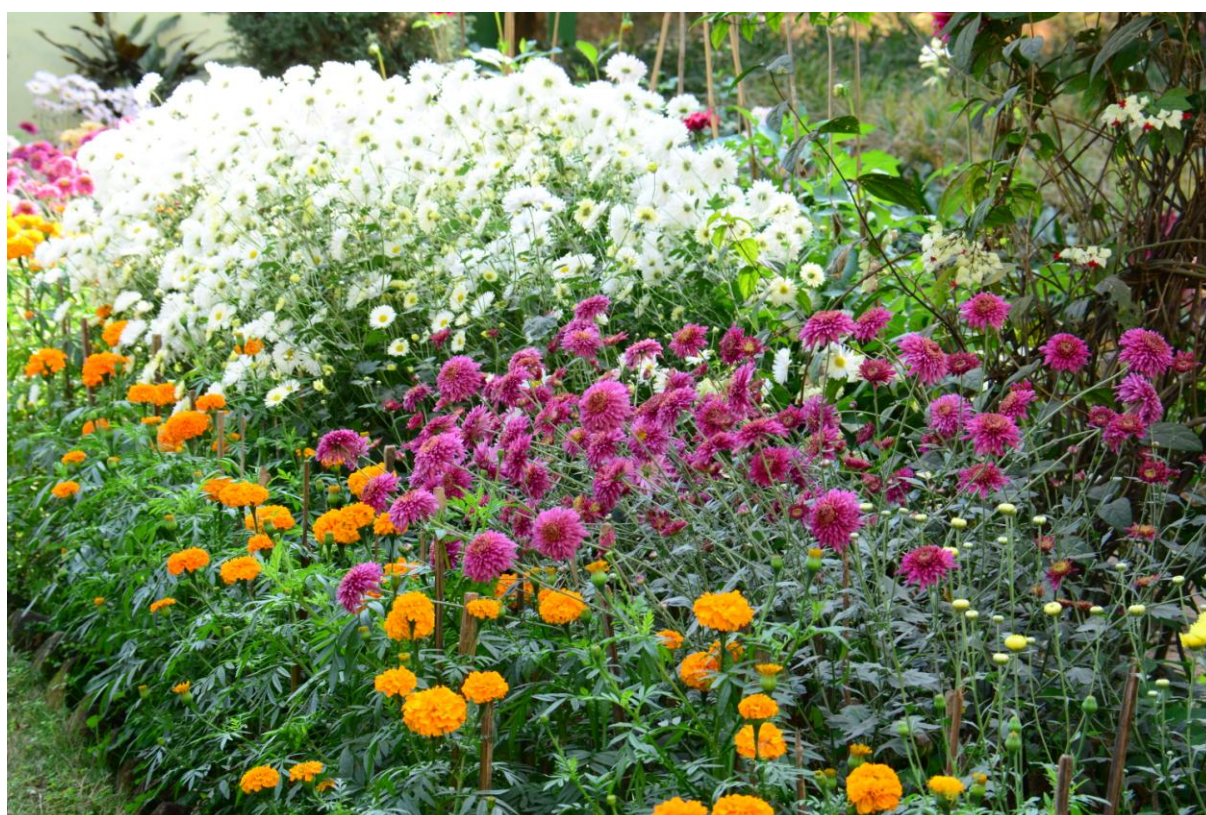


HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

September – 2014

01.09.2014	Sarv Dharm Prayer
01.09.2014 to 10.09.2014	C.A..T. Camp at Raigarh
05.09.2014	Karma Holiday & Teachers day
08.09.2014	Extension work (Literacy programme) by M.S.W. in Bhaithan block
08.09.2014	Literacy day celebration by N.S.S.
08.09.2014 to 13.09.2014	Literacy week
11.09.2014	U.G.C. Proposal to CRO, Bhopal
13.09.2014	Holy Cross Day celebration
14.09.2014	Holy Cross Feast day
16.09.2014	IQAC meeting
17.09.2014	General Staff meeting
18.09.2014	Oath taking ceremony of Student Union 2014
24.09.2014	N.S.S. Day

24.09.2014	Bharatiya Sanskriti Examination
24.09.2014	Yoga Class begins
25.09.2014	Alumnae Association meeting
25.09.2014	Kabhadi Inter university tournament in Orissa
27.09.2014	Guest Lectures in M.S.W. Department
28.09.2014	R.D. Camp – I for N.C.C. at Bhilai
to	
07.10.2014	



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

October – 2014

01.10.2014	Blood donation Day
02.10.2014	Gandhi Jayanti celebration
03.10.2014	S.S.R. Report at final touch
03.10.2014	Dasshara Vacation begins
06.10.2014	Id-ul-Juha
07.10.2014	College reopens after Dasshara
07.10.2014	IQAC meeting
10.10.2014	Sector level Basket Ball tournament in Holy Cross Women's College
11.10.2014 to 20.10.2014	R.D.C. – II at Raipur
12.10.2014 to 18.10.2014	Annual N.S.S. Camp in Mahavirpur village -- “ --
13.10.2014	General Staff meeting
13.10.2014	Inter disciplinary Lectures (Sociology, Dr. Tripti Pandey)
16.10.2014	University level Basket Ball tournament in Rajnadgaon
18.10.2014	IQAC meeting
20.10.2014	Deepawali celebration in the college

21.10.2014 to 26.10.2014	Deepawali Vacation
24.10.2014	U.N.O. Foundation day celebration by N.S.S. & N.C.C.
27.10.2014	College re-opens after Deepawali
27.10.2014 to 05.10.2014	N.C.C. R.D.Camp.- III in Raipur
27.10.2014	Meeting at Co-ordinators of Cells Associations and Committees
29.10.2014	Guest lectures and Workshop in M.S.W. dept.
30.10.2014	Vallabhai Patel Jayanti celebration-National Unit Day



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

November – 2014

03.11.2014	Inter disciplinary Lecture (History, Dr. Sachin Mandilwar)
04.11.2014	Moharram
05.11.2014	Guest Lectures on “Report writing” in Research (Psychology department)
05.11.2014	Training Programme in Candle making
06.11.2014	Guru Nanak Jayanti
06.11.2014 to 15.11.2014	DACT – I at Raipur (N.C.C.)
07.11.2014 to 08.11.2014	Training Programme in Food Preservation -- “ --
10.11.2014	Training Programme in Flower arrangement
10.11.2014	Training Programme in Karate begins (Evening hours)
10.11.2014	Seminar for Students on “Secret of Excellence”
11.11.2014	Training Programme in Puppet Making
11.11.2014	IQAC meeting
14.11.2014 to 15.11.2014	Competition by various Association and Cells -- “ --
17.11.2014	Inter disciplinary Lectures (Home-Sc., Miss Nisha Shrivastava)

19.11.2014	Kaumi Ekta saptah (Harmony week) activities by U.S.M.
to	
25.11.2014	-- “ --
21.11.2014	Guest lectures in Hindi department
21.11.2014	Staff meeting
22.11.2014	Competitions by U.S.M. for Harmony week
24.11.2014	Inter disciplinary Lectures (Microbiology, Dr. Ashok Shukla)
28.11.2014	IQAC meeting
29.11.2014	Evs. Tour & Field study for B.A. I, B.Sc. H.Sc. I & B.Com. I



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

December – 2014

01.12.2014	Inter disciplinary Lecture (Commerc, Dr.Vinod Garg)
01.12.2014	Aids Day
05.12.2014 to 06.12.2014	Sports Day -- “ --
08.12.2014	Inter disciplinary Lectures (Psychology, Mrs. Divya Singh)
08.12.2014	IQAC meeting at 11.00 a.m.
09.12.2014	Staff meeting
10.12.2014	Human rights day celebration, Speech & Essay competition by N.S.S.
13.12.2014	Evs. Tour & Field study for Science
15.12.2014	Last date to submit Model exam question papers to the office
18.12.2014	Guru Ghasidas Jayanti Celebration
20.12.2014	Prize distribution and Cultural programme
23.12.2014	X'mas celebration
25.12.2014	X'mas
28.12.2014	Educational Tour to Kerala
30.12.2014	Educational Tour to Shillong



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR**January – 2015**

Any days	NAAC Inspection likely to take place
05.01.2015 to 24.01.2015	N.S.S. Social activities : Competitions, Lectures and visit to Old age home, Balshra Ashram and Nari Niketan, Adopted village & Holy Cross Hospital
07.01.2015	IQAC meeting
08.01.2015	Staff meeting
12.01.2015	Swami Vivekanand Jayanti celebration by N.S.S. & N.C.C. and Youth week
26.01.2015	Republic Day celebration (N.S.S.) Visit to Old age home
27.01.2015	Model Exams to begin for I years
28.01.2015	Examination form submitting to begin



HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

February – 2015

First Week	Model examination for I year and Assignment writing work for II & III year classes
06.02.2015	IQAC meeting
Second Week	Exam for N.S.S. B certificate
09.02.2015	Staff meeting
Second Week to Fourth Week	Annual Practical Examination -- “ –
20.02.2015	Science week



March– 2015

Second Week	Annual Theory Exam begins
07.03.2015	IQAC meeting
08.03.2015	Women's Day celebration by N.S.S., M.S.W. department and Society for Gender Issue
09.03.2015	Staff meeting
10.03.2015	Non-teaching staff meeting
23.03.2015	Shaheed Diwas celebration by N.S.S. & N.C.C.

HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR

April – 2015

Annual exam throughout the month

14.04.2015 Ambedkar Jayanti

MAY – 2015

01.05.2015 Workers day celebration

05.05.2015 Staff meeting

15.05.2015 Annual exam likely to be over

15.05.2015 Last working day

16.05.2015 Summer Vacation begins



Annexure- ii**Two Best Practices of the College:****1. Extension programme :**

Extension programme under N.S.S. is one of the best practices in Holy Cross Women's College. These N.S.S. Students get Orientation lectures preparing theme for the service of the nation in various ways. The students go to the adopted village and conduct programmes for the villagers. Besides these, we conduct a seven day Camp in the adopted village. About 50 students along with N.C.C. programme officers and other staff stay seven days in the village. They do cleaning of the village, road making, help poor villagers to harvest their paddy, visit their homes, make health survey etc. They find out what are the common sicknesses in the village. They are malaria, ordinary fever, T.B. typhoid, diarrhoea dysentery, cough etc. The students collect medicines from Holy Cross Hospital, arrange for a doctor and nurse where people get medical help. Then they are exhorted to contact hospitals for treatment.

In the evening the N.S.S. students, play the drum and hearing the drum sound, the villagers come to the camp site. The students put up Nukad Drama to teach them lessons and give them awareness about the dangers of superstition child marriage, illiteracy and cutting down trees. They are given awareness of sanitation, Literacy, health practice, discipline, environmental issues, importance of growing trees etc. After seven days the camp is concluded, the students leave the village, the neighbouring villages also come to see them off because the neighbouring Villagers also attend their programme.

By this programme of the N.S.S., the villagers are awakened. They send their children to school, control bad habits and practices, learn to live peacefully and enjoy living their life.

2. Flower gardens :

Our gardeners are directed to plant seasonal flowers plants throughout the year. The N.S.S. students as part of their environmental programme, join activities of cleaning, pruning and weeding out the grass. In front of the cottage which reminds of English Cottages, we have a very colourful garden. One would see the joy in the face of the gardener, joy that resembles the beauty of the flowers he has brought up. Our students, parents and visitors watch and enjoy the colourful garden. We have a large garden in the middle of the college portion, from any block one can enjoy the view of the flowers that are smiling at all who gaze at them. They are dalia, Gladiola, Asther,

bleeding heart, marigold, Roses, lilies, daisy, zenia, orchid, holihook, balsom etc. – most of them are seasonal, they visit us and after two weeks, a month, a month and a half they disappear to visit us in the following year. The planting, pruning mannuring, watering, sight seeing are all the activities that go on in our college garden.

As a result the students develop aesthetic sense, they learn to keep their surrounding beautiful and clean. It is a very good practice maintaining these flower gardens in the campus.

Name : Mrs. Sabita Roy



Signature of the Coordinator, IQAC

Name : Dr. Sr. Anniamma Manuel



Signature of the Chairperson, IQAC