



Yearly Status Report - 2019-2020

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. Shanthamma Joseph
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07774230690
Mobile no.		9753649540
Registered Email		hcwcoffice@gmail.com
Alternate Email		hcwca@rediffmail.com
Address		Holy Cross Women's 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 and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr. Ashok Shukla			
Phone no/Alternate Phone no.		07774230690			
Mobile no.		9826158414			
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%20Submitted%20Report%202018-19.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%202019-20%20with%20sign.pdf			
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
Preparation of Academic calendar	27-Jun-2019 01	1560
IQAC First Meeting	13-Jul-2019 01	12
IQAC Second Meeting	15-Oct-2019 01	16
IQAC Third Meeting	11-Jan-2020 01	15
IQAC Fourth Meeting	26-May-2020 01	17
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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 Women's College	Salary	Higher Education (State Govt.)	2019 01	14794962
Holy Cross Women's College	New Construction, Renovation, Equipment	RUSA	2020 01	10000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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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

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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)

- Preparation of Academic Calendar.
- Collection of feedback and analysis.
- Conducting IQAC meeting.
- Academic - Administrative audit.
- Initiation of automation of Admission/Administration.
- Conducting Skill Development Training by TCS and campus interview for job recruitment.

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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
To strengthen sport activities.	• Renovated play ground purchased different items for games. Conducted state level tournament.
Promote Swachhata Abhiyan	• Swatch Bharat Pakhwada organized from 01.08.2019 to 15.08.2019. • Plastic free campaign from 25.09.2019 to 10.10.2019.
To workout action plan for 2019 20.	• Various committees have been formed with IQAC member to workout action plan for the year based on seven criteria.
To promote better learning through Industrial visit, field study, social responsibility etc.	• MOU with industries under which visit to industrial and welfare activities of CSR unit of Adhani Enterprises etc. arranged for staff and students. • Research project in collaboration with PHE department. • Adopted village, activities conducted. • Awareness programmes, Blood donation, Tree plantation etc.
Enhance student support & mentoring.	• Free ship & scholarship given. • Soft skill training programme organized. • Counseling facility. • Coaching for weaker students conducted.

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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	2020
Date of Submission	06-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Currently the Institution is not having a fully automated Management Information System. The Institution has made agreement between Iroots Software Company, branch office Indore, to implement Lumensoft ERP software to effectively collect and manage data and information of every department, so that automation of semiautomated process and manually done tasks can be done easily. The modules under this software are:</p> <ul style="list-style-type: none"> • Students module - Registration and admission, Academic detail, student fee with Net banking, Attendants, SMS, TC, CC, Timetable, placement • Staff details, feedback, Attendants. • Payroll details, Alumni. • Stock inventory and account. <p>By the end of academic year 201920 under student module, entry of student details for registration, admission and fee payment is completed and waiting for integration of payment gateway and software so that demo of admission process can be done, and online admission can be initiated in the academic year 202021 for benefit of all stakeholders and the institution. In order to facilitate communication within the institute, between individuals and departments and also outside, for effective management of institutional affairs, use of Email, Whatsapp, Facebook , Whatsapp group of faculty and students (class wise and activity wise) are created for exchange of information. Additionally installation of bulk SMS management software is also done. It is used to send information to the parents and students. Installation of CCTV Cameras in the classrooms corridors etc. to monitor the teaching - learning activity, to maintain transparency in examinations, test, and to maintain</p>

discipline to ensure smooth functioning of the college. Implementation of Biometric attendance system for teaching and nonteaching staff also helps in record keeping of attendance and process data regarding duty hours and duty days for necessary action. Regular information is conveyed through display on the college official notice board, website and through weekly assembly.

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
CCA (Certificate in Computer Application)	Nil	01/09/2019	150	Both	Yes
Soft Skills and corporate etiquette	Nil	30/09/2019	35	Employability	Yes
Spoken English Course	Nil	18/09/2019	150	Employability	Yes
Nil	PGDCA	27/07/2019	300	Both	Yes
Beautician Course	Nil	01/09/2019	150	Both	Yes
Certificate in Fashion Designing	Nil	01/09/2019	150	Both	Yes
Certificate in Music	Nil	01/08/2019	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
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	18/06/2019
MSW	Social Work	18/06/2019
MA	English Literature	18/06/2019
MA	Economics	18/06/2019
MA	Psychology	18/06/2019
MA	Hindi Literature	18/06/2019
MSc	Chemistry	18/06/2019
MSc	Microbiology	18/06/2019
MSc	Biotechnology	18/06/2019

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

Certificate	Diploma Course

Number of Students

1168

10

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	07/08/2019	1474
Life skills, suicide prevention and gatekeeper.	18/02/2020	100
Legal education rights duties and laws	31/07/2019	1385
Skill development programme: Waste to Wealth	02/02/2020	26
Skill development - Kulhad making	03/12/2020	25
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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
MSc	Microbiology	13
MSc	Biotechnology	5
MCom	Commerce	20
BSc	Industrial Microbiology	35
MA	Psychology	7
MA	English Literature	7
MSc	Chemistry	20
MSW	Master in Social Work	83
MA	Hindi Literature	12
MA	Economics	9
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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
Feedback collection is an integral part of the institutions effort to provide

quality education. It is collected from different stakeholders of our educational system such as students, parents, teachers and alumnae, on the design of the curriculum, its relevance in employability and the delivery mechanisms adapted by the faculty and the facilities provided by the management for effective teaching learning activity such as infrastructure and learning resources etc. For obtaining formal feedbacks, separate questionnaire is prepared and distributed to all stakeholders. The feedback taken is analyzed by IQAC to know areas of improvement. Feedback is collected at the end of the academic year from the outgoing final year students of different departments. The student feedback questionnaire covers various questions related to teaching learning, facilities, campus environment, cleanliness extra curricular activities etc. Suggestions boxes are also placed at different blocks at different floors so that students can freely write any suggestions or feedbacks. The boxes are opened by the committee members and brought to the notice of Principal and Vice-principal for necessary action. Feedback are also received at parent - Principal meeting and parent-teacher meeting, which helps to improve relationship between parents and institute and ensures more involvement of parents in academic-life of their children which improve students performance. The alumnae of the college who have moved on to industry, government job, abroad, or employed in other private sectors or pursued higher studies after completion, give feedback on how their parental-institute help them to perform well in their jobs. Analysis of Feedback: In general the feedback collected is analyzed by Committee appointed by the IQAC and report is presented to the head of the Institution. The result of analysis is presented graphically for easy interpretation. Overall observation especially areas of improvement is discussed in the faculty/department/college council meeting for improvement in the next academic year. The feedback of the teacher is collected and submitted to the principal or vice-principal directly for review and necessary action. Measures for improvement: Based on the feedback corrective measures are taken by the management to improve overall qualities and better performance by staff and students. Management ensures professional improvement of the employees by arranging training programmes for faculty and staff time to time in various fields. By means of the feedback mechanism the staffs is made aware of the areas of improvements in general and in person and instructed her/him by the Principal to work towards betterment. 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	104	82
BCom	Commerce	160	210	58
BSc	Botany	250	505	250
MSc	Microbiology	20	36	14

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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	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2019	1474	151	18	4	41

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
63	51	7	11	9	12
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

As the college focuses on student centric teaching-learning and overall well being of the person, mentoring is an integral part of the institutions functioning. From subject teacher to the Principal every staff is responsible to guide and support the students, yet college has a well planned mentoring system where in every teacher is assigned a specific number of students for special care and guidance. This year every teacher is assigned 26 students for mentoring. The mentor made Whatsapp groups and collected emails and other details and conducted meetings. The mentor looks after the academic and psychological well being of the mentee. In this system our full time faculty is engaged as mentors. At the beginning of the academic session the group wise names of the mentors are displayed on the college notice board/website. Academic support is provided by the mentor by encouraging mentee for the maximum use of both central and departmental libraries, and helping to get other study materials. Remedial coaching classes and tutorial classes are also arranged for the weaker students. Some of the advanced learners are assigned to help the slow learners. They are also entrusted with the task of monitoring the attendance and the academic progress of students. In the beginning of the academic session all the mentors conduct the orientation programs for the mentees. Whereby they are acquainted with the institution its goals, mission, the facilities available and the rules and regulations of the college and the affiliating university. Through the mentor system we try to inculcate a mechanism to promote inclusiveness gender sensitivity and social responsibility of students in their life. As they complete their education, they develop a humanitarian vision in their life. The mentor keeps a track on her academic performances and her progress in over-all activities. Value education classes are conducted every week for the overall development of the students and to make them value based, responsible and committed citizens. At the time of admission, along with admission committee, a subcommittee is formed to counsel students and choose subjects according to their aptitude and abilities. They are also given guidance with regard to the career opportunities and possibility of higher studies. Apart from this, department of M.S.W. and Psychology takes care of the counselling of students whenever necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1625	63	1 : 26

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
63	63	Nil	Nil	13

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	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2019	Dr. Aruna Saket Tripathi	Assistant Professor	Best Nodal officer (Voter awareness certificate)
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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	1 Year	31/07/2020	20/01/2021
MSc	211	1 Semester	31/01/2020	18/07/2020
MA	201	1 Semester	31/01/2020	05/08/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal evaluation is an important step taken by the institution at U.G. level and by the university at P.G. level to ensure effective learning environment and promote overall development of students. Internal assessment for each course is continuous and is done by conducting Unit tests / Periodic tests / Surprise tests / Assignment / giving seminar / Oral tests / Preparation of charts / Models / Quizzes / Home work / Group discussion / projects / Field visit / writing group observation from visit. Dates for each written tests are notified well in advance. The head of departments from all departments of UG PG conducts meeting to allot dates for unit tests. The unit tests for internal assessment commence as per the academic calendar after completing one unit of the curriculum. Answer sheets of unit test / class tests are returned to the students after marking / valuating and points for improvements are discussed in the class. The CIA helps the students to improve their performance in the terminal exam conducted at the end of the academic year by the university. The dates for the internal assessment of each course are decided by conducting meeting of the head of departments and are marked in the academic calendar of the college. In case of absence of students in any internal tests for valid reasons, chances are given to appear in the test separately. After completion of the curriculum, model exams are conducted especially for the students of first years. Informally the students are assessed based on their overall involvement and participation in activities conducted through various cells / associations of the college and Inter college competitions and their participation in state and national level events. For all the P.G. semester students the internal assessment is also done through seminar presentation, writing assignments along with regular test and for each of these marks are awarded according to their performance. Tests are also conducted online using Google forms.

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

College academic calendar is prepared in accordance with the university calendar by the calendar preparation committee before the commencement of the academic session and distributed to the departments. 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. Proposed dates of practical exams and model exams are also mentioned in the calendar along with probable date of beginning of year end exam / University exam.

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
222	MCom	Commerce	4	4	100
217	MSc	Microbiology	13	13	100
149/150	BSc	Science	303	298	98
151	BSc	Home Science	9	9	100

[View File](#)

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/ssss.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
Nil	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
Voter Awareness Programme	Dr. Aruna Saket Tripathi	Collector District Election Officer, Dist-Surguja, C. G.	25/01/2020	Social and Government
Bhartiya Sanskriti Gyan Pariksha	Dr. Aruna Saket Tripathi	Akhil Vishwa Gayatri Pariwar, Haridwar, U. P.	15/07/2019	Educational
Prasasti Patra for Excellent Work of NSS	Ku. Chanchal Gupta (B.Sc. Final Year)	Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur	24/09/2020	Educational and Social Work
Bhartiya Sanskriti Gyan Pariksha	Dr. Sr. Shantamma Joseph	Akhil Vishwa Gayatri Pariwar, Haridwar, U. P.	Nil	Educational
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

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

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	00
National	Hindi	2	00
International	Hindi	2	3.22
International	Psychology	1	5.3
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	2
Geography	1
History	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	62	191	Nil	2
Presented papers	6	6	Nil	Nil
Resource persons	Nil	1	Nil	1
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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
Medicine Distribution	Red Cross (With UPSC, National Technical Education Institution)	2	200
Womens Day Celebration	MSW, Red Cross Psychology Dept. with SLRM Centre, Balrampara, Subhash Nagar, Ambikapur	7	39

Save Environment Campaign	Legal Aid Clinic and Harmony Samaj	1	500
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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
NSS Activity	Prasasti Patra for Excellent Work of NSS	Sant Gahira Guru Vishwavidhyala Sarguja, Ambikapur	1
Parade on Republic Day	NCC Girls wing got second place in district level Republic Day parade	District Administration, Suguja	53
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
NSS (24/09/20)	NSS College Unit and Gram Panchayat, Digma (With Govt)	Swachha Bharat Pakhwada	2	20
NCC (20/08/19)	With Government	Plantation	3	15
Red Cross	With Government	Blood Group Testing Programme	2	25
Fit India Movement	NSS with Local People of Gandhi nagar, Ambikapur	Rally	8	50
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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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Skill Development	Waste to Wealth	Harmony Samaj Sevi Sanstha NGO	02/02/2020	06/02/2020	26
Academic	National Seminar on National Science Day	Dept. Biot echnology Sant Gahira Guru Vishwav idyalaya Sarguja, Ambikapur	03/03/2020	04/03/2020	20 Student
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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
Adhani Enterprises Ltd. Parsa	08/11/2019	Academic and Extension Activity	70
Public Health Engineering Dept.	16/10/2019	Internship and Research	6
Govt. Science College, Ambikapur	19/12/2019	Academic and Extension Activity	1688
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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
1200000	1096882

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
Number of important equipments purchased (Greater than 1-0 lakh)	Newly Added

during the current year	
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	Nil

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	34773	5276878	568	269265	35341
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)	677	19647	238	6969	915	26616
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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
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	83	4	51	5	1	8	24	100	0
Added	0	0	0	0	0	0	0	0	0
Total	83	4	51	5	1	8	24	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and
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	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
1500000	1323556	3000000	2975559

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)

Overall maintenance of the campus is taken care by the campus manager the secretary, Pavitra Cruz Sisters Association. Within the vicinity of individual institutions, the Maintenance is taken care by the head of that institution. From campus manager to head of the institution down to the supporting staff are involved in maintaining a beautiful, neat clean, Eco-friendly lush green campus. Students are strictly forbidden to pluck flowers, plants or destroy any property of the college / campus. Well furnished class rooms are maintained neat and clean by daily cleaning and repairing by supporting staff after the class hours. Well quipped laboratories are maintained and upgraded as per the requirement. For procurement of equipments / chemicals / glasswares etc. a purchase committee is constituted with HOD and senior faculty. The requisition from departments is submitted to the office of principal through purchase committee of departments after annual stock verification. The purchased items are entered in the stock register. For issue of glasswares to students, application is written to HOD which is verified and recommended by the faculty incharge and record is maintained of issued items. Working condition of the equipments is routinely checked and maintenance carried out. Different labs are set up for the use by various sections within the department. Each lab has a faculty incharge who is responsible for the maintenance of lab with the help of IT cell. Each department is responsible for use maintenance of the department computers with the help of IT Cell. Library is rich collection of text books, reference books, rare books, journals, periodicals, CDs etc. which is taken care of by the librarian. For overall monitoring of library, a library committee is formed. Faculty provides the list of books to be purchased through the HOD and recommended by the librarian to the office of principal for approval. Purchase order is placed from the office. Physical verification and checking of books received against order, allotment of accession number, classification, and cataloguing is done. Stock verification is done periodically and re-verification of missing books is reported to the principal. For issue and return of books, library card system is followed for both staff and students. Books are issued for specific number of days and on late return fine is collected. If the book is lost, new book is purchased and given or double amount of the cost of book is to be submitted. For better management of library automation with ERP Software is in progress which will be implemented in the academic year 2020-21. 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 are done at the request of departments / incharges through the purchasing committee.

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	30	163092
Financial Support from Other Sources			
a) National	Post Metric Scholarship	363	1754357
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
Communicative English Course	18/09/2019	1160	Holy Cross Women's College, Ambikapur
Communicative English, Resume building and interview facing skill, Computer Skill	05/11/2019	96	By TATA Consultancy Services
Motivational Speech "Boond se Sagar"	04/10/2019	1500	Mr. Santosh Devraj Pandey from Condoor Academi, Ambikapur

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Employability Training Program by TATA Consultancy Services	Nil	96	Nil	12
2019	I-Root Software Company	Nil	53	Nil	2

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
8	8	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS (TATA Consultant Service)	96	12	I-Root Bangalore	5	2
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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
2019	23	PG	M.Sc. , M.A. , M.Com , MSW , PGDCA	Different State and Central Universities and affiliated College	B.Ed / PGDCA / Coaching
2019	8	UG	B.Com (C.A.)	Different State and Central Universities and affiliated College	M.Com
2019	31	UG	B.Com	Different State and Central Universities and affiliated College	M.Com
2019	11	UG	B.A.	Different State and Central Universities and affiliated College	M.A
2019	8	UG	B.H.Sc	Different	M.H.Sc.

				State and Central Universities and affiliated College	
2019	33	UG	B.Sc. (Maths)	Different State and Central Universities and affiliated College	M.Sc.
2019	52	UG	B.Sc. (C.S.)	Different State and Central Universities and affiliated College	M.Sc.
2019	21	UG	B.Sc. (IMB)	Different State and Central Universities and affiliated College	M.Sc.
2019	131	UG	B.Sc. (Botany)	Different State and Central Universities and affiliated C ollegeDiffer ent State and Central Universities and affiliated College	M.Sc.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
SET	3
GATE	3
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Diwali Celebration	College Level	1688

Tribal Dance Competition	Inter College Level	20
10 Days TCS Camp	State Level	10
All India Essay Writing on All love is expansion, all selfishness is contraction.	National Level	9
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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
2019	Obstacle (IGC Camp Sagar)	National	1	Nil	00	Ku. Radha Xalxo
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a student union which consists of the student council and activity societies whose office bearers are either elected or nominated as per the University guidelines. In the current academic year, the student union was formed by nomination on merit basis. Once the student union is constituted, college organized oath taking ceremony. The student union 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/Legal Aid Clinic, Sports Society, Ecoclub, Society on Gender Issue, Science/Arts/Home Science/Commerce associations, USM, EBSB club, ST/SC Welfare Committee, Cultural society. Cultural activities such as freshers welcome, celebration of teachers day with cultural programmes in honour of teachers, programmes on different important religious festivals like Deepawali, Eid, Guru Nanak Jayanti and Christmas to promote love and respect towards people of all faith. Celebration of Holy Cross Day, participation in Youth festivals, Programmes on annual prize distribution day etc. are other initiatives. Student union also play active role in conducting sports day, participation in inter college, state level and national level tournaments. They also function as IQAC and discipline committee members and help in maintaining discipline during college assembly and overall discipline of the campus. The Student council function as a connecting link between the students and management, give feedback and suggestions to maintain quality culture in all endeavours of the institute.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Though the college has no registered alumnae association, they are part of the institution through their involvement in giving suggestions and feedbacks for the progress of the college. Alumnae are also part of decision making process and quality initiatives of the institution by being members of IQAC, They also gave orientation classes to the current students on "How to prepare effectively for PSC and other competitive examinations". They also took part in tree plantation, activities with differently able children and Blood donation camps. They also give support to students in case study and observation, organizing NSS camps etc.

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)

Holy Cross Women's College, from the very beginning of its establishment believes in Decentralization and participative management to work towards attaining the vision of the institution. Right from the chairman of the Governing Body who is the president of the parental society to the staff and students play a key role in making policies with regard to the academic/administrative and financial affairs of the institution and their implementation. Examples of such Decentralization and participative management can be seen in: 1. Academic Activities: The management gives freedom and flexibility to the principal together with the IQAC/College Council/Student Council etc. to conduct various academic programmes keeping in mind the Vision - Mission of the institution. 2. Cultural Events: In organizing cultural events in the college/outside the college, right from the planning to the completion of events, staff at various levels participate and involve themselves. Members of IQAC, and incharges of cells/clubs/associations play a key role in organizing the events.

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
Research and Development	In order to promote research culture in the institute • Five research centres have been established. • A research promotion committee is constituted. • A workshop on "Research project and Report writing" was organized to motivate and train faculty members to write research project. • Faculty and students are encouraged to undertake research projects and apply for funding for the same. • The Dept. of Psychology was given fund to

	<p>carryout short duration projects. • Publication of research journal "Surging Research Wave."</p>
Curriculum Development	<ul style="list-style-type: none"> • The college adheres to the curriculum designed by the university. • Prepares the academic calendar based on the university calendar. • Many of the faculty members of college take part in Curriculum Development as chairman of Board of studies or as members. • Apart from this the college offers value added courses and certificate courses to enhance learning experiences and facilitate placements. • IQAC ensures that the curriculum is implemented in all departments under the supervision of the heads of departments.
Admission of Students	<p>Online facility for registration is provided in this session by the University. First of all the University invites online application form and register the student for admission. University sort out the student, college wise and send the merit list to colleges. • Admission committee is constituted by the principal and the overall process of admission is monitored by the admission incharge by assigning duties to the committee members and all faculty. • Merit list are taken out by category wise and date of admission is announced. • After verification of the documents, if the candidates are found eligible, they are sent to the council committee. • The principal meets the parents and candidates before admission. • After meeting with the principal deposition of fees at the fee counter.</p>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • In order to increase Institution-Industry linkage on MOU has signed between the institute and the Industry. • 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>To ensure high standards of performance in the institution, human resource management is a very important aspect. Therefore the institute:-</p> <ul style="list-style-type: none"> • Recruits well trained and motivated personnels through advertisement and

interview. • Formulation of service conditions and code of conduct for employees. • Opportunities given for quality enhancement by pursuing higher education. • Organizing orientation/training/skill development programmes. • Providing opportunities to display talents at different platforms. • Providing incentive for extra hours of work. • Arranging faculty/staff development programmes. • Evaluation of performance and feedback sessions. • Leave granted and financial support provided to attend conferences/seminars.

Library, ICT and Physical Infrastructure / Instrumentation

• Library 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. • Use of online resources promoted and encouraged. • Computer with internet and reprographic facility is also provided. • 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, well equipped laboratories, canteen facilities, beautiful garden and play grounds.

Examination and Evaluation

• Both offline/online examinations were conducted by the university. • At college level unit wise at least 3 tests and after completion of course model exam were conducted. It is compulsory for the students of all first years. For second and final year students got choice between model exam or assignment. • Computer certificate course 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. • Foil/counter foil of marks obtained is sent to the University Compilation and declaration of result.

Teaching and Learning

- The college gives due emphasis on effective teaching learning through the build up of knowledge, competence and by providing orientations to students and faculty members.
- 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 diary by faculty.
- Filling all the teaching positions by competent faculty.
- Continuous internal assessment through regular tests, quiz, assignments, seminar and through other activities.
- Technological upgradation of class rooms with Wi-Fi/Projectors/LED android TVs and smart interactive boards.
- Use of ICT in teaching learning by all faculty is promoted as per the programme/course/topic.
- Well equipped laboratory with due emphasis on experimental learning.

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

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • Creation of official email accounts and its use in information communication and any notifications. • Information/ Notifications are also uploaded in the college Website. • Creation of different whatsapp groups including Principal, Vice principal, Faculty members of the college. • The planning and development sections are computerized and exchange information between various units are done electronically. • Meeting notices are also circulated electronically. • Some time meeting was conducted through phone conference call, video conferencing etc.
<p>Administration</p>	<ul style="list-style-type: none"> • The administration is partially computerized. • Complete automation of the entire administration process is in progress. • CCTV camera to monitor campus/class room activities. • Biometric attendance for staff. • Information regarding college displayed

	<ul style="list-style-type: none"> on the college website. • Computer and Internet facility provided in all departments.
Finance and Accounts	<ul style="list-style-type: none"> • Use of Tally ERP for accounting purpose. • Use of Net banking for bill payment. • Account backup in hard disk. • Employee's payment through bank transfer. • Invoice softcopy. • EPF submission and TDS filling is online.
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. • Applicants fill online application form. • Application process is partially/totally automated. • Provision for downloading admit card for year end / semester end exams. • Online application filled for scholarships under different schemes. • Cashless admission. • Bulk SMS package for messaging.
Examination	<ul style="list-style-type: none"> • The College adapts the examination policy of Santa Gahira Guru Vishwavidyalaya, Ambikapur. • Exam Time-Table is prepared by time table committee and uploaded on the university website. • Examination form is filled online and admit card downloaded by students. • Due to Covid-19 pandemic open book examination was conducted online by the university.

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
2020	Dr. Ashok Shukla	Two Day National Level Workshop on the theme Documentation and preparedness for Accreditation	Xavier Board of Higher Education in India	750
2020	Mr. Sunil Ku. Rawani	Two Day National Level Workshop on the theme Documentation	Xavier Board of Higher Education in India	10573

		and preparedness for Accreditation		
2020	Dr.Sr.Shanta Joseph	Two Day National Level Workshop on the theme Documentation and preparedness for Accreditation	Xavier Board of Higher Education in India	10573
2020	Mrs.Alma Minj	Research Methodology and Data Analysis in Social Sciences	St.Andrew's College of Arts,Science and Commerce Bandra(W) Mumbai	5227
2020	Sr.Anita Minj	Research Methodology and Data Analysis in Social Sciences	St.Andrew's College of Arts,Science and Commerce Bandra(W) Mumbai	5227
2020	Dr.Seema Mishra	IV Chhattisgarh Bhoogol Parishad Conference on Agriculture and Water Resource Management and Regional Development	Govt.Bilasa Girls P.G. College, Bilaspur	1000
2020	Mr.Sunil Ku.Rawani	Two Day National Level Workshop on the theme Documentation and preparedness for Accreditation	Xavier Board of Higher Education in India	750
2020	Dr.Sr.Shanta Joseph	Two Day National Level Workshop on the theme Documentation and preparedness for Accreditation	Xavier Board of Higher Education in India	750

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training on Online Banking	Nil	16/06/2019	17/06/2019	16	Nil
2019	Nil	Online Registration and Admission Process	18/06/2019	18/06/2019	Nil	6
2019	Online verification of student's documents	Nil	23/06/2019	23/06/2019	20	Nil
2019	Preparation of Power Point presentation	Online passbook balance checking, Correction and Withdrawal etc. in EPF account.	26/06/2019	26/06/2019	12	15
2019	Preparation of Power point Presentation	Nil	27/06/2019	27/06/2019	12	Nil

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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
CSIR NET	1	15/12/2019	15/12/2019	01
ICAR NET	1	10/01/2020	10/01/2020	01
International soft skill development for capacity enrichment	15	06/09/2019	10/09/2019	05
Covid-19 and	15	10/07/2019	12/07/2019	03

life beyond challenge and issue				
Real to Virtual paradigm shift in learning	15	23/08/2019	25/08/2019	03
Research Methodology and Data Analysis of social science	2	27/02/2020	28/02/2020	02
Refresher Course	1	04/12/2019	06/12/2019	03

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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	63	29	36

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Employees Provident Fund. • Incentive for research paper publication, Book writing, membership fee. • 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. • TA/DA/Registration fee for attending seminar/workshop etc. 	<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). • Provision for advance taking in case of emergency for 4th class employees. 	<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	14794962	Salary
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6.4.3 – Total corpus fund generated

179946

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	00	Yes	IQAC
Administrative	No	00	Yes	IQAC

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

<ul style="list-style-type: none"> • Regular meeting • Messaging System • Counselling
--

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

<ul style="list-style-type: none"> • Conducting regular meetings, evaluating the working conditions, and giving orientation and guidance to improve performance. • Legal Awareness Programme and legal aid. • Yoga Training Programme
--

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

<ul style="list-style-type: none"> • Spoken English for the students, • Computer class and ICT class for students and teachers, • Carrier guidance class for students to get job placements.

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
2019	Career guidance / Skill development / preparation for Competitive Exams.	30/09/2019	30/09/2019	06/11/2019	80
2019	Preparation of Academic	27/06/2019	27/06/2019	27/06/2019	1688

	calendar				
2020	Poster making Competition on preamble of the Constitution	27/01/2020	27/01/2020	27/01/2020	17
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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
Joint Annual Training Programme	14/07/2019	23/07/2019	10	Nil
Karate Training Programme	17/08/2019	30/09/2019	80	Nil
Legal Rights Awareness Programme	29/08/2019	29/08/2019	54	Nil
Prevention of Women's harassment and child marriage.	05/10/2019	05/11/2019	107	Nil
Legal awareness program	23/11/2019	23/11/2020	30	Nil
Constitution Day- Social and legal awareness	26/11/2019	26/11/2019	1676	13
Awareness program on AIDS	01/12/2019	01/12/2019	55	Nil
Awareness on Human Right	12/12/2019	12/12/2019	50	Nil
"Ghar Aagan" program	19/12/2019	19/12/2019	1	Nil
Awareness program on AIDS for villagers	01/12/2019	01/12/2019	105	Nil
Awareness program on women empowerment	24/01/2020	24/01/2020	127	Nil
Awareness Programme on	01/02/2020	01/02/2020	1676	13

domestic violence, tobacco prohibition and environment.				
International Women's Day celebration	08/03/2020	08/03/2020	21	Nil
Self-defence training programme	30/09/2019	30/09/2019	60	Nil
Women's Safety Rally	16/02/2020	16/02/2020	80	Nil
An orientation lecture and assessment on, 'Empowerment and Employability' Programme	23/02/2020	23/02/2020	100	Nil
Gender Sensitisation programme: Youth's key role in Democracy	27/09/2019	27/09/2019	80	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> • College management banned use of plastic bags used for all purpose • Replacement of CFL and Tube lights with LED Bulb in the campus and whole college. • Biogas plant built in the campus. Most of the equipments used in college laboratory 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 and Vermicomposting. • 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	No
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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
2019	1	1	18/08/2019	01	Participation in National Seminar organised by Adiwasi Yuva Chetana Manch	Awareness given to ST/ SC students about their rights duties.	4
2019	1	1	30/09/2019	38	Employability training programme	Skill Development and Employability	80
2019	1	1	08/09/2019	01	Literacy campaign on International Literacy Day	Awareness on Literacy and Education	53

[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)
Code of Conduct for Teachers	01/06/2019	<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 Institutions own policies. These helps in bringing discipline and enhance performance of teachers. The code of conduct discusses responsibilities of teacher. Academic duties consisting of teaching, exam/assessment and coordination in carrying

		<p>out various extracurricular and co-curricular activities.</p> <p>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 the staff room of teacher and corridor as well as in the website.</p>
Code of conduct for Non teaching staff	01/06/2019	<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 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 students (Discipline and Conduct)	01/06/2019	<ul style="list-style-type: none"> • Code of conduct was drafted and published in college prospectus on page 28 under the heading Rules and regulation and also in the form of code of conduct for Students uploaded in the website. • 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Inter religious meeting	20/08/2019	20/08/2019	1688
A Speech on "All love is expansion, all selfishness is contraction."	11/09/2019	11/09/2019	10
Gandhi Jayanti celebrated by NSS	02/10/2019	02/10/2019	32
"Boond Se Sagar Nirman"	04/10/2019	04/10/2019	1688

[View File](#)

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 level.

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 disposable plates. • During College hours, vehicular noise pollution is minimised. • Waste is segregated into dry and wet waste and collected in separate dustbins and delivered to Nagar Nigam Surguja waste collection.

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

1. Title: Polythene free campus Objective: The objective is to maintain an eco-friendly campus and protect environment from the harmful effect of polythene. The Context: The use of polythene carry bags and other disposable items is on the rise by staff and students. They are difficult to degrade by natural process or to recycle. As a result they are piled up on the grounds/ dumping sites or eliminated by burning which releases toxic chemicals affecting the health of humans, animals and plants. Therefore to promote environment consciousness among students and staff and to contribute to environment protection for sustainable development is the need of the time. Practices: • Project work given to students on "Plastic a global threat" • Essay writing competition on "Plastic waste free India" • To promote the "use of waste materials and reduce generation of waste" • competition was organized on " Carry bag making from waste materials" • Students and staff were discouraged to bring plastic water bottles or bags. • Plastic free campus campaign was organized frequently by collecting plastic wastes from campus and polythene carry bags from the hostel. • Clean Ambikapur/Plastic free Ambikapur campaign. • Ban on use of items made of plastic materials by staff and students of college. • Workshop on Kulhad making (earthen cups) for staff and students. • Workshop on "waste to wealth" making fence and decoration pieces from plastic packets. 2. 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 become 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.

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

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

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Distinctive quality of college : Women's Empowerment- Women play a central role in the stability, progress and development of any nation. Rural women especially play a key role in supporting their households and communities in achieving food and nutrition, income generation and improving rural livelihoods and overall well-being of their family and society. Therefore women empowerment is a must to bring about changes in any society. Knowledge is the most powerful engine to empower women. If women are educated they become the agent of change in the families and in the society. Holy cross women's college Ambikapur managed by Pavitra Cruz Sisters Association of Holy Cross Sisters, since its origin, has been active in the field of education. This is part of its effort to share in the country's educational undertaking. Holy Cross Women's College the first college for women in the region/District aims at the integral and personalized education of women and adopts a holistic approach to educate and empower women of the rural and tribal area of different districts of Chhattisgarh, where practices such as gender inequality, early marriage,

domestic violence, persecution for dowry, rape, honour killing, female foeticide, human trafficking, witchcraft etc. still continue to exist. Women education is still perceived as unnecessary. When the financial issues rise in the family, it is the daughters who would be pulled out of schools or stopped from pursuing higher education. If the daughter wants to go for higher education, it becomes a matter of discussion in the families and among the relatives. In such a background Holy Cross Women's College, Ambikapur strives to produce intellectually well trained, morally upright, socially committed, spiritually inspired women for the India of today, and through value based education. In our institutions, we empower and encourage them to strive after excellence in every field, to be selfless in service of their fellow human being and to become agents of social change. We achieve this goal by providing opportunities for their holistic development through various activities, competitions, cultural programmes, field study, internships, lectures, seminars, awareness programmes on women rights, leadership opportunities, social activities, sports, promoting NCC / NSS units etc. in the college. Almost all our alumnae get job opportunities in different government and non government sectors, many of them are holding top positions in education sectors and other offices, Industry, even foreign countries earning income for the family to raise the quality and standard of living. While many others are serving as enlightened women in the family and society and contribute to the growth and development.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

- To organize more Faculty Development programmes.
- To set up open Gym.
- To enhance use of ICT at all levels.
- Promotion of Skill Development activities for staff and students.
- To introduce more certificate and value added course.
- To acquire Learning Management System for the college.
- 100 involvement of students in community activities.
- To conduct more national/international seminars/workshops.
- To promote use of more and more E-learning resources.
- To strengthen practices of green initiatives.
- Promotion of alumni activities.
- To conduct value added courses for the Students.