



Yearly Status Report - 2016-2017

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 Womens College, M.G. Road, Patparia
City/Town		Ambikapur
State/UT		Chhattisgarh
Pincode		497001

2. Institutional Status																															
Affiliated / Constituent	Affiliated																														
Type of Institution	Women																														
Location	Urban																														
Financial Status	Self financed																														
Name of the IQAC co-ordinator/Director	Mrs. Sabita Roy																														
Phone no/Alternate Phone no.	07774230690																														
Mobile no.	8720003010																														
Registered Email	iqachcwc@gmail.com																														
Alternate Email	hcwcoffice@gmail.com																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	https://www.holycrosswcamb.com/Images/Multipdf/AOAR%202014-15.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.holycrosswcamb.com/Images/Multipdf/Academic%20Calendar%202016-17.pdf																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Five Star</td> <td>798</td> <td>1999</td> <td>09-Jan-1999</td> <td>08-Jan-2004</td> </tr> <tr> <td>2</td> <td>B++</td> <td>84.0</td> <td>2005</td> <td>20-May-2005</td> <td>19-May-2010</td> </tr> <tr> <td>3</td> <td>B</td> <td>2.8</td> <td>2015</td> <td>03-Mar-2015</td> <td>02-Mar-2020</td> </tr> </tbody> </table>						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
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3	B	2.8	2015	03-Mar-2015	02-Mar-2020																										
6. Date of Establishment of IQAC	05-Feb-2004																														
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
Participation in All India Survey on Higher Education.	23-Mar-2017 01	1727
Orientation programme for freshers.	07-Jul-2016 01	608
Participation in Swacha Bharat Abhiyan.	19-Sep-2016 03	1727
Preparation of academic calendar.	26-Jun-2016 06	1727
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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, Ambikapur	Salary	Higher Education (State Government)	2017 01	22948000
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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 :

2

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)

- Internal academic audit.
- Submission of college data in All India Survey on Higher Education.
- Promotion of cultural sport activities along with academic activities.
- Organizing Yoga Training / Lectures for staff and students.

Preparation of Academic / Activity Calendar.

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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
To organize guest lecture on yoga & meditation.	Organized yoga practice on 21.06.2016 and lecture on 08.07.2016
Conduct of aptitude test and counselling.	Aptitude test conducted and few students were advised to change the stream or subject.
Preparation of academic / activity calendar	Academic / Activity calendar prepared and implemented for the year 201617
Submission of data in All India Survey on Higher Education.	Submitted on 23.03.2017 and certificate received.
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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

2017

Date of Submission

23-Mar-2017

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 traditional methods of delivering content in higher education institutions do not work well with the present day learning. Therefore the institution has

developed a well planned curriculum delivery and documentation mechanism. The college follows the curriculum designed by the university as it is an affiliated college and prepares the academic calendar based on the calendar given by the department of higher education. 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 irregularity 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. Multimodal teaching and learning is encouraged in the college for delivering the content of the curriculum to the students. Different teaching methods are adapted based on the subject to deliver the course content to the students like think pair share technique, use of black/white/green boards, Drills and practice, scientific models and charts, group discussion, and presentation by students, question answer methods, 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. Advance instrumentation facility is provided in the lab for the use of students to ensure experiential learning. Record of attendance of students is maintained by each faculty to ensure regularity in the class. Guest lectures, seminars and workshops are organized regularly. Internship/project work/dissertation/practical/field visit are conducted as part of their curriculum. Remedial and tutorial classes are also conducted as per the need of the students especially those coming from the deprived section of the society.

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	18/07/2016	180	Both	Yes
Nil	PGDCA	01/08/2016	365	Both	Yes
Certificate in Beautician course	Nil	01/08/2016	180	Both	Yes
Certificate in Music	Nil	01/08/2016	180	Both	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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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	26/06/2016
MSW	Social Work	26/06/2016
MA	English Literature	26/06/2016
MA	Economics	26/06/2016
MA	Psychology	26/06/2016
MA	Hindi Literature	26/06/2016
MSc	Chemistry	26/06/2016
MSc	Microbiology	26/06/2016
MSc	Biotechnology	26/06/2016

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

	Certificate	Diploma Course
Number of Students	1211	7

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	01/08/2016	1503
Communicative English	04/09/2016	320
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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	33
MA	Psychology	24
MA	Economic	9
MSc	Microbiology	15
MSc	Biotechnology	15
MA	Hindi Literature	11
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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)

Feedback Obtained

The internal quality assurance cell makes it mandatory to collect feedback from all stakeholders to learn the impact of all the efforts taken by the institution at all levels. Feedback is collected from students by circulating the feedback forms. 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. Feedback collected is brought to IQAC for further analysis and report of analysis is presented to the head of the Institution. The feedback of the teacher is collected and submitted to the principal or vice-principal directly for review and necessary action. Overall observation especially areas of improvement is discussed in the faculty/department/college council meeting for improvement in the next academic year. Based on the feedback corrective measures are taken by the management to improve overall qualities and better performance by staff and students. By means of the feedback mechanism the staff is made aware of the areas of improvements in general and in person and instructed her/him by the Principal to work towards betterment. Relevant strategies such as curriculum modification, introduction of certificate courses, conducting co-curricular activities, practical skills field study are organized for better learning.

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
BA	Arts	300	94	94
BCom	Commerce	160	165	103
BCom	Computer Application	50	93	50
BSc	Home Science	50	35	33
BSc	Botany	250	254	192

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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
2016	1503	163	16	3	40

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
59	30	7	12	3	8
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college strive to develop multiple competencies of the students that may contribute to their academic/professional success along with living a meaningful and happy life. Therefore we focus on a student centric education system where all the teaching - learning and other activities are based on the personal transformation of students. In this context mentoring of students is immensely important. The mentor along with teaching help the mentee to develop self confidence, 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 them 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. 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. They are also given guidance with regard to the career opportunities and possibility of higher studies. 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. 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. Mentors help students interpret their program guidelines and clarify different aspects of curriculum. They constantly encourage students to come forward with their ideas at all stages of their development. They are also motivated to expand their skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1666	59	1:28

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
59	59	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
Nil	Nil	Nil	Nil
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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
MSc	211	I Semester	10/12/2016	21/02/2017
BA	101	I Year	28/04/2017	13/08/2017
BCom	121	I Year	25/03/2017	22/06/2017
BSc	149/150	I Year	03/04/2017	28/07/2017
MSc	211	I Year	01/12/2016	21/02/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Student progress throughout the course of their study is evaluated through continuous internal assessment. Their performance is assessed periodically both at the undergraduate and post graduate level. Different methods are used for each course and are 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. 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. 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. This approach allows the tracking of students progress time to time and gives opportunity to give constructive feedback for improvement.

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

Academic calendar is prepared well in advance which includes the time table for conducting internal assessment of students periodically. 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. The management ensures the implementation of academic calendar by faculty especially with regard to conduct of internal examinations.

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
151	BSc	Home Science	17	17	100
149/150	BSc	Science	250	248	99.20
101	BA	Arts	42	42	100
121	BCom	Commerce	120	120	100
191	PGDCA	Computer Application	9	8	88.88

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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
Total	00	Nil	0	0
Any Other (Specify)	00	Nil	0	0

International Projects	00	Nil	0	0
Students Research Projects (Other than compulsory by the University)	00	Nil	0	0
Projects sponsored by the University	00	Nil	0	0
Industry sponsored Projects	00	Nil	0	0
Interdisciplinary Projects	00	Nil	0	0
Minor Projects	730	UGC CRO, Bhopal	120000	120000
Major Projects	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
Nil	Nil	

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
Nodal Officer for Voter Awareness	Dr. Aruna Saket Tripathi	Office of Collector and District Election Officer, Surguja	25/01/2017	District level
Bhartiya Sanskriti Gyan Pariksha	Dr. Aruna Saket Tripathi	Akhil Vishwa Gayatri Pariwar, Haridwar, U. P.	01/01/2017	Educational
Voter Awareness Programme	Dr. Aruna Saket Tripathi	Office of Collector and District Election Officer, Surguja	15/01/2017	District level
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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
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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	2	1	Nil	Nil
Presented papers	Nil	3	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
Three Days of Literacy programme	NSS College Unit	1	100
Tiranga March	NSS College Unit collaboration with Sant Gahira Guru University	1	50
AjadiYad karo Kurban	NSS College Unit collaboration with Sant Gahira Guru University.	1	25
Parasailing and Slithering	NCC college unit and Fun Sport and Karishma Lodia, Raipur	1	34
Swachchhata Pakhwara	NCC Holy Cross Women's College Unit with 28 C.G. BN-NCC, Raigah (CG)	1	43

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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
Independence Day Parade 2016	Girls wing got Third position in district level Independence day parade	District Administration	53
NCC Day 28-11-2016	Special award for selected cadet in Rajpath parade 2016	CRPF	1
SVEEP (Voter Awareness Campaign)	Best Nodal Officer	Election Commission, Govt. of India.	1000

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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
Parasailing and Slithering training	Fun Sports and Karishma Lohia at Darima Airstrip, 28 CG BNNCC, Raigarh	Parasailing and Slithering Training	1	34
Swachchhta Pakhwara	NSS college unit	Lecture on cleanliness during orientation programme	1	25
Swachchh Bharat Mission	NSS college unit	Various cleaning activities	1	100
National Level Exam	Physics Dept. HCWC, Ambikapur and Indian Association of Physics Teachers.	National Graduate Physics Examination	1	64

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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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	Institutional observation and case study	Holy Cross Asha Nikunj Viklang Kandra Ambikapur Dist.-Surguja (C.G.)	27/08/2016	27/08/2016	08
Academic	Institutional observation	Aastha Nikunj Vridha	24/09/2016	24/09/2016	08

	and case study	Aashram Ambikapur Dist.-Surguja (C.G.)			
Academic	Institutional observation and case study	Nav Jeevan Nasha Mukti avam Purnavas Kendra Ambikapur Dist.-Surguja (C.G.)	04/10/2016	04/10/2016	08
Academic	Institutional observation and case study	Jila Pariyojna Liveli Ambikapur Dist.-Surguja (C.G.)	20/10/2016	20/10/2016	08
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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
500000	307513

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	Nature of automation (fully	Version	Year of automation
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software	or partially)		
Nil	Nil	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	34583	5214531	85	40540	34668
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)	72	Nil	Nil	Nil	72	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	36	5	1	8	24	10	0
Added	0	0	0	0	0	0	0	0	0
Total	83	4	36	5	1	8	24	10	0

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

No Data Entered/Not Applicable !!!

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, Projector	https://www.youtube.com/channel/UCX9WWRU_TJly4a0xvxEK9Cg/featured

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
1300000	1281712	2100000	2243052

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

The college has a well established system for maintenance and optimum use of available infrastructure. Constant effort is put in to maintain the existing infrastructure and other facilities of the college. There is delegation of work by constituting different committees to ensure active participation of staff. From campus manager to head of the institution down to the support staff is 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 supporting staff after the class hours. Well equipped laboratories are maintained and upgraded as per the requirement. For procurement of equipments / chemicals / glass wares 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 glass wares 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. Sport facilities include a well maintained play ground with facilities for games sports. 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 is done at the request of departments / in charges through the purchasing committee. 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 which is 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 are collected. If the book is lost, new book is purchased and given or double amount of the cost of book is to be submitted.

<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	Student Aid Fund	42	99980

from institution			
Financial Support from Other Sources			
a) National	Post Metric Scholarship	292	1519141
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
Yoga Day	21/07/2016	40	Sant Gahira Guru University, Ambikapur
Nari Niketan visit - personal counselling	24/01/2017	10	Holy Cross Women's College, Ambikapur
Yoga Training Orientation Programme	09/07/2016	50	Holy Cross Women's College, Ambikapur
Yoga day celebrated by NSS Volunteers	21/06/2016	52	Holy Cross Women's College, Ambikapur
International Yoga Day was celebrated by NCC Cadet	21/06/2016	7	Holy Cross Women's College, Ambikapur with 28 C.G. BN-NCC, Raigarh (CG)
View File			

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
No file uploaded.					

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
Nil	Nil	Nil

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
2016	39	PG	M.Sc., M.A., M.Com.	Different state and central Universities and affiliated college	B.Ed./ PGDCA/ Coaching
2016	12	UG	B.Sc.(Home Science)	Different state and central Universities and affiliated college	M.H.Sc.
2016	21	UG	B.Com. (Computer Application)	Different state and central Universities and affiliated college	M.Com.
2016	29	UG	B.A.	Different state and central Universities and affiliated college	M.A.
2016	55	UG	B.Com	Different state and central Universities and affiliated college	M.Com.
2016	36	UG	B.Sc. (Mathematics)	Different state and central Universities and affiliated college	M.Sc
2016	41	UG	B.Sc. (Different	M.Sc

			Computer Science)	state and central Universities and affiliated college	
2016	13	UG	B.Sc. (Industrial Microbiology)	Different state and central Universities and affiliated college	M.Sc
2016	130	UG	B.Sc.(Botany)	Different state and central Universities and affiliated college	M.Sc
No file uploaded.					

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
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
10 Minutes Makeup and Saree ware competition	College level	12
Basketball competition (Women)	State level	5
Basketball competition (Women)	District level	12
Inter University Cross Country competition (Women)	National level	4
View File		

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
View File						

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 2016 - 17 the office bearers of student council and the members were elected by the students as per the university guidelines. Once the student union is constituted with the student council and with office bearers of activity societies, college organizes oath taking ceremony. 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. These activities are conducted through different Societies/Associations/Clubs namely Cultural Society, Social Work unit which includes NSS/NCC/Youth Red Cross/ ST/SC Welfare Committee/ Cultural society/ Legal Aid Clinic, Sports Society, Ecoclub, Society on Gender Issue, Science/Arts/Home Science/Commerce associations, USM, EBSB club, 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. They also function as IQAC and discipline committee members and help in maintaining discipline during college assembly and overall discipline of the campus. Celebration of Holy Cross Day, participation in Youth festivals, Programmes on annual prize distribution day etc. are other initiatives.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

110

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)

1. Student Union : A student union is constituted in the college with a teacher in charge, student council and activity societies as its components. The office bearers of the union was elected by the students. In order to conduct the election process smoothly different committees were made and duties were assigned by the principal. The teacher in charge is appointed before the election process and is responsible for a free and fair election along with other committee members. The student union is responsible to promote democratic values and principles amongst students. They also lead the students with responsibility to emerge as value oriented leaders to promote human rights and dignity, to prevent ragging, to promote intellectual, social, and cultural activities in the campus. The members of the union also function to promote discipline and to attain quality parameters set by the institution. 2. 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.

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
Admission of Students	<ul style="list-style-type: none"> • Admission form along with prospectus is given out for candidates aspiring to take admission in the college. • Duly filled admission form along with required documents is submitted to the college. • Admission committee is constituted by the principal and the overall process of admission is monitored by the admission in charge 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. Once the admission process is completed library card is given to students for the use of library.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • 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.
Human Resource Management	<p>The college recruits teaching and non teaching staff as per the requirement and sanctioned post and assigns academic and non academic duties to achieve the quality benchmark set by the institution, 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</p>

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 were encouraged. Opportunities are provided for the holistic development.

Library, ICT and Physical Infrastructure / Instrumentation

- 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, 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

A research promotion committee is constituted. Principal always encourage the faculty to carry out research projects and to write research papers. Publication of research journal Surging Research Waves is done by the college. Faculty and students are encouraged to undertake research projects and apply for funding for the same. Post graduate students carry out research as part of their curriculum.

Examination and Evaluation

- The yearend examinations are conducted by the university. The college conducts regular unit tests as part of the internal assessment and model exam in preparation for the university exam.
- It is compulsory for every student to appear for the unit tests. For second and final year students got choice between model exam or assignment where as it is compulsory for all first year students to appear for model exam.
- 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. Copies of internal exam and model exam are evaluated by the concerned faculty and feedback given for further improvement.

Teaching and Learning

• The institute gives due emphasis on quality based education and promotes excellence in academics along with character formation and leadership qualities. • 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. Laboratories are well equipped with modern instruments due emphasis on experimental learning Technological up gradation of class rooms with Wi-Fi/Projectors/LED android TVs and smart interactive boards. ICT based teaching by all faculty is promoted

Curriculum Development

As the college is affiliated to Sarguja University, the college follows the curriculum designed by the university. Many of the faculty members of college take part in Curriculum Development as chairman of Board of studies or as members. Prepares the academic calendar based on the university calendar. Well planned curriculum delivery mechanism is adapted by the college Apart from this the college offers value added courses and certificate courses to enhance learning experiences and facilitate placements. Management 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
Planning and Development	<ul style="list-style-type: none"> • Creation of official email accounts and its use in information communication and any notifications. • The planning and development sections are computerized and exchange information between various units are done electronically. • Information/ Notifications are also uploaded in the college Website.
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. Computer and Internet facility provided in all departments.
Finance and Accounts	<ul style="list-style-type: none"> • Employee's payment through bank transfer. • Use of Net banking for bill payment. • Account backup in hard disk. • 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"> • Admission notices regarding dates/time of issue/Submission of application forms for admission, programmes / courses offered etc. is communicated through college website. Online application filled for scholarships under different schemes.
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. Information regarding the attendance of students was sent to university through email.

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
2016	Sr. Anita Minj	National level Education seminar	Ashadeep Patthalgaon	916

2017	Sr. Anita Minj	International Conference on "Darjeeling and the Eastern Himalayas: A multi disciplinary approach"	Salesian College, Sonada, Darjeeling	3150
2017	Sr. Shantamma Joseph	International Conference on "Darjeeling and the Eastern Himalayas: A multi disciplinary approach"	Salesian College, Sonada, Darjeeling	3150
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Orientat ion Programme for the new session	Nil	16/06/2016	16/06/2016	20	Nil
2016	Nil	Orientat ion Programme	16/06/2016	16/06/2016	Nil	20
2016	Motivati onal speech during the staff meeting	Nil	13/08/2016	13/08/2016	45	Nil
2016	Nil	Motivati onal speech during the staff meeting	28/06/2016	28/06/2016	Nil	45
2017	Orientat ion programme on Exam duties and Responsibilities.	Nil	28/02/2017	28/02/2017	60	Nil

2017	Nil	Orientation programme on Exam duties and Responsibilities.	28/02/2017	28/02/2017	Nil	25
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	00
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
28	59	30	35

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 field of sports, office/administrative work/extra hours of duty. • Laptop issued for study purpose. • Casual leave • Medical leave • Maternity leave • Earned leave 	<ul style="list-style-type: none"> • Employees Provident Fund. • Incentive for extra hours of duty. • Concession given to the employees children studying in the college. • Financial help given to pay Medical bills (4th Class employees). • Provision for advance taking in case of emergency for 4th class employees. • Casual leave • Medical leave • Maternity leave • Facility to bring their kids and keep in the campus. 	<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 for siblings.

6.4 – Financial Management and Resource Mobilization

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

Institution conducts External and Internal financial audit regularly. External audit is carried out by: 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. In all the cases

valid suggestions and feedbacks are taken into consideration for implementation and improvements.

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	22758000	Salary
View File		

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	Nil	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

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

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

• Financial support for education of children. • Literacy programme • meeting and feedback
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Spoken English has been taken into consideration. • Computer class and ICT classes arranged. • Remedial coaching.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Preparation of Academic Calendar	18/06/2016	28/06/2016	03/07/2016	1727
2016	Participation in Swacha Bharat Abhiyan	11/08/2016	19/09/2016	21/09/2016	1727
2016	Orientation	18/06/2016	07/07/2016	07/07/2016	608

	Programme for freshers				
2017	Participation in All India Survey on Higher Education	11/08/2016	23/03/2017	23/03/2017	1727
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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
1. Tiranga March	22/08/2016	22/08/2016	50	Nil
2. Oath ceremony on Literacy Day	08/09/2016	08/09/2016	50	Nil
3. Cleanliness and prosperity with social support	13/09/2016	13/09/2016	15	Nil
4. Guest lecture on Career awareness	10/12/2016	10/12/2016	1718	9
5. Human Rights Day	10/12/2016	10/12/2016	1718	9
6. "Youth Week"	12/01/2017	18/01/2017	80	Nil
7. Drawing competition on voter awareness	20/01/2017	20/01/2017	15	Nil
8. Voter's Day	25/01/2017	25/01/2017	50	Nil
9. Lecture on Personality development.	16/02/2017	16/02/2017	60	Nil
10. International Women's Day	08/03/2017	08/03/2017	1718	9

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

- Replacement of CFL and Tube lights with LED Bulb in the campus and whole college.
- Biogas plant built in the campus to meet the energy need up to some level.
- Most of the equipments used in college for study purpose are energy

efficient including freezer, oven, autoclave, air conditioner etc. Use of Solar panels for hot water for hostel Girls. • Composting of decomposable Solid Wastes. • Practice of organic farming in the campus. • Rain Water harvesting.

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
2016	1	1	02/10/2016	01	Voter awareness program	Importance of vote	55
2016	1	1	17/10/2016	01	Yuva Drishti Abhiyan	To give awareness on different skills.	40
2016	1	1	26/10/2016	05	Rashtriya Sammelan-National convention	To give awareness to ST/SC students about their rights.	50
2017	1	1	10/02/2017	01	De worming Day	Fit India	40

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
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Code of Conduct for Teachers	01/06/2016	<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 enhances 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.
Code of conduct for students (Discipline and Conduct)	01/06/2016	Regarding the code of conduct followed by students while studying in the college is provided in the college prospectus under the heading rules and regulations which is given to every student along with application form. The information is also uploaded in the institutional website.
Code of conduct for Non teaching staff	01/06/2016	<ul style="list-style-type: none"> • The Institution has formulated the code of conduct for Non teaching staff based on institutions own policies and based on the guidelines given by the Dept. of Higher Education, Govt. of

Chhattisgarh. The code of conduct is effectively framed and followed by the staff and supervised by the management.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Eid Celebration	06/07/2016	06/07/2016	1727
Gandhi Jayanti	02/10/2016	02/10/2016	1727
Nail art competition	24/10/2016	24/10/2016	15
National camp on Aaz ka vikas model banam Adivasi	26/10/2016	30/10/2016	50

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

- Green campus: college maintains a clean and green campus
- Swachhata programs conducted by NSS and NCC time to time.
- Maintenance of garden including Nutrition garden, Botanical garden, medicinal plants, flower garden.
- Ground water recharge system: Rain water harvesting system built in the campus to recharge under-ground water table.
- Bio gas plant Waste is segregated into dry and wet waste dustbins and delivered to Nagar Nigam Surguja waste collection vehicle.
- Composting of litter in the campus and Promotion of organic farming.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title: Value education Objective:
 - To form students as persons with values who are able to live happily and contribute to nation building.
 - To form students with humanitarian vision where values like - Respect, Tolerance, Non-violence, Social consciousness, Responsible citizenship, Honesty, Compassion, etc. practiced.
 Context: Increasing degradation in values, Growing selfishness and lack of responsibility towards family and society is seen. Practice: One period / week is incorporated in the time table for all classes. Faculty including the Principal take class as per the time table. Some of faculty are assigned to take attendance so that their presence is made sure in the class. Evidence of Success:
 - Students became aware of the importance of values in life.
 - Many Students are motivated to do good work.
 - Increased religious / Cultural tolerance.
 - Development of self confidence and self worth in students are seen.
 Problems Face: Lack of interest in majority of Students for value education classes. Many are attending out of compulsion and not on their own will.
2. Title : Discipline Objective:
 - To ensure calm and peaceful academic atmosphere in the campus.
 - To achieve set goals more efficiently and effectively.
 - To avoid indiscipline, failure, personal confrontation.
 - To promote quality culture.
 Context: Discipline helps staff and students to live and work efficiently and effectively. It can help to create a calm and peaceful atmosphere in the campus. Discipline creates habits, habits makes routines and routines become who we are daily. A disciplined institute/a person only can be focussed fully on the set goals and always find time to achieve the targets more efficiently. With great discipline comes great responsibility. The practice:
 - Time table is prepared for staff and students. Management and discipline committee make sure that everyone functions according to the set rules and regulations and fulfil the responsibilities as mentioned in the schedule.
 - A prescribed dress code is to be observed by students and faculty

which requires that they be formally dressed while on campus. The students should compulsorily wear apron before entering the laboratories. No mobile phones permitted. No student/staff shall leave the campus before time without prior permission. Regular attendance in the class and weekly assembly and so on. Evidence of success: College is known for its discipline. Most of our students are placed in reputed institute and company. Problem faced : - Many students are first generation learners. - Lack of motivation among students.

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

The College strives to produce intellectually well trained, morally upright, socially committed, enlightened leaders who can contribute to the development of society, by imparting quality education. Knowledge is considered as the prime mover of development in the new millennium. Therefore faithful to the vision and mission, College continuously strive to provide quality education to the women at affordable costs especially to the deprived section of the society. Academic Excellence: The institute focuses to achieve academic excellence through its effective teaching-learning process. Excellence is determined both in terms of Students satisfaction and also in terms of student performance in assessment and examinations. Excellence in teaching is promoted by encouraging efficient presentation of knowledge / information which in turn helps the students to have better grasp of the subject matter and to score high marks in the examinations. By its quality teaching-learning strategies the College has achieved very high pass percentage of students in almost all programmes of UG PG. In under graduate courses the average pass percentage is 95.5 and in post graduate a pass percentage of 97.78. In order to achieve this, The Institute has a very systematic curriculum delivery mechanism that ensures consistent teaching, learning and assessment procedures. Along with effective curriculum delivery mechanism, emphasis is given on student centric teaching, personal support for students and their overall development. Feedback on teacher's competence, subject knowledge and performance, facilities provided by the Institute etc. are taken from the students so that effective strategies can be made to achieve better performance.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

- Technology based Teaching Learning is to be enhanced.
- To achieve 100 result in all Undergraduate and Postgraduate programmes.
- To install solar panels for energy conservation.