



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		HOLY CROSS WOMEN'S COLLEGE
Name of the head of the Institution		Dr. Sr. Aniamma Manuel
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07774230690
Mobile no.		8839139850
Registered Email		hcwcoffice@gmail.com
Alternate Email		hcwca@rediffmail.com
Address		Holy Cross Women
City/Town		Ambikapur
State/UT		Chhattisgarh
Pincode		497001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Usha Shukla
Phone no/Alternate Phone no.	07774230690
Mobile no.	9669978929
Registered Email	hcwciqac@gmail.com
Alternate Email	hcwcoffice@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	_https://www.holycrosswcamb.com/Cloud/iqac2.aspx
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.holycrosswcamb.com/Cloud/iqac1.aspx

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	Five Star	798	1999	09-Jan-1999	08-Jan-2004
2	B++	84.0	2005	20-May-2005	19-May-2010
3	B	2.8	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC	05-Feb-2004
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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

Preparation of Academic calendar	20-Jun-2018 5	1708
IQAC Fourth Meeting	02-Feb-2019 1	13
IQAC Third Meeting	18-Nov-2018 1	15
IQAC Second Meeting	18-Sep-2018 1	13
IQAC First Meeting	09-Jul-2018 1	15
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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
Holy Cross Womens college	Salary	Higher Education (State Govt.)	2018 1	22598888
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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 website

Yes

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)

- Academic Calendar preparation.
- Participation in AISHE.
- Formation of different cells and associations for Cocurricular activities.
- Organizing orientation programmes for Students.
- Stock verification.

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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
Preparation of Academic Calendar	Academic calendar prepared and circulated and implementation is monitored by IQAC.
Support poor students to achieve higher education	Financial help was given to 439 students through scholarships and from student aid fund for education purposes.
coaching classes for weaker students	Remedial coaching classes conducted for slow learners by faculty members.
To upgrade the Department of Hindi, Commerce and Economics as research centre.	Applied for the same and all the three departments got the approval as research centre.
Plan to introduce biometric for attendance system	Biometric attendance system was introduced for all teaching and non-teaching staff.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	18-Feb-2021

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

2019

Date of Submission

07-Feb-2019

17. Does the Institution have Management Information System ?

No

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

The college adheres to the curriculum designed by the university as it is an affiliated college and prepares the academic calendar based on the academic calendar given by the university in consultation with the heads of departments/College council and the in charges of cells and associations. In the beginning of the academic year, the time table committee works out the master time table, and based on the master time table, the departments makes the time table for the department and for the individual faculty on a weekly basis, and the same is displayed on common and department notice boards. The faculty members do contribute in designing the curriculum by taking responsibility in the university either as chairman of Board of studies or as members. Curriculum is delivered to the students according to the scheduled time table under the supervision of the heads of the department and the Principal. Maintenance of teachers dairy : faculty members distribute the curriculum assigned to them month wise and date wise well in advance in the beginning of each month. Regular teaching according to the distribution of content and timely completion of the curriculum is ensured by the supervision of head of department and the management. In case of any discrepancy found between the curriculum distribution and action taken, regular feedbacks are given for improvement by the head of the department and finally by the principal. Different teaching methods are adapted based on the subject to deliver the course content to the students like use of black/white/green boards, scientific models and charts, group discussion, and presentation by students, assignment, seminars, field visit and educational tours internship etc. to support effective curriculum delivery by faculty. High speed internet facility, ICT enabled class rooms and library with rich collection of books are provided for the use of staff and students carried out. Advance instrumentation facility is provided in the lab for the use of students to ensure experiential learning. Guest lectures, seminars and workshops are organized regularly. Remedial and tutorial classes are also conducted as per the need of the students especially those coming from the deprived section of the society. Subject wise attendance register is maintained by each faculty to ensure regular attendance in the class. Internship/project work/dissertation/practicals/field visit are conducted as part of their curriculum.

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
CCA Certificate in Computer Application	Nil	07/08/2018	180	Both	Yes
Nil	PGDCA	13/08/2018	365	Both	Yes
Nil	Nil	01/09/2018	180	Both	Yes
Certificate in Beautician Course	Nil	01/09/2018	120	Both	Yes
Vocal / Instrumental Music	Nil	01/09/2018	120	Both	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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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
MCom	Commerce	27/06/2018
MSW	Social Work	27/06/2018
MA	English Literature	27/06/2018
MA	Economics	27/06/2018
MA	Psychology	27/06/2018
MA	Hindi Literature	27/06/2018
MSc	Chemistry	27/06/2018
MSc	Microbiology	27/06/2018
MSc	Biotechnology	27/06/2018

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

	Certificate	Diploma Course
Number of Students	1156	8

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
Value education for responsible citizenship	17/07/2018	1503
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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
BSc	Industrial Microbiology	22
MSc	Biotechnology	20
MA	Psychology	8
MA	Economics	4
MSc	Microbiology	11
MA	Hindi Literature	10
BCom	Commerce	32
MA	English Literature	9
MSc	Chemistry	20
MSW	Social Work	88
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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>Feedback is collected from different stakeholders of our educational system such as students, parents, teachers and alumnae, on the design of the curriculum, its relevance in employability and the delivery mechanisms adapted by the faculty and the facilities provided by the management for effective teaching learning activity such as infrastructure and learning resources etc. For obtaining formal feedbacks, separate questionnaire is prepared and distributed to all stakeholders. The feedback taken is analyzed by IQAC to know areas of improvement. Feedback is collected at the end of the academic year from the outgoing final year students of different departments. The student feedback questionnaire covers various questions related to teaching learning, facilities, campus environment, cleanliness extracurricular activities etc. Suggestions boxes are also placed at different blocks at different floors so that students can freely write any suggestions or feedbacks. The boxes are opened by the committee members and brought to the notice of Principal and Vice-principal for necessary action. Feedback are also received at parent - Principal meeting and parent-teacher meeting, which helps to improve relationship between parents and institute and ensures more involvement of parents in academic-life of their children which improve students performance. The alumnae of the college who have moved on to industry, government job, abroad, or employed in other private sectors or pursued higher studies after completion, give feedback on how their parental-institute help them to perform well in their jobs. Analysis of Feedback: In general the feedback collected is analyzed by Committee appointed by the IQAC and report is presented to the head of the Institution. The result of analysis is presented graphically for easy interpretation. Overall observation especially areas of improvement is discussed in the faculty/department/college council meeting for improvement in the next academic year. The feedback of the teacher is collected and submitted to the principal or vice-principal directly for review and necessary action. Measures for improvement: Based on the feedback corrective measures are taken by the management to improve overall qualities and better performance by staff and students. Management ensures professional improvement of the employees by arranging training programmes for faculty and staff time to time in various fields. Relevant strategies such as curriculum modification, introduction of certificate courses conducting co-curricular activities, practical skills field study are organized for better learning. By means of the feedback mechanism the staffs is made aware of the areas of improvements in general and in person and instructed her/him by the Principal to work towards betterment.</p>
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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
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BA	Arts	300	113	63
BCom	Commerce	160	195	65
BCom	Computer Application	50	195	50
BSc	Home Science	50	15	5
BSc	Botany	250	514	236
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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	1503	149	16	3	37

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
56	35	7	15	3	8
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentoring is an integral part of the institutions functioning. From subject teacher to the Principal every staff is responsible to guide and support the students. The mentor looks after the academic and psychological well being of the mentee. In this system our full time faculty is engaged as mentors. Academic support is provided by the mentor by encouraging mentee to use the maximum use of both central and departmental libraries, and helping to get other study materials. Remedial coaching classes and tutorial classes are also arranged for the weaker students. Some of the advanced learners are assigned to help the slow learners. They are also entrusted with the task of monitoring the attendance and the academic progress of students. In the beginning of the academic session all the mentors conduct the orientation programs for the mentees whereby they are acquainted with the institution its goals, mission, the facilities available and the rules and regulations of the college and the affiliating university. Through the mentor system we try to inculcate a mechanism to promote inclusiveness gender sensitivity and social responsibility of students in their life. As they complete their education, they develop a humanitarian vision in their life. The mentor keeps a track on her academic performances and her progress in over-all activities. Value education classes are conducted every week for the overall development of the students and to make them value based, responsible and committed citizens. At the time of admission, along with admission committee, a subcommittee is formed to counsel students and choose subjects according to their aptitude and abilities. They are also given guidance with regard to the career opportunities and possibility of higher studies.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1652	56	1 : 30

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
56	56	Nil	Nil	14

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
2019	Dr. Sachin Mandilwar	Assistant Professor	Certificate for voter Awareness
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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
MCom	222	I Semester	22/01/2019	27/04/2019
MSc	211	I Semester	22/01/2019	02/05/2019
BSc	149/150	I Year	20/04/2019	30/06/2019
BCom	121	I Year	08/04/2019	24/05/2019
BA	101	I Year	22/05/2019	05/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal assessment for each course is continuous and is done by conducting Unit tests / Periodic tests / Surprise tests / Assignment / giving seminar / Oral tests / Preparation of charts / Models / Quizzes / Home work / Group discussion / projects / Field visit / writing group observation from visit.

Dates for each written tests are notified well in advance. The head of departments from all departments of UG PG conducts meeting to allot dates for unit tests. The unit tests for internal assessment commence as per the academic calendar after completing one unit of the curriculum. Answer sheets of unit test / class tests are returned to the students after marking / valuating and points for improvements are discussed in the class. The CIA helps the students to improve their performance in the terminal exam conducted at the end of the academic year by the university. The dates for the internal assessment of each course are decided by conducting meeting of the head of departments and are marked in the academic calendar of the college. In case of absence of students in any internal tests for valid reasons, chances are given to appear in the test separately. After completion of the curriculum, model exams are conducted especially for the students of first years. Informally the students are assessed based on their overall involvement and participation in activities conducted through various cells / associations of the college and Inter college competitions and their participations in state and national level events. For all the P.G. semester students the internal assessment is also done through seminar presentation, writing assignments along with regular test and for each

of these marks are awarded according to their performance.

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

Calendar of academic and other activities of the year is prepared well in advance in the beginning of the academic session by the committee assigned for the same which is approved by IQAC. The Department Prepares the Departmental activity calendar and the same is also informed to the students. Before preparing the academic calendar the Principal calls meeting of the HOD's and in charges of cells / associations along with the vice Principal. The academic calendar contains the yearly schedule of the college activities, date and schedule of the various program related to curricular, co-curricular and extra-curricular activity of the college The calendar specifies the dates on which a faculty / department is expected to conduct internal assessment / tests etc. A separate schedule is prepared for conducting internal assessments through tests, seminars, and assignments in the meeting of the Head of the Departments. The tentative dates of activities of NSS, NCC, Red Cross, other cells and associations are also given in the academic calendar. Schedule of other activities such as parent - teacher meeting, college, social and other cultural program, college sports day and college day etc. are also provided in the academic calendar.

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.holycrosswcamb.com/Cloud/learnoutcome.aspx>

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
191	PGDCA	Computer Application	7	6	85.71
121	BCom	Commerce	130	106	81.53
101	BA	Arts	73	73	100
149/150	BSc	Science	279	244	87.45
151	BSc	Home Science	28	28	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.holycrosswcamb.com/Cloud/sss.aspx>

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
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Major Projects	00	Nil	0	0
Minor Projects	00	Nil	0	0
Interdisciplinary Projects	00	Nil	0	0
Industry sponsored Projects	00	Nil	0	0
Projects sponsored by the University	00	Nil	0	0
Students Research Projects (Other than compulsory by the University)	00	Nil	0	0
International Projects	00	Nil	0	0
Any Other (Specify)	00	Nil	0	0
Total	00	Nil	0	0
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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
Basic Technique in Molecular Biology	Microbiology	28/09/2018
Basic Technique Molecular Biology	Microbiology	29/09/2018

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
Basic Technique Molecular Biology	Ku. Suchita Shalini Toppo	IIT, Delhi	28/09/2018	Educational
National level championship IIT, Kharagpur	Ku. Suchita Shalini Toppo	IIT, Kharagpur	27/10/2018	Educational
Youth for Ekatmata Pratiyogita	Dr. Aruna Saket Tripathi	C.G. State Yuva Aayog	02/10/2018	Educational
Voter Awareness Programme	Dr. Aruna Saket Tripathi	Collector District Election	25/01/2019	Social, Govt.

Officer, Dist-
Surguja, C. G.

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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
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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	Mathematics, Hindi, Computer Science	3	10
National	Sociology, Hindi, Mathematics, History Dept., Microbiology	6	00
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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
Hindi	1
History	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
Nil	Nil	Nil	Nil	0	Nil	Nil
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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	Institutional affiliation as
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					excluding self citation	mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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/Seminars/Workshops	1	3	Nil	Nil
Presented papers	2	3	Nil	Nil
Resource persons	Nil	2	Nil	Nil
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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
Psychological Testing and Counselling	District Women and Child Development Branch, Ambikapur, One stop Sakhi Centre	1	17
Psychological Interview	District Women and Child Development Branch, Ambikapur, One stop Sakhi Centre	1	40
Psychologist	District Child Protection Unit (ICDS) Ambikapur	1	Nil
Psychologist	District Social Welfare Department, Ambikapur (Third Gender)	1	30
Counsellor (Mrs. Divya Singh)	District Women and Child Development Ambikapur, (Nari Niketan)	1	Nil
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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
Parade on Republic Day 2019	Girls wing got Third position in	District Administration,	53

	district level Republic Day parade	Surguja	
NCC Day 2018 (Parade in Rajive Gandhi P.G. College, Ambikapur)	First position	R.G. P.G. College, Ambikapur, Surguja	1
Bhartiy Sanskriti Gyan Pariksha	Best Nodal Officer	Shanti Kunj, Haridwar	500
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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
Establishment of Legal Aid Clinic	Legal Aid	Opening of Legal Aid Clinic Information given to student about Legal Aid	1	1652
National Graduate Physics Examination	Indian Association of Physics	National Level Exam	1	52
Voter Awareness Programme	Red Cross NSS	Voter Awareness	2	1652
Clean India Mission	NCC Holy Cross Women's College Unit with 28 C.G. BN-NCC, Raigah (CG)	Donation of Labour	3	53
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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	00
No file uploaded.			

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

Academic	National Graduate Physics Exam (NGPE)	Indian Association of Physics Teachers	20/01/2019	20/01/2019	52
Academic	Orientation Programme	Ram Krishna Mission, Ambikapur	16/07/2018	16/07/2018	1708
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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
Nil	Nil	Nil	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
3000000	3065129

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
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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	Nil	Nil

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	34758	5276192	15	686	34773	5276878

Reference Books	1500	Nil	Nil	Nil	1500	Nil
Journals	1703	Nil	Nil	Nil	1703	Nil
CD & Video	39	Nil	Nil	Nil	39	Nil
Others(s pecify)	73	Nil	Nil	Nil	73	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
Nil	Nil	Nil	Nil

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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	83	4	51	5	1	8	24	100	0
Added	0	0	0	0	0	0	0	0	0
Total	83	4	51	5	1	8	24	100	0

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

100 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
Computer, Laptop, Internet, LAN, Wi-Fi	https://www.youtube.com/channel/UCX9WWRU_TJly4a0xvxEK9Cq

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
1600000	1529359	2100000	2018667

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)

Maintenance of individual institutions in the campus is taken care by the

head of that institution. From campus manager to head of the institution down to the support staff are involved in maintaining a beautiful, neat clean, Eco-friendly lush green campus. Students are strictly forbidden to pluck flowers, plants or destroy any property of the college / campus. Well furnished class rooms are maintained neat and clean by daily cleaning and repairing by support staff after the class hours. Well equipped laboratories are maintained and upgraded as per the requirement. For procurement of equipments / chemicals / glasswares etc. a purchase committee is constituted with HOD and senior faculty. The requisition from departments is submitted to the office of principal through purchase committee of departments after annual stock verification. The purchased items are entered in the stock register. For issue of glasswares to students, application is written to HOD which is verified and recommended by the faculty incharge and record is maintained of issued items.

Working condition of the equipments is routinely checked and maintenance carried out. Different labs are set up for the use by various sections within the department. Each lab has a faculty incharge who is responsible for the maintenance of lab with the help of IT cell. Each department is responsible for use maintenance of the department computers with the help of IT Cell. Library is rich collection of text books, reference books, rare books, journals, periodicals, CDs etc. which is taken care of by the librarian. For overall monitoring of library, a library committee is formed. Faculty provides the list of books to be purchased through the HOD and recommended by the librarian to the office of principal for approval. Purchase order is placed from the office. Physical verification and checking of books received against order, allotment of accession number, classification, and cataloguing is done. Stock verification is done periodically and re-verification of missing books is reported to the principal. For issue and return of books, library card system is followed for both staff students. Books are issued for specific number of days and on late return fine is collected. If the book is lost, new book is purchased and given or double amount of the cost of book is to be submitted. For better management of library automation with ERP Software is in progress which will be implemented in the academic year 2020-21. The sport department maintains stock register and stock issuing register. Students are selected for participation in various sports / games through screening process and encouraged to participate in sports / games at inter-college, state and national level. Purchase of items for all departments are done at the request of departments / incharges through the purchasing committee. Sport facilities include a well maintained play ground with facilities for games sports.

<https://www.holycrosswcamb.com/Cloud/Procedures.aspx>

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	Student Aid Fund	34	78800
Financial Support from Other Sources			
a) National	(1) Post Metric Scholarship (2) Sitaram Jindal Foundation (3) Minority	405	1754764
b) International	Nil	Nil	0

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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 implementation	Number of students enrolled	Agencies involved
NGPE	21/01/2019	81	IAPI India
Spoken English Course for B.Sc. I, B.Com. I and B.A. I year	23/07/2019	559	Holy Cross Women's College, Ambikapur
Computer Certificate Course	01/07/2018	1145	Holy Cross Women's College, Ambikapur
Establishment of Legal Aid Clinic	30/08/2018	2	District Legal Authority, Ambikapur

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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
Nil	Nil	Nil	Nil	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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	160	UG	B.Sc. (Botany)	Different State and	M.Sc.

				Central Universities and affiliated College	
2018	29	UG	B.Sc. (IMB)	Different State and Central Universities and affiliated College	M.Sc.
2018	25	UG	B.Sc. (C.S.)	Different State and Central Universities and affiliated College	M.Sc.
2018	23	UG	B.Sc. (Maths)	Different State and Central Universities and affiliated College	M.Sc.
2018	29	UG	B.H.Sc	Different State and Central Universities and affiliated College	M.H.Sc.
2018	44	UG	B.A.	Different State and Central Universities and affiliated College	M.A.
2018	30	UG	B.Com	Different State and Central Universities and affiliated College	M.Com
2018	32	UG	B.Com (C.A.)	Different State and Central Universities and affiliated College	M.Com

2018	39	PG	M.Sc. , M.A. , M.Com , MSW , PGDCA	Different State and Central Universities and affiliated College	B.Ed./ PGDCA/ coaching
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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	1
SET	4
GATE	1

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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
Sports Day (various sports and games)	Institution level	200
Football competition (Women)	Inter college level	18
Basketball competition (Women)	East Zone Inter University level	7
NCC C Certificate Exam	State level	12
Career guidance programme at Sant Xavier B.Ed. College, Ambikapur	Inter College level	100

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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
Nil	Nil	Nil	Nil	Nil	00	Nil

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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)

In the current academic year, the student union was formed by nomination on merit basis. Once the student union is constituted, college organized oath taking ceremony. The student union consists of the student council and activity societies. The student union of the college works for the benefit of the students and the entire college by organizing various academic/co-curricular activities and promoting active participation of students in all activities. There activities are conducted through different Societies/Associations/Clubs namely Cultural Society, Social Work unit which includes NSS/NCC/Youth Red Cross/Legal Aid Clinic, Sports Society, Ecoclub, Society on Gender Issue,

Science/Arts/Home Science/Commerce associations, USM, EBSB club, ST/SC Welfare Committee, Cultural society. Cultural activities such as freshers welcome, celebration of teachers day with cultural programmes in honour of teachers, programmes on different important religious festivals like Deepawali, Eid, Guru Nanak Jayanti and Christmas to promote love and respect towards people of all faith. Celebration of Holy Cross Day, participation in Youth festivals, Programmes on annual prize distribution day etc. are other initiatives. Student union also play active role in conducting sports day, participation in inter college, state level and national level tournaments. They also function as IQAC and discipline committee members and help in maintaining discipline during college assembly and overall discipline of the campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

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)

The institution believes that effective management of any organisation is possible through participative management. Therefore decentralization is practiced at all levels of its functioning. 1. Conduct of examination - Examinations are conducted at two levels Internal and University examinations an exam principal. Co-ordinator of the committee co-ordinates and plan for the conduction of exam along with the members. Preparation of time table, seating arrangements, duty distribution of invigilators etc is taken care of by the exam committee. For the smooth conduction of university exams principal assigns duty as per the university guidelines. Principal is the centre superintendents. Who takes care of the overall smooth conduction of exam who is assisted by three shift superintendents and assistant superintendents. Invigilators are appointed to monitor the exam hall while the students write the exam. 2. Academic activities - In order to manage the academic activities a time table committee is constituted by the principal including the HODs manage and supervise the academic activities of the respective departments by preparing academic activity calendar and conducting meeting with the faculty members in Department.

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

Partial

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
---------------	---------

<p>Admission of Students</p>	<p>Santa Gahira Guru University for the first time provided online registration facility for all students willing to take admission in colleges affiliated to the university. First of all the University invites online application form and register the student for admission. University sort out the students, college wise and send the merit list to colleges. • Admission committee is constituted by the principal and the overall process of admission is monitored by the admission incharge by assigning duties to the committee members and all faculty. • Merit list are taken out by category wise and date of admission is announced. • After verification of the documents, if the candidates are found eligible, they are sent to the counselling committee. • The principal meets the parents and candidates before admission. • students are provided with student diary and identity card.</p>
<p>Industry Interaction / Collaboration</p>	<p>• Students/Staff are taken for Industrial visit. • Students also visit different industry to complete their internship programme. Students are also given opportunities to study various industrial processes by visit and report/writing.</p>
<p>Human Resource Management</p>	<p>The management believes that to achieve the quality parameters set by the institution, human resource management plays a very important role. Therefore the institute- • Formulation of service conditions and code of conduct for employees. • Recruits well trained and motivated personnels through advertisement and interview. • Opportunities given for quality enhancement by pursuing higher education. • Providing opportunities to display talents at different platforms. • Providing incentive for extra hours of work. • Evaluation of performance and feedback sessions. • Participation of faculty in national/international level seminars and conferences was encouraged.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>• College has a well stocked Library with more than thirty thousand books and is enriched with collection of books, journals, periodicals, reference books etc. to make it a resource centre. • Apart from the books related to the course material, novels,</p>

magazines and general knowledge/skill development are also made available in the library. • Library is opened for the students during the college hours for reading purpose and issuing the books. • To help the economically weaker students, book bank facility is also provided. • Students are encouraged to use library. • ICT facilities are provided for academic and administrative purpose. Institution have well developed physical infrastructure with large ventilated, ICT enabled class rooms, conference halls, library, canteen facilities, beautiful garden and play grounds, well equipped laboratory with common instrumentation room.

Research and Development

- Principal always encourage the faculty to carry out research projects and to write research papers. • In order to conduct research activities in the institute, three more research centres have been established in the dept. of Commerce, Hindi and Economics.
- A research promotion committee is constituted. • Publication of research journal Surging Research Waves is done.
- Faculty and students are encouraged to undertake research projects and apply for funding for the same.

Examination and Evaluation

- University conducted examinations in both offline and online mode. • At college level unit wise at least 3 tests and after completion of course model exam were conducted. It is compulsory for the students of all first years. For second and final year students got choice between model exam or assignment. • Computer certificate course was compulsory for all the students and for getting certificate exam was conducted by the college. • Evaluation of answer sheets were carried out according to the rules and regulations of the university. Eligible faculty members were assigned duties to evaluate answer sheets. • For declaration of results, foil/counter foil of marks obtained is sent to the University. Compilation and declaration of result.

Teaching and Learning

- The objectives and expected learning outcomes of various programmes/courses are worked out and communicated to the students at the beginning of the academic

year/semester. • Preparation of academic calendar and its implementation. • Daily attendance of students, advance planning and daily maintenance of teaching dairy by faculty. • Continuous internal assessment through regular tests, quiz, assignments, seminar and through other activities. • Technological up gradation of class rooms with Wi-Fi/Projectors/LED android TVs and smart interactive boards. • Use of ICT in teaching learning by all faculty is promoted as per the programme/course/topic. • Well equipped laboratory with due emphasis on experimental learning.

Curriculum Development

• Many of the faculty members of college take part in Curriculum Development as chairman of Board of studies or as members. • The college adheres to the curriculum designed by the university. • Prepares the academic calendar based on the university calendar. • Apart from this the college offers value added courses and certificate courses to enhance learning experiences and facilitate placements. • IQAC ensures that the curriculum is implemented in all departments under the supervision of the heads of departments.

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

E-governance area	Details
Examination	<ul style="list-style-type: none"> • The college adopts the examination policy of Sant Gahira guru Vishwavidhyalay, Ambikapur . • Exam time-table is prepared by time-table committee uploaded on the university website. • Examination form is filled online and admit card downloaded by students. Due to corona pandemic open book examination is conducted online by the university.
Planning and Development	<ul style="list-style-type: none"> • The planning and development sections are computerized and exchange information between various units are done electronically. • Creation of official email accounts and its use in information communication and any notifications. • Information/ Notifications are also uploaded in the college Website. • Creation of different whatsapp groups including Principal, Vice principal, Faculty members of the college.

Administration	<ul style="list-style-type: none"> • Information regarding college displayed on the college website. • The administration is partially computerized. • Employee's payment through bank transfer. • EPF submission and TDS filling is online. • CCTV camera to monitor campus activities. • Introduced Biometric attendance for staff. • Computer and Internet facility provided in all departments.
Finance and Accounts	<ul style="list-style-type: none"> • Use of Net banking for bill payment. • Account backup in hard disk. • Employee's payment through bank transfer. • Invoice softcopy. • EPF submission and TDS filling is online. • Use of Tally ERP for accounting purpose
Student Admission and Support	<ul style="list-style-type: none"> • Online registration form of University was filled by the applicants. • Admission notices regarding dates/time of issue/Submission of application forms for admission, programmes / courses offered etc. is communicated through college website. • Bulk SMS package for messaging. • Online application filled for scholarships under different schemes. • Cashless admission.

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
Nil	Nil	Nil	Nil	Nil
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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	Orientat ion programme for Regular Teaching staff.	Nil	12/06/2018	12/06/2018	19	Nil
2018	Institut	Nil			44	Nil

	ional vision, Mission and Values.		12/07/2018	12/07/2018		
2018	Nil	Professional Financial Managerial skill for Institute	07/12/2018	07/12/2018	Nil	1
2019	Orientation Programme on Exam.	Nil	21/02/2019	21/02/2019	52	Nil
2019	Nil	Motivational lecture on Dignity of labour on worker Day.	01/05/2019	01/05/2019	Nil	15
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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
Jyoti Kamal (M.A. Prayojan Mulak Hindi)	1	01/06/2018	30/06/2019	730
Alok Kumar Chakraborty (M.Phil)	1	01/08/2018	30/09/2019	365
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	58	29	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Employees Provident Fund. • Incentive for research paper publication. • Incentives given to staff in the form of cash/cheque for taking up additional responsibilities in the 	<ul style="list-style-type: none"> • Employees Provident Fund. • Incentive for extra hours of duty. • Gratuity • Concession given to the employees children studying in the college. • Financial help given to pay Medical 	<ul style="list-style-type: none"> • Different types of Scholarship schemes. • Financial assistance for economically weaker students, with regard to college fee/Field trips etc. • Special concession in college fee/Hostel fee

field of sports, office/administrative work/extra hours of duty. • Gratuity • Laptop issued for study purpose. • Casual leave- • Medical leave- • Maternity leave • Earned leave.	bills (4th Class). • Provision for advance taking in case of emergency for 4th class employees. • Casual leave • Medical leave • Maternity leave • Earned leave • Financial support for Marriage and Medical expense.	for siblings. • Any time accommodation for Ex-students in the Hostel either free or with minimum charge for few days.
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6.4 – Financial Management and Resource Mobilization

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

External and Internal financial audit is conducted by the college regularly. 1. Local fund audit dept. Ambikapur competent authority appointed by the Govt. visit the college, check the documents concerning Grant-in-Aid fund budget, Grant in Aid fund, Stock registers of Library, Laboratory etc. 2. Competent authorities appointed by the Assistant Commissioner, Tribal Development, Ambikapur, They verify the documents concerning the scholarships given to the students. Internal audit is done by the Chartered accountants appointed by the parental society.

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
Higher Education Raipur	22598888	Salary
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6.4.3 – Total corpus fund generated

179946

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	00	Yes	IQAC
Administrative	No	00	Yes	IQAC

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

• Parent Teacher meeting. • Feedback. • Counselling.
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6.5.3 – Development programmes for support staff (at least three)

• Legal Awareness Programme and legal aid. • Yoga Training Programme. • Conducting regular meetings, evaluating the working conditions, and giving orientation and guidance to improve performance.

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

• Remedial Coaching.. • Spoken English for the students. • Computer class and ICT class for students and teachers.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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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	Establishment of Legal Aid Clinic in the college.	09/07/2018	30/08/2018	31/08/2019	1708
2018	IQAC First Meeting	09/07/2018	09/07/2018	09/07/2018	15
2018	IQAC Second Meeting	18/09/2018	18/09/2018	18/09/2018	13
2018	IQAC Third Meeting	18/11/2018	18/11/2018	18/11/2018	15
2019	IQAC Fourth Meeting	02/02/2019	02/02/2019	02/02/2019	13

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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
Essay writing competition on "Mahilaon ke Badate Kadam"	27/11/2018	27/11/2018	15	Nil
Information about Legal Aid Clinic.	30/08/2018	30/08/2018	1700	8
CATC Camp	26/06/2018	26/06/2018	6	Nil
TSC Camp	01/08/2018	11/08/2018	2	Nil
CATC Camp	04/09/2018	13/09/2018	20	Nil
Role of Youth in Democracy.	30/09/2018	30/09/2018	40	Nil
International Literacy Day.	08/09/2018	08/09/2018	100	Nil
CATC Camp	12/11/2018	12/11/2018	2	Nil
Youth Week-Swami	12/01/2019	18/01/2019	80	Nil

Vivekanand Jayanti				
International Women's Day	08/03/2019	08/03/2019	1700	8

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
<ul style="list-style-type: none"> • Use of LED bulbs in the campus and whole college. • College management replaced plastic bags with cloth bags used for all purpose • Biogas plant built in the campus to cope need of energy up to some level. Most of the equipments used in college for study purpose are energy efficient including freezer, oven, autoclave, air conditioner etc. • installation of solar panels for hot water. • Rain water harvesting. composting and vermicomposting. organic farming etc.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	3	1	04/09/2018	01	V.P.A.T .Training	New technology related to voting system	125
2018	1	1	09/09/2018	01	De-worming Drive	Fit India	50
2018	1	1	10/09/2018	01	De-worming Drive	To promote fitness	30
2018	1	1	18/09/2	01	Nukkad	Vote as	120

			018		Natak and drawing competition	fundamental right	
2018	1	1	01/10/2018	01	Blood Donation camp	To develop the sense of brotherhood	127
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students (Discipline and Conduct)	01/06/2018	<ul style="list-style-type: none"> • Code of conduct was drafted and published in college prospectus on page 28 under the heading Rules and regulation. • Beginning of the academic year rules are introduced to the students through induction/ orientation programmes. • Punctuality discipline, practice of moral, ethical/social values and cleanliness hygiene are emphasized in the code of conduct. • It is also displayed on the corridors, entrance and also on the website. • The college also has discipline committee consisting of senior professor and his/her team of teachers who supervises and looks after the overall conduct of the students.
Code of conduct for Non teaching staff	01/06/2018	<ul style="list-style-type: none"> • The Chhattisgarh higher education has given guidelines for the code of conduct for nonteaching staff. The code of conduct is effectively formed and followed by the staff and supervised by the Principal of the college. • Class IV employees are assigned duties by rotation to enhance their efficiency. They are also rewarded for their work as an incentive to motivate them.

Code of Conduct for Teachers	01/06/2018	<ul style="list-style-type: none"> • The Institution has formulated the code of conduct for staff at all levels based on the code of conduct manual published by the CG State Government and based on service conditions of institute. This helps in bringing discipline and enhance performance of teachers. • The code of conduct discusses responsibilities of teacher. Academic duties consisting of teaching, exam/assessment and coordination in carrying out various extracurricular and co-curricular activities. Teacher shall not discriminate students/colleagues adversely on Gender, political, race, caste, Creed, religion, language or for other reason of an arbitrary or personal nature. • The duties and rights are displayed on flax board in staff room of teacher and corridor as well as in the website.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Eid Celebration	16/06/2018	16/06/2018	1708
Swami Vivekananda Jayanti	24/09/2018	24/09/2018	80
Patriotic Song	23/10/2018	23/10/2018	100
Deepawali Celebration	05/11/2018	05/11/2018	1708
Christmas Celebration	22/12/2018	22/12/2018	1708
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<ul style="list-style-type: none"> • Green campus initiatives. Plantation of trees and its care • Conducted awareness program through Skit, Essay writing and other competition. • Swachhata programs conducted by NSS and NCC time to time. • Maintenance of garden including Nutrition garden, Botanical garden, medicinal plant garden, flower garden and carpet grass Ground water recharge system: Rain water harvesting system built in the campus to recharge under-ground water table.

Composting of litter in the campus and Promotion of organic farming. • Consistent use of compost pit (Zero waste campus) Environmental awareness program conducted by different Cell associations of the college. • "Vermi Compost" is prepared inside the college campus and use it as organic fertilizers. Recycling/disposal.

Plastic and polythene prohibited zone. • College Management banned use of polythene items used for regular purpose. • The institution has stopped the use of plastic bags in the campus and declare as plastic free zone. • Canteen has stopped using plastic plates. • During College class hours, vehicular noise pollution is maintained. • Waste is segregated into dry and wet waste dustbins and delivered to Nagar Nigam Surguja waste collection vehicle.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practices 1. FINANCIAL SUPPORT TO ECONOMICALLY WEAKER STUDENTS – Objective -To assist the students belonging to economically poor background to pursue higher education. The context: The college was established with the vision-mission to cater to the educational needs of the students belonging to the rural and economically / socially backward section of the society. Keeping this in focus, the college is committed to provide financial support to girls willing to pursue higher education in our institution. The practice : First of all the admission committee looks into the matter and studies the background of the person concerned to know the genuineness of the case. If the candidate is found deserving to be helped, the committee recommends the case to the principal for necessary action. The final decision is taken by the principal.

Evidence of success: In the academic year 2018-19, students were given financial assistance and they successfully completed either their degree program or post graduate programme. Problems Encountered and resources required: Difficulty in raising sufficient fund. Some of the poor students consider it as a prestige issue and does not want to reveal that they are poor.

Title of the practices : 2. CLEAN AND GREEN CAMPUS Objective of the practice: • To ensure health and safety of staff and students and to provide oxygen rich environment to facilitate better teaching and learning. • To promote positive attitude, pleasant environment, happiness and well being among staff and students. The context: Cleanliness is an integral part of healthy environment which influences the learning experiences of the students and performance of the staff positively. The practice: The management make sure that the college premises are kept clean everyday on a 24/7 basis to provide a healthy and safe environment for the staff and students by daily cleaning and effective waste disposal policies. The institute work with faculty, students and support staff to foster a green culture to plant trees and protect them. Conduct awareness programmes regarding the importance of clean and green environment, sensitizing students and staff for the minimum use of polluting product like use of plastic bottles and use of carry bags, rain water harvesting, composting etc. Evidence of success: Increased awareness among staff and students, a lush green, beautiful and clean campus. Eco friendly practices by staff and students. Problems Encountered : To generate fund for payment of support staff appointed for this purpose.

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

<https://www.holycrosswcamb.com/Cloud/practices.aspx>

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

Distinctive quality of college : Women's Empowerment to its vision, priority and thrust- Women play a central role in the stability progress and development of any nation. Rural women especially play a key role in supporting their households and communities in achieving food and nutrition, income generation and improving rural livelihoods and overall well-being of their family and society. Therefore women empowerment is a must to bring about changes in any society. Knowledge is the most powerful engine to empower women. If women are educated they become the agent of change in the families and in the society.

Holy cross women's college Ambikapur managed by Pavitra Cruz Sisters Association of Holy Cross Sisters, since its origin, has been active in the field of education. This is part of its effort to share in the country's educational undertaking. Holy Cross Women's College the first college for women in the region/District aims at the integral and personalized education of women and adapts a holistic approach to educate and empower women of the rural and tribal area of different districts of Chhattisgarh, where practices such as gender inequality, early marriage, domestic violence, persecution for dowry, rape, honour killing, female foeticide, human trafficking, which craft etc. still continue to exist. Women education is still perceived as unnecessary. When the financial issues rise in the family, it is the daughters who would be pulled out of schools or stopped from pursuing higher education. If the daughter wants to go for higher education, it becomes a matter of discussion in the families and among the relatives. In such a background Holy Cross Women's College, Ambikapur strives to produce intellectually well trained, morally upright, socially committed, spiritually inspired women for the India of today, through value based education. In our institutions, we empower and encourage them to strive after excellence in every field, to be selfless in service of their fellow human being and to become agents of social change. We achieve this goal by providing opportunities for the holistic development through various activities, competitions, cultural programmes, field study, internship, lectures, seminars, awareness programmes on women rights, leadership opportunities, social activities, sports, promoting NSS/NCC units etc in the college. Almost all our alumnae get job opportunities in different government and non government sectors, many of them are holding top education sectors and other offices, Industry, even foreign countries earning income for the family to raise the quality and standard of living. While many others are serving as enlightened women in the family and society and contribute to the growth and development.

Provide the weblink of the institution

<https://www.holycrosswcamb.com/Cloud/distinctiveness.aspx>

8.Future Plans of Actions for Next Academic Year

- To conduct communicative English for all.
- To strengthen eco friendly activities in the campus.
- To install more solar panels to reduce energy consumption.
- To set up nutrition garden for Home science Department.
- Promotion of Alumnae activities.
- Cataloguing green diversity of the campus.
- To enhance use of ICT tools in teaching-learning.
- To promote Industrial collaboration and field study.
- To open PG courses in M.A Geography and M.sc Mathematics.
- To have MOU for Industrial / institutional collaborative activities.