Yearly Status Report - 2017-2018

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	**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

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. Accrediation 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

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
Organized National Seminar	10-Nov-2017 02	112
Participation in AISHE	27-Feb-2018 01	1671
Orientation programme for fresher	01-Jul-2017 01	608
Preparation of Activity / Academic Calendar	18-Jun-2017 07	5
[View File](#)		

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 Government)	2018 01	28006678
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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)

• **Participation in AISHE** • **Academic calendar Preparation.** • **Organising national seminar** • **Collection of feedback and analysis.** • **Maintenance of discipline.**

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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	Achivements/Outcomes
Promotion of well being through yoga and exercise	Organised yoga session for all students and staff.
To conduct orientation programme	Orientation lecture and program was conducted including sequence of activities and presentation.
To prepare college activity calendar as per academic calendar	Activity calendar prepared including activities of NSS/NCC/Red cross etc.
Preparation of academic calendar	Academic calendar prepared.
[View File](#)	

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	2018

Date of Submission	27-Feb-2018

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 institution has a well planned curriculum delivery and documentation. 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. 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. 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/practicals/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/entreprene urship	Skill Development
CCA (Certificate in Computer Application)	Nil	01/07/2017	180	Both	Yes
Nil	PGDCA	15/07/2017	365	Both	Yes
Beautician course	Nil	01/09/2017	180	Both	Yes
Certificate course in Music	Nil	01/08/2017	150	Both	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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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	28/06/2017
MSW	Social Work	28/06/2017

MA	English Literature	28/06/2017
MA	Economics	28/06/2017
MA	Psychology	28/06/2017
MA	Hindi Literature	28/06/2017
MSc	Chemistry	28/06/2017
MSc	Microbiology	28/06/2017
MSc	Biotechnology	28/06/2017

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

	Certificate	Diploma Course
Number of Students	1117	6

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	31/08/2017	1443
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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	35
MA	Psychology	7
MA	Economic	10
MSc	Microbiology	12
MSc	Biotechnology	23
MA	Hindi Literature	9
MSW	Social Work	58
MCom	Commerce	42
MA	English Literature	8
MSc	Chemistry	20
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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

For obtaining formal feedbacks, separate questionnaire is prepared and distributed to all stakeholders. 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. In general the feedback collected is analyzed by Committee appointed by IQAC and report 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	70	68
BCom	Commerce	160	53	52
BCom	Computer Application	50	51	45
BSc	Home Science	50	10	10
BSc	Botany	250	273	188
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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
2017	1443	170	15	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	Numberof smart classrooms	E-resources and techniques used
58	35	7	12	3	8

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

The institution believes in a student centric education system where all the teaching – learning and other activities are focussed on the personal transformation of students. Therefore from subject teacher to the principal, every staff take responsibility to guide and support the students. 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. 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. Thus the mentors become a teacher and a guide.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1613	58	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
58	58	Nill	Nill	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
2017	Dr. Aruna Saket Tripathi	Assistant Professor	Best Nodal officer (Voter awareness certificate)
2018	Dr. Sr. Aniamma Manual	Assistant Professor	Best Educationist Award

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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
BA	101	I Year	14/05/2018	06/08/2018
BCom	121	I Year	05/04/2018	28/07/2018
BSc	149/150	I Year	13/04/2018	11/08/2018
MSc	211	I Semester	06/01/2018	12/09/2018
MCom	222	I Semester	06/01/2018	07/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of students performance is done 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.

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	21	21	100
149/150	BSc	Science	278	272	98
101	BA	Arts	52	52	100
121	BCom	Commerce	47	45	95.70
191	PGDCA	Computer Application	6	6	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
Total	00	00	0	0
Any Other (Specify)	00	00	0	0
International Projects	00	00	0	0
Students Research Projects (Other than compulsory by the University)	00	00	0	0
Projects sponsored by the University	00	00	0	0

Industry sponsored Projects	00	00	0	0
Interdisciplinary Projects	00	00	0	0
Minor Projects	00	00	0	0
Major Projects	00	00	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
A Study of William Shakespeare's Drama: It's relevant today.	English Dept.	10/11/2017
A Study of William Shakespeare's Drama: It's relevant today.	English Dept.	11/11/2017

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
Voter Awareness Programme	Dr. Aruna Saket Tripathi	Collector District Election Officer, Dist-Surguja, C. G.	25/01/2018	District level
Youth Spark Competition	Dr. Aruna Saket Tripathi	C.G. State Yuva Aayog	12/01/2018	State level
Bharti Sanskriti Gyan Pariksha	Dr. Aruna Saket Tripathi	Akhil Vishwa Gayatri Pariwar, Haridwar	15/07/2017	National level
Best Educationist Award	Dr. Sr. Aniamma Manuel	International Institute of Education and management	03/06/2017	International 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
Nil	Nil	Nil	Nil	Nil	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

02	01	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	Nill

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	Hindi	2	3
International	Geography	1	00
International	Mathematics	1	6
International	History	2	5
National	Commerce	2	00
National	Geography	1	00
National	History	1	00
National	English	1	00
National	Hindi	1	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
History Department	1
English Department	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	Nill	0	Nil	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	Nill	Nill	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	2	6	Nill	Nill

Presented papers	3	7	Nill	Nill
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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
Women's Day Celebration	Youth Red Cross College Unit and NSS College Unit	20	100
Blood donation camp on NCC day	NCC College Unit collaboration with 28 CG BNNCC Raigarh and Raipur.	1	5
International Literacy Day	NSS College Unit	1	70
Counselling	District Women and Child Development Branch, Ambikapur	1	Nill
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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 Independence Day-2017	Girls wing got Third position in district level Independence day parade	District Administration, Surguja	53
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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 activites	Number of students participated in such activites
Plantation	NSS College Unit	Plantation	1	19
CATC- 1 (GVMSC)	NCC Holy Cross Women's College Unit with 28 C.G. BN-NCC, Raigah (CG)	Training Programme	1	6
Republic Day Parade	NCC Holy Cross Women's College Unit	Participation in Republic Day Parade	1	12

	with 28 C.G. BN-NCC, Raigah (CG)				
69 NCC Day	NCC Holy Cross Women's College Unit with 28 C.G. BN-NCC, Raigah (CG)	Celebration of NCC Day		1	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	00	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	Project Work	Mushroom Udyog, Baikuntpur	10/01/2018	10/01/2018	56
Academic	Project Work	Holy Cross Hospital, Ambikapur	10/03/2018	10/03/2018	40
Academic	Project Work	Center for Microbiology and Biotechnology, Bhopal	28/05/2018	28/05/2018	06
Academic	Internship	Human resource department SECL, Bishrampur	15/09/2017	15/10/2017	04
Academic	Internship	Government Medical College Hospital, Ambikapur	15/09/2017	15/10/2017	02
Academic	Internship	PHE Division, Ambikapur	15/09/2017	15/10/2017	02
Academic	Field Study	Krishi Vigyan Kendra,	30/01/2018	30/01/2018	10

Academic	Field Study	Ajirma Ambey Packaged drinking water plant, Ambikapur	12/02/2018	12/02/2018	10
		View File			

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	Nill	Nil	Nill
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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
600000	561520

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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 patially)	Version	Year of automation
Nil	Nill	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	34668	5255071	95	24461	34763	5279532
Reference Books	1500	Nill	Nill	Nill	1500	Nill

Journals	1703	Nill	34	Nill	1737	Nill
CD & Video	39	Nill	Nill	Nill	39	Nill
Weeding (hard & soft)	5	3340	Nill	Nill	5	3340
Others(specify)	72	Nill	1	Nill	73	Nill

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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	Nill

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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	10	0
Added	0	0	0	0	0	0	0	0	0
Total	83	4	51	5	1	8	24	10	0

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

<div align="center">10 MBPS/ GBPS</div>

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_TJly4a0xvxEK9Cg

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 incurredon maintenance of physical facilites
1500000	1521528	1600000	1565847

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)

Constant effort is put in to maintain the existing infrastructure and other

facilities available in the college. 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 support 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. 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. 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.

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	46	115635
Financial Support from Other Sources			
a) National	Post Metric Scholarship	332	1817833
b)International	Nil	Nill	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 implemetation	Number of students enrolled	Agencies involved
Yoga Day	21/06/2018	4	Sant Gahira Guru University, Ambikapur.
Orientation program for All First year Students	01/07/2017	506	Nil
Value education class	31/08/2017	1443	Nil
Celebration of Yoga Day	21/06/2018	140	Nil

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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 passedin the comp. exam	Number of studentsp placed
Nill	Nil	Nill	Nill	Nill	Nill

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
2	2	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nil	Nill	Nill

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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	60	PG	M.Sc., M.A., M.Com., MSW, PGDCA	Different state and central Universities and affiliated college	B.Ed.,/ PGDCA/ Coaching

2017	20	UG	B.Sc.(Home Science)	Different state and central Universities and affiliated college	M.H.Sc.
2017	15	UG	B.Com. (Computer Application)	Different state and central Universities and affiliated college	M.Com
2017	23	UG	B.Com.	Different state and central Universities and affiliated college	M.Com
2017	37	UG	B.A.	Different state and central Universities and affiliated college	M.A.
2017	29	UG	B.Sc.(Maths)	Different state and central Universities and affiliated college	M.Sc.
2017	33	UG	B.Sc.(Computer Science)	Different state and central Universities and affiliated college	M.Sc.
2017	9	UG	B.Sc.(Industrial Micro biology)	Different state and central Universities and affiliated college	M.Sc.
2017	156	UG	B.Sc.(Botany)	Different state and central Universities and affiliated	M.Sc.

				college	

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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
Nill	Nill

No file uploaded.

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

Activity	Level	Number of Participants
CATC- I and Summer Camp	Zonal Level	22
Kho Kho competition (Women)	State level	1
Chess competition (Women)	District level	3
Volleyball competition (Women)	National level (Inter University)	3
Kabaddi competition (Women)	District level	12
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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
Nill	Nil	Nill	Nill	Nill	00	Nil

No file uploaded.

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

The student council and activity societies together constitutes the student union. In the current academic year 2017 - 18, the student union was formed by nomination on merit basis. Once the student union is constituted, college organized 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. There 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. Student union also play active role in conducting

sports day, participation in inter college, state level and national level tournaments.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

115

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. Academics - In order to monitor the academic activities different committees are constituted by the principal. The committee is responsible for drafting and implementing different academic policies. The time table committee is constituted with representatives from all four faculties to prepare the master time table. Once the master time table is prepared the HoDs prepare time table for the departments and for the individual faculty in the department. Academic monitoring committee headed by chairman who is the principal of the college. Other members who is part of this committee are the HoDs of various departments, class teachers and exam incharges. They prepare the academic calendar and monitor the teaching learning process, laboratory work, regular conduction of internal assessment. 2. Admission – Admission committee constituted by the principal take care of the admission process following the guidelines issued by the university and state Govt. Admission committee is composed of the chairman who is the principal, a coordinator and members. The coordinator coordinates the activities of the committee. The committee works out the policies, rules and regulations related to the admission process which is displayed on the notice board of the college and also uploaded in the website and also printed in the prospectus for reference by parents and students. The committee makes decisions on how to proceed with admission process and duties are assigned to the faculty members and staff for preparation of merit list, fee collection , discipline etc. Once the admission is complete, list of students is given to respective departments for student verification and necessary action.

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
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.
	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.
	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 were 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.
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.
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.
Human Resource Management	• 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 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. Opportunities are provided for the holistic development.
Industry Interaction / Collaboration	• 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.
Admission of Students	• 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.

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

E-governace area	Details
Planning and Development	• 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	• 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	• 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	• 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. • Cashless admission.
Examination	• 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
Nill	Nil	Nil	Nil	Nill
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)
2017	National Seminar on "A study	Nil	10/11/2017	11/11/2017	50	Nill

2016	of William Shakespeare's Dramas: Its relevance today"						
2017	Orientation lecture for the new session	Nil	15/06/2017	15/06/2017		21	Nill
2017	Motivational lecture on student centric teaching.	Nil	05/08/2017	05/08/2017		47	Nill
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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
Mrs. Kalpana Mandilwar (M.Phil)	1	01/07/2017	30/06/2018	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
28	58	34	36

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• 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 • Employees Provident Fund.	• 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). • Provision for advance taking in case of emergency for 4th class employees. • Casual leave • Medical leave • Maternity leave • free of cost boarding facility.	• Financial assistance for economically weaker students, with regard to college fee/Field trips/hostel fee etc. • Special concession in college fee/Hostel fee for siblings. • Different types of Scholarship schemes.

6.4 – Financial Management and Resource Mobilization

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

Internal and external financial audit is conducted by the college regularly. Internal audit is done by the Chartered accountants appointed by the parental society. 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.

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	28006678	Salary
No file uploaded.		

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.

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

• Conducting regular meetings, • Celebrating worker Day • Evaluation and feedback.

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

• Communicative English Class. • Computer class for staff and students • 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
2018	Participation in AISHE	16/11/2017	27/02/2018	27/02/2018	1671

2017	Independence day parade	15/06/2017	15/08/2017	15/08/2017	53
2017	1. CATC- I and Summer Camp	15/06/2017	15/05/2017	24/05/2017	22
2018	NCC B Certificate exam was held	15/06/2017	11/02/2018	11/02/2018	17
2017	Awareness Rally	15/06/2017	18/09/2017	25/09/2017	100

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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
CATC- 1st Camp	15/05/2017	24/05/2017	25	Nill
CATC- 3rd Camp	17/06/2017	26/06/2017	10	Nill
Samajik sahyog se swachchhta avm samradi	13/09/2017	13/09/2017	15	Nill
Yuva Mahoutsov – organized by NSS- (Different competition)	22/01/2018	23/01/2018	100	Nill
Women's Day celebration	08/03/2018	08/03/2018	1663	8
International Literacy Day	08/09/2017	08/09/2017	70	Nill
Human Rights Day	10/12/2017	10/12/2017	100	Nill
Youth Spark Competition	18/12/2017	18/12/2017	50	Nill
Youth Spark Competition	19/12/2017	19/12/2017	40	Nill
CATC-14th Camp	10/12/2017	19/12/2017	5	Nill
"Personality Development and Career Guidance"	09/01/2018	09/01/2018	325	Nill

program				
Yuva Mahoutsoava	12/01/2018	18/01/2018	50	Nill

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
• College management banned the plastic bags and replaced it with cloth bags used for all purpose • Use of LED bulbs in the campus and whole college. • Biogas plant built in the campus to cope need of energy up to some level. Most of the equipment used in college for study purpose are energy efficient including freezer, oven, autoclave, air conditioner etc.

7.1.3 – Differently abled (Divyangjan) friendliness

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

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
2017	1	1	05/07/2017	01	State level selection meeting of AICUF	For better functioning of association	3
2017	1	1	01/10/2017	01	Blood Donation camp	To bring the feeling of brotherhood.	100
2018	1	1	09/01/2018	01	Personality development and Career	For holistic development of the students	280

| 2018 | 1 | 1 | 09/01/2018 | 01 | Tree Plantation and Swatch Mission | Under swatch Bharat mission | 40 |

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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)	01/06/2017	• 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.	01/06/2017	• 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.	01/06/2017	• 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.

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	1671
Deepawali Celebration	12/11/2017	12/11/2017	1671
Inter religious prayer meeting	28/08/2017	28/08/2017	1671
Constitutional Day	26/11/2017	26/11/2017	1671
Blood donation camp	01/12/2017	01/12/2017	100

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

1. Plantation program in campus and Rain water harvesting system. • Green campus: Plantation of trees on the large scale inside the college campus time to time. • 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 garden. • Ground water recharge system: Rain water harvesting system built in the campus to recharge under-ground water table.

2. Bio Gas plant and solar heater.
3. 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.
4. 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.
5. Conducted awareness program through Skit, Essay writing and other competition.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title 1 : Coaching for slow learners Objective – The scheme aims at improving the academic skills in the various subjects and raising their level of comprehension and reduce failure and dropout rate . Context – The college strives to develop specific competencies of the students that may contribute to their academic and professional success. The college focuses on providing quality education with a set target of achieving academic excellence with 100 pass result. Many students come from academically/economically poor background where the fundamental aspects of the subjects they are admitted to are not clear to them. Therefore it is difficult for the institute to achieve the set goal and for the students to pass in the examination. The Practice – Based on Performance student are divided into two categories slow learner and and advance learners Slow learners of a class can be traced through examinations, interviews, class work, question answer, and inspection by the teacher. For slow learner we conduct coaching class where Test, Seminar, Assignment Conducted and evaluated. These special classes are conducted apart from the regular timetable of the college. Evidence of Success- Remedial Coaching aimed at motivating student to solve all types of problems repeatedly so as to enhance them to take up exam confidently, to get better result in University exam for those who could not clear preparatory. Remedial teaching is a blessing in disguise especially for the first year students who have taken late admission. Problem Faced- most of students come from different region. It is difficult to take remedial Coaching class by their choice of time. Student never asks doubts during remedial coaching classes. Title 2: 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

Holy Cross Women's College, Ambikapur established in 1971, is one of the oldest and the best Colleges in Chhattisgarh. 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 12 programmes the pass percentage is 100 and in one programme 98 and in one programmes 95.7. The College also has 10 University toppers. 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. Excellence is promoted at the level of institution, faculty, department and at the level of individuals.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

• To achieve 100 result in all programmes. • Technology based Teaching-learning to be promoted. • To install more solar panels for energy conservation. • To promote Student participation in extension work. • Library automation • To open new programmes in PG – M.Sc. Mathematics M.A. – Geography. • Renovation of play ground. • Promotion of Swacha Bharat Abhiyan. • Enhance Research culture among faculty.