

# HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR



**Accredited by NAAC with Cycle 3 'B' Grade**

**Affiliated to Sant Gahira Guru Vishwavidyalaya**

**Recognized by UGC under 2f & 12(B) of UGC act, 1956**

## Academic & Administrative Audit Report 2019-20

Prepared by:

Internal Quality Assurance Cell.

## Contents:

1. Introduction to Academic Audit
2. Audit Committee Members
3. Schedule of the Academic Audit
4. Institutional Profile
5. Summary of Report
  - ❖ Curriculum, Courses
  - ❖ Infrastructural Facilities
  - ❖ Library Books
6. Overall Assessment
7. Conclusion
8. Suggestions

## **1. Introduction to Academic Audit:**

The main objective of an academic audit is to ascertain departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education.

An increasingly prevalent trend in the higher education scenario in India in recent years is the willingness and drive by institutions and universities to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the institution's vision and mission. More and more colleges of Institutions and universities in the country volunteer to subject their activities and performances to be critically reviewed and audited by national and international agencies. The contributions by national bodies such as the National Assessment and Accreditation Council (NAAC) in the educational sector have sensitized an increasing number of forward-looking establishments in the country to participate, learn and benefit from the expertise and readiness of these agencies to foster such participatory learning. Creation of internal quality assurance mechanisms that help to inculcate the gains made from such efforts in the day-to-day work ethics and organizational culture of the institution is an indispensable requirement in any quality assurance scheme. The Internal Quality Assurance Cell (IQAC) advocated by NAAC belong to such recommendations. The Institution completed Third Cycle of accreditation by NAAC, which was held from 19<sup>th</sup> January 2015 to 21<sup>st</sup> January 2015 and received the certificate of accreditation on March 3, 2015, securing 'Grade B' with a Cumulative Grade Point Average of 2.8 out of 4.0 points.

## **2. Audit Committee Members:**

### **Internal Audit Committee Members:**

<b>S. NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>POSITION IN IQAC</b>
1	Dr. Sr. Shanta Joseph	PRINCIPAL, Holy Cross Women's College, Ambikapur	IQAC CHAIRMAN
2	Dr. Usha Shukla	Asst. Prof. & Head, Dept. of Chemistry, H.C. Women's College, Ambikapur	IQAC Member
3	Mr. S. S. Ali	Asst. Prof. & Head, Dept. of Commerce, Holy Cross Women's College, Ambikapur	IQAC Member
4	Mrs. Divya Singh	Asst. Prof., Dept. of Psychology, Holy Cross Women's College, Ambikapur	IQAC Member
5	Miss Nisha Shrivastava	Asst. Prof. & Head, Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
6	Sr. Anita Minj	Asst. Prof., Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
7	Mrs. Sangeeta Sagar	Librarian, Holy Cross Women's College, Ambikapur	IQAC Member
8	Dr. Kalpana Guha	Asst. Prof. & Head, Dept. of Economics, H.C. Women's College, Ambikapur	IQAC Member
9	Dr. Sr. Manju Toppo	Vice Principal, Holy Cross Women's College, Ambikapur	IQAC Member
10	Dr. Tripty Pandey	Asst. Prof. Sociology, H.C. Women's College, Ambikapur	IQAC Member
11	Mr. Akil Ahmad	Asst. Prof. & Head, Dept. of Computer Sc. Holy Cross Women's College, Ambikapur	IQAC Member
12	Mrs. Mamta Lakra	Asst. Prof., Dept. of Home Sc., Holy Cross Women's College, Ambikapur	IQAC Member
13	Dr. Seema Mishra	Asst. Prof. & Head, Dept. of Geography, Holy Cross Women's College, Ambikapur	IQAC Member
14	Dr. Neena Gupta	Asst. Prof., Dept. of Economics, Holy Cross Women's College, Ambikapur	IQAC Member

15	Mr. Alok Chakraborty	Asst. Prof., & Head Dept. of Mathematics, Holy Cross Women's College, Ambikapur	IQAC Member
16	Mrs. Aruna Kujur	Asst. Prof. Dept. of Geography, Holy Cross Women's College, Ambikapur	IQAC Member
17	Mrs. Alma Minj	Asst. Prof. & Head, Dept. of M.S.W., H.C. Women's College, Ambikapur	IQAC Member
18	Mrs. Sangeeta Pandey	Asst. Prof., Dept. of Hindi, Holy Cross Women's College, Ambikapur	IQAC Member
19	Mrs. Mridula Singh	Asst. Prof. & Head, Dept. of Hindi, Holy Cross Women's College, Ambikapur	IQAC Member
20	Miss Pallavi Ambastha	Asst. Prof. Computer Sc., Holy Cross Women's College, Ambikapur	IQAC Member
21	Sr. Divya Gulab Minj	Asst. Prof., Dept. of Mathematics, Holy Cross Women's College, Ambikapur	IQAC Member
22	Miss Mary Stella Minj	Office, Holy Cross Women's College, Ambikapur	IQAC Member

### **External Audit Committee Members:**

S. No	NAME	DESIGNATION	ADDRESS
1	Dr. Jai Bhagwan	Principal	Sant Hari Dass College of Higher Education Bani Camp, Najafgarh, New Delhi - 110043
2	Dr. Mahesh Sharma	Associate Professor	IIMT (GGSIPU), Delhi

### **3. Schedule of the Academic Audit: Date – 12<sup>th</sup> Oct., 2020 to 15<sup>th</sup> Oct. 2020**

1. Name of the External Auditor: **Dr. Jai Bhagwan and Dr. Mahesh Sharma**

Following departments were visited by the external members as per the timings mentioned in the schedule:

Time	Visit to the Department
8.30 AM – 9.20 AM	Chemistry-UG/PG
	Mathematics-UG/PG
9.25 AM – 9.50 AM	Botany – UG
	Industrial Microbiology-UG/PG

9.55 AM- 10.15 AM	<b>Tea</b>
10.20 AM – 11.15 AM	Choice Based Credit System-PG
	English Literature– UG/PG
	Biotechnology – UG/PG
11.25 AM – 12.00 PM	Commerce – UG/PG
	B.Com. Computer Application – UG
12.20 PM – 1.00 PM	Physics – UG
	Microbiology – UG/PG
1.00 PM – 2.00 PM	<b>Lunch</b>
2.00 PM – 2.45 PM	Hindi Literature – UG/PG
	MSW- PG
2.50 PM – 3.40 PM	Economics – UG/PG
	Geography – UG/PG
3.45 PM – 4.30 PM	Psychology – UG/PG
	PGDCA – PG
4.35 PM – 5.00 PM	Computer Science – UG

#### **4. Institutional Profile:**

##### **A. Curriculum**

Name of the College	Holy Cross Women’s College
Place	Ambikapur
District	Surguja
State	Chhattisgarh
Year of Establishment	1971
Affiliating University	Sant Gahira Guru Vishwavidyalaya, Surguja, Ambikapur
College type	Women’s College
Location	Rural
Financial Status	Grants – in Aid/UGC 2F and 12B/Self Financing
<b>Number of Departments</b>	
UG Arts – 09	English Literature Hindi Literature Geography Psychology Sociology Political Science Economics History Home Science
UG Science Stream – 07	Botany Physics

	Chemistry Mathematics Industrial Microbiology Computer Science
UG Commerce - 02	Commerce B.Com. Computer Science
UG Home Science	Home Science
PG Arts - 04	Psychology Economics English Hindi
PG Science – 03	Microbiology Biotechnology Chemistry
M.S.W. – 01	M.S.W.
PGDCA – 01	PGDCA
Research Department – 05	Commerce Economics Psychology Microbiology Hindi

- Separate Certificate course on Basic Computer to commerce, Science Streams, Arts Streams and Home Science conducted
- The students are encouraged to take up Research in their respective domains.
- Self-Learning is promoted through the Add on Courses and Value-Added Courses.
- The students are given opportunity to learn the art of doing a Project in House and Industrial Project.

Holy Cross Women's College, the first Women's College in Surguja District of Chhattisgarh, has a dynamic and empowering educational environment for young women seeking, an undergraduate or post graduate degree in Science, Home-Science, Commerce and Arts. Inspired by the life and teachings of Jesus Christ who came to give fullness of life to all and his call to spread the good news of love, peace, justice and equality and following the example of our founders Fr. Theodosius Florentini and Blessed Mother Maria Theresa Scherer, since its inception in 1971, it has been catering to the needs of women of this rural, tribal and backward area.

College has the proud record of being one among the top Ten College's in India and the only College in MP & Chhattisgarh which underwent accreditation by NAAC for the first time in 1998 and to receive 5 star grade which was the highest at that time. At present it is getting ready for the 4th cycle of accreditation by National Assessment and Accreditation Council.

This pioneering knowledge hub of the state attracts students from all over through its value based Education. Apart from providing quality education, the college has been crossing one milestone after another in preparing young women to excel in every field along with academic achievements, intellectual development and character formation.

Following the motto of our Founder – “**The need of the time is the will of God**” the college has also taken keen interests in education of young women in cultural, religious tolerance and ecosensitivity by instilling in them the true spirit of the constitution of India so that they become responsible citizens.

Ever on its onward journey of excellence, our efforts are ceaseless to explore new possibilities, and to trap the limitless opportunities in empowering the women of today for a better tomorrow.

### **Faculty profile**

Faculty Strength	Teaching Staff – 64 Placement officer – 01
Qualification	Ph. D – 14 Registered for Ph. D – 05 M. Phil –16 Master - 34
NET/SET Qualified	NET/SET - 11

### **B. Infrastructural Facilities**

- ICT enabled Seminar halls
- ICT enabled Class Rooms
- Wi-Fi enabled class rooms in all the Blocks
- Ground Water Harvesting Facility
- Rain water harvesting
- Library with WiFi facility
- Hostel facility
- Borewell facility
- Solar energy facility
- Power backup facility
- Green, clean and Eco-friendly Campus
- Water purification facility (Aqua guard)
- Canteen facility
- First Aid facility
- Auditorium facility
- Sports indoor and outdoor
- Municipality water facility

### **C. Library Books**

Following E-Resource has been subscribed to;

- E-Journals



Total No. of Books	35341
Reference Books	1500
Journals	1703
E-Journals	00
Ph. D Thesis	08
M.R.P.	05
Dissertation	268
Magazine Competitive	331
Magazine General	303
CD & Videos	39

### **5. Summary of Report:**

- The evaluation process followed in the laboratory is good.
- No of volumes of Text books at library is well maintained.
- Placement activities and placement related training are good.
- Admission process is well maintained.
- Academic Management is focused to achieve the learning outcome.
- The curricular and the co-curricular activities are well balanced in the Teaching Learning environment to provide holistic education to the students.
- Teaching Learning and Evaluation has rigour and vitality.
- Equity of access is taken care of in the admissions.
- The admission committee is vigilant in making the admission process transparent and efficient.
- IQAC provides Faculty enrichment programmes and Orientation Programmes for students.
- IQAC also conducts feedback on the Governance and Leadership along with faculty members.

### **6. Overall Assessment:**

Institution overall Academic Audit was conducted in well organized and in transparent manner.

- Uniform for students is a good practice.
- No of volumes of Text books at library is sufficient.
- Wi-Fi bandwidth is good.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members are good.
- Placement activities and placement related training are good.
- Canteen and hostel facilities are good.

## **Student Support Services:**

- i. **NCC (Army Wing):** True to the history and heritage of the Country, the NCC (Army Wing) is doing a commendable service in the College. It has traversed a long way in inculcating the self-discipline and the National spirit among the brave students of this college. There are numerous activities organized by this unit in the academic year 2019-20.
- For the training of NCC cadets 28 CG BN Raigarh organized a CATC I camp at Govt. ITI College Raigarh from 01/05/2019 to 10/05/2019. In this event 10 cadets of the College participated.
  - International yoga day was celebrated in the Holy cross women's college Ambikapur. In this event 35 cadets of the College participated, dated 21/06/2019.
  - For the training of NCC cadets 28 CG BN Raigarh organized a TSC camp at Govt from 07/07/2019 to 13/07/2019. ITI College Raigarh. In this event 10 cadets of the College participated.
  - For the training of NCC cadets 28 CG BN Raigarh organized a Joint annual training camp at Bilaspur from 14/07/2019 to 23/07/2019. In this event 10 cadets of the College participated.
  - Independence Day 15.08.2019 celebrations were organized at Govt. R. G. P. G. College Ambikapur Surguja. In this event 53 cadets of the college participated.
  - Tree plantation was done in village Labji on 20.08.2019. In this event 07 cadets of the College participated.
  - Under swachh Bharat Abhiyan, cleanliness was done on 28.10.2019 in District Hospital Ambikapur Surguja. In this event 25 cadets of the College participated.
  - For the training of NCC cadets 28 CG BN Raigarh organized a CATC camp at Govt from 21/11/2019 to 30/11/2019. ITI College Raigarh and Raipur. In this event 10 cadets of the College participated.
  - NCC Day function was celebrated in Govt. R. G. P. G. College, Ambikapur on 24/11/2019. In this event 53 cadets of the college participated.
  - Under Swachh Bharat Abhiyan, cleanliness was done in Govt. Multipurpose H.S. School, Ambikapur Surguja on 07.12.2019. In this event 20 cadets of the College participated.
  - Republic day celebrations were organized at Govt. R. G. P. G. College Ambikapur Surguja on 26/01/2020. In this event 53 cadets of the college participated.
  - "B" certificate exam was held on 16/02/2020 in Raigarh in which 17 cadets appeared.
  - "C" certificate exam was held on 26/02/2020 in Raigarh in which 12 cadets appeared.

The above programmes helped students to be disciplined, energetic and active. The most welcoming thing is that the students in large number are participating in the multifarious activities of NCC and many of them have enjoyed the benefit of their participation to shape their future life.

ii. **Youth Red Cross Wing:** At advent of the academic year students took keen interest for activities undertaken by Red Cross Unit. Students who have great concern for the downtrodden, deprived and under privileged people undertook various awareness programs.

- Through the Red Cross unit students blood test for diagnosing blood group for all first-year students were successfully done.
- On 08.09.2019 “International Literacy Day” organized a rally in village Dwarika Nagar, Surajpur district. Planted trees in order to preserve ground water level. Students put up some cultural program on literacy, such as dance and short drama.
- Red Cross unit provided primary treatment for players during the State level basketball tournament, which was conducted on 19.09.2019
- Students and teachers donated blood in Holy Cross Hospital, Ambikapur on 22.10.2019 under Red Cross unit activities.
- Red Cross unit conducted a competition on “Blood Donation” dated 23.10.2019 in which Sakshi Gupta, B.H.Sc. II, Sudha Rajwade, B.H.Sc., and Akanksha Kujur, B.H.Sc. secured first, second and third respectively.
- On 01.12.2019, World AIDs Day students conducted AIDs awareness rally in village Mirgadanr, also performed natak. With the response of the villagers students were able to bring more awareness about AIDs and program was successful.
- Two days sports day 13.01.2020 to 14.01.2020 was organized in the college in which Red Cross unit arranged for primary treatment.
- Nearly 1596 students were the part of the Red Cross unit during the year 2019-2020.

Through this, the college has demonstrated the kind of leadership to inculcate the concern for the society. It is observed that the college is highly respected by the society for producing the students with human values.

- iii. **National Service Scheme (NSS) unit:** Students participation for various noble causes are well appreciated by the society. NSS students are engaged in attending various activities such as Swachhta Pakhwada and Swachhta Awareness from 01/08/2019 to 15/08/2019 in which slogan writing, nuked natak, Swachhta awareness etc. highlighted, posahn aahar program (awareness about personal health, importance of health) on 17.09.2019, Raseyo Sthapna Divas on 24.09.2019, lecture on thoughts of Gandhi (speech and rally) on 02.10.2019, social camps (speech, rally, cultural program, drama, vermicompost making etc.) from 19.11.2019 to 22.11.2019, workshop on the occasion of constitution week celebration (social consciousness and legal awareness) on 26.11.2019, youth day celebration on the occasion of Vivekanand Jayanti (awakening among students about life of Vivekananda) on 12.01.2019.
- iv. **Alumnae Association:** Alumni Association of the college is making efforts to make its contribution for academic development of the students. The Association has instituted an endowment Fund for giving prizes for curricular achievements of the students. The Association is being reorganize systematically. It promotes a sustained sense of belongingness to the Alma Mater among the alumnae by being in regular contact with them. The alumnae, acknowledge their gratitude to their Alma Mater. Association promotes harmonious understanding and equal respect for all religions, cultures, communities and ideologies and for those purposes to arrange cultural programmes, seminars as well as workshops.
- v. **Financial support to the students:** Students benefited by scholarships and free ships provided by the Government/non-government agencies and institution during the year 2020-21.

## **7. Conclusion:**

- Excellent infrastructural resources.
- Record keeping and retrieving is well maintained.
- Good demonstration by all during the audit.
- Environmental studies subject is made compulsory to students to create awareness of green energy.
- Tree sapling as a gift to guest Instead of Bouquet of flowers is a good practice
- Number of faculty members as per council norms,

- Student ratio (1:30).
- Qualified and experienced faculty members.
- Vibrant and disciplined student community.
- 100 % student admission every year.
- Formulation and meticulous implementation of good academic calendar.
- Good harmony among faculty members.
- Well planned Lesson plan execution by the faculty
- Management is with attitude of employee welfare.
- Good common facilities such as bank, hospital, sports, guest house, health Centre etc.
- State of art infrastructure, computer and internet facility, latest software.
- Well-connected campus.
- Well planned Faculty Development and faculty training Programmes.
- Active student cooperation with the Institution.
- Interactions with professionals through industrial visits, guest lecturers & In-plant training.
- Innovative methods in teaching and evaluation process are adopted.
- Opening to the faculty members to work on university authorities such as academic council etc.

## **8. Suggestions:**

- Faculty should use statistical tools based on analysis in their respective subject.
- Departmental objective has to maintained in one standard format.
- Student Monitory Record has to be standardized and maintained in the sameformat by all departments.