



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Holy Cross Women's College, Ambikapur
• Name of the Head of the institution	Dr. Sr. Shanta Joseph
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07774230690
• Mobile no	9753649540
• Registered e-mail	hcwcoffice@gmail.com
• Alternate e-mail	hcwca@rediffmail.com
• Address	Holy Cross Women's College, Manendragarh Road, Patparia
• City/Town	Ambikapur
• State/UT	Chhattisgarh
• Pin Code	497001
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Sant Gahira Guru Vishwavidyalaya, Sarguja
• Name of the IQAC Coordinator	Dr. Sr. Manju Toppo
• Phone No.	07774230690
• Alternate phone No.	07774230690
• Mobile	9399490950
• IQAC e-mail address	iqachcwc@gmail.com
• Alternate Email address	hcwcoffice@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.holycrosswcamb.com/Images/Multipdf/NAAC%20Report%202020-21.pdf">https://www.holycrosswcamb.com/Images/Multipdf/NAAC%20Report%202020-21.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.holycrosswcamb.com/images/special/Academic%20Calendar%20and%20Holidays%20(2021-2022).pdf">https://www.holycrosswcamb.com/images/special/Academic%20Calendar%20and%20Holidays%20(2021-2022).pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Five Star	798	1999	09/01/1999	08/01/2004
Cycle 2	B++	84.0	2005	20/05/2005	19/05/2010
Cycle 3	B	2.8	2015	03/03/2015	02/03/2020
Cycle 4	A	3.16	2021	16/02/2023	17/02/2027

**6.Date of Establishment of IQAC**

05/02/2004

**7.Provide the list of funds by Central / State Government**

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Holy Cross Women's College	Salary	Higher Education (State Govt.)	2021 - 2022	42490023
Holy Cross Women's College	Unnat Bharat	Unnat Bharat	2021-2022	50000
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>	
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>			<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>			<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>			<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>			No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>			<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
Participation in All India Survey on Higher Education.				
Monitoring of effective implementation of programmes as per the academic calendar and activity calendar.				
Submission of Annual Quality Assurance Report on the NAAC portal.				
Conduct of IQAC meetings and action taken report.				
Participation in Unnat Bharat Abhiyan				

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>• Conduct of regular IQAC meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Four IQAC meetings conducted to plan and implement various quality Sustenance and enhancement activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Participation in All India Survey on Higher Education</li> </ul>	<ul style="list-style-type: none"> <li>• Report submitted to AISHE and received certificate on 28.2.22</li> </ul>
<ul style="list-style-type: none"> <li>• To introduce new add on courses</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the proposals received from different departments 12 add on/Certificate course conducted successfully</li> </ul>
<ul style="list-style-type: none"> <li>• To prepare activity calendar including academic activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Activity / Academic calendar prepared according to University calendar and its implementation is monitored.</li> </ul>
<ul style="list-style-type: none"> <li>• To conduct faculty development programmes and professional development programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty development programme organized on:               <ul style="list-style-type: none"> <li>• Criteria wise documentation for quality assurance and NAAC accreditation.</li> <li>• Use of LMS and ICT tools in teaching and evaluation from 12.08.2021 to 19.08.2021.</li> <li>• Workshop on "E-learning resources and Access" conducted.</li> <li>• E-lecture on various aspects of counselling.</li> <li>• Motivation a key to better performance.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Regular Yoga / Mediation classes</li> </ul>	<ul style="list-style-type: none"> <li>• Yoga day celebrated yoga training and meditation was arranged for students at different dates.</li> <li>• Extension lecture organized</li> <li>• 5 minutes meditation made compulsory for every student and staff during first period</li> </ul>
<ul style="list-style-type: none"> <li>• AQAR 20-21 and SSR Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• AQAR 2020-21 for Assessment</li> </ul>

and Submission.	and Accreditation by NAAC prepared and submitted
<ul style="list-style-type: none"> <li>• Counseling facilities for students</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling facility was arranged for students in collaboration with District Mental Health Programme Ambikapur</li> </ul>
<ul style="list-style-type: none"> <li>• To monitor conduct of different competitions by cell / associations / clubs etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Essay writing competitions / slogan writing / poster making / poem writing / model making / speech competitions etc. conducted.</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct activities for slow learners and advanced learners.</li> </ul>	<ul style="list-style-type: none"> <li>• Extra classes conducted for slow learners by all departments Green skill development classes arranged for students of Art &amp; Home Science. • Focus on virtual interactive sessions and activities generated through Mentors.</li> </ul>
<ul style="list-style-type: none"> <li>• To conduct spoken English classes</li> </ul>	<p>Special arrangement made by the department through blended mode. Audio-Visuals available with British Council were used during the sessions. Expert from outside also contributed through their sessions.</p>
<ul style="list-style-type: none"> <li>• To conduct workshops / courses / expert lectures to develop soft skills, life skills in students.</li> </ul>	<p>Academic Calendar developed - All departments submitted their proposals for conduct of Seminar/FDP/Extension Lecture/Field Visit/Expert talk/webinar etc. - Following were approved and conducted. • Expert lecture on mental health organized by psychology department • Extension lecture on coping with stress Number of awareness programme conducted through videos and competitions Following test administered: -Adjustment Inventory - Stress Coping Techniques -Leadership</p>

	Skill - Thematic Apperception Test.
<ul style="list-style-type: none"> <li>Faculty induction / student induction programme.</li> </ul>	<p>1. One week faculty orientation programme was conducted for all newly appointed faculty to understand philosophy , academic and work culture of Holy Cross Educational Institutes 2. College HR Policy and Welfare schemes are shared 3. Teachers Code of conduct explained 4. Made aware about professional role, responsibilities and ethics 5. Conducted one week Exposure and Talent Hunt Programme for new batch of students to get familiar with the Code of Conduct, solidarity and constitution pledge, prepared pool of talented students of various performance and responsibilities.</p>
<ul style="list-style-type: none"> <li>Participation in Unnat Bharat Abhiyan</li> </ul>	<p>Online application submitted and successfully registered under the Unnat Bharat Abhiyan a flagship programme of Ministry of Education Government of India on 11/02/2021 and adopted 5 villages of Surguja District and conducted survey of five villages</p>
<ul style="list-style-type: none"> <li>Enhancement of ICT facilities for teaching, learning and evaluation.</li> </ul>	<p>Initiated process to digitalise TLM, Library Coding, Records related to the following Enhancement of ICT facilities for teaching, learning and evaluation. Computer lab upgraded by adding more computers and additional software's.</p>
<ul style="list-style-type: none"> <li>Planning and monitoring of extension activities</li> </ul>	<p>Extension activities were carried out in the adopted village under Unnat Bharat</p>

	Abhiyan and in other villages by NCC, NSS & Youth Red Cross and M.S.W. Department of College.
• Capacity building programme for students	Under the super vision and monitoring of IQAC various departments organized 1. Soft skill development programme 2. language and communication skill 3. computing skills 4. Life skills 5. Career Counseling and guidance for competitive Examination
To divide newly admitted students into groups and assign faculty as mentors to each group.	Newly admitted student were assigned to different faculty to act as mentors.
Promotion of universal values and brotherhood it is suggested: a. To celebrate important festivals of every religion, national unity day, constitution day etc b. To organize competitions, quiz covering such themes by cells / associations / clubs.	• Festivals of different religions celebrated by the entire college like Deepawali, Christmas, Human rights day, Constitution day, National Unity day. • Different competitions / expert lecture / webinar / quiz organized on relevant topics on different occasions. • Alumnae meet conducted department wise. Total 12 meetings conducted.
• Promote 100 percent student participation in cultural/Competition and Sport activities	Maximum participation ensured as the activities conducted class-wise and Department wise
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
• Name of the statutory body	
Name	Date of meeting(s)
Governing Body	22/03/2023
<b>14. Whether institutional data submitted to AISHE</b>	

Year	Date of Submission
2021-22	14/02/2023

### 15. Multidisciplinary / interdisciplinary

The institute is prepared to adopt NEP 2020 whenever the university implements the New Policy through literature study, dissemination of content and organizing other activities.

The institution has organised workshops and webinars to create awareness on the NEP-2020 by inviting experts on NEP among the staff and students. The staff are frequently oriented regarding the NEP by organising awareness programmes and group discussions.

Management and staff also attended number of webinars organized by UGC/NAAC, other institutes on NEP 2020.

The institution is equipped with all the necessary and sufficient infrastructure and learning resources for teaching and learning.

### 16. Academic bank of credits (ABC):

NA

### 17. Skill development:

The college organizes different skill development programmes under capacity building such as IT skills, communication skills, life skills and practical skills by organizing different activities relevant to the specific area.

The faculty members adopt the pedagogical approach for better teaching of the subject including various teaching methodologies, Feedback and Assessments. Need based subjects are available as Skill development subjects. Skills are enhanced and competencies are created through practical laboratory sessions, Hands on training, Field work/ visits/ study tours, certificate courses, Workshops, Surveys etc. conducted at various levels of the study. The institution carries out experiential learning and extension activities by scheduling the activities in collaboration with other Institutes.

### 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The languages available to opt in the institution are Hindi and English. Both English and Hindi medium of teaching, learning and



communication are available for better conveying and understanding of the subject. Topics on National integration, cultural heritage of India etc are kept for discussion, presentation, debates etc during college assemblies, and on other occasions.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

All programmes are set with specific objectives and learner centric approach providing all the flexibility to choose inter disciplinary, Intra disciplinary and Skill enhancement courses. It is meant to bridge the existing gap between traditional degree learning and employability. It aims to strengthen entrepreneurship capacities leading to self employment and self reliance. It disseminates to face global challenges with innovative, critical thinking.

Objectives and programme outcome of each course is formulated by the Board of Studies and distributed to the students by their mentor. Attainment of outcome is measured using indirect methods.

#### **20.Distance education/online education:**

Online teaching facility has always existed in the institution with a Free Wi-Fi and 24x7 internet facilities in the campus. It was effectively implemented with the invasion of the COVID-19 pandemic in 2019-2020 and continued during 2021-22 and presently all the staff and students are well equipped and have the knowledge and skills required for the online Teaching - Learning and Evaluation process.

## **Extended Profile**

### **1.Programme**

1.1 287

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### **2.Student**

2.1 1627

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

725

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

589

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

61

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

63

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>287</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1627</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>725</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>589</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>61</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	63
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	39
Total number of Classrooms and Seminar halls	
4.2	105.59
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	136
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 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.

Feedback from the faculty members, students, alumni, employers & academic experts are managed through discussion, questionnaire, meetings, etc. The duly analysed feedbacks and recommendations are forwarded to Internal Quality Assurance Cell (IQAC) for necessary action.

Transaction–College academic Calendar , Unit-based mapping at department level .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 which is submitted to the head of the institution for approval. Regular teaching according to the distribution of content and timely completion of the curriculum is ensured. Subject wise attendance register is maintained by each faculty to ensure regular attendance in the class.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar is prepared in accordance with the university calendar which also includes schedule for continuous internal evaluation. The academic calendar contains the yearly schedule of the college activities, date and schedule of the various programme related to curricular, co-curricular and extra-curricular activity of the college.

Mapping of Academic Activities done at the department level

The calendar specifies the dates on which a faculty / department is expected to conduct internal assessment / tests/assignments/seminars etc. 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 level social and other cultural programme, 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.

Internal assessment for each course is continuous and is done by conducting Unit tests / Periodic tests / Surprise tests / Assignment / Seminar / Oral tests / Preparation of charts / Model Examination / Home work / Group discussion / Projects / Field visit / Writing group observation from visit.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**44**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)****12**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****1295**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**Equity-Providing education to all irrespective of considerations of caste, creed, religion and the social strata**

- Providing quality education for overall growth and development of general
- The college follows state reservation policy in favour of the SC/ST and OBC

**Self Development-To make the youth self reliant and capable of showing direction to others. improve communication skills and enables its students to solve the complexities of life**

**Community and National Development-Inculcate a sense of social responsibility towards society .Contribute to the national cause of human resources development i.e. contributing for Flag Day, blood donation, celebrating Republic Day, Independence Day, Teachers Day and festivals of all communities etc.**

**Issue of Ecology and Environment-**The college spreads awareness about and enriches environment by Saving natural resources .Promoting tree plantation through "Each one Plant one" motto Using and promoting eco-friendly items e.g. cloth bag, paper bags.

**Value Orientation-** developing value-based holistic vision by Imparting moral education by examples and practical actions. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Cocurricular and

**Extracurricular Activities** conducted through different cells like N.S.S./NCC/youth Red Cross/Ecofriends club/swachhata club etc. which promotes environmental protection through tree plantation and other sustainable development programs.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

118

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>



<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
<b>1494</b>	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.holycrosswcamb.com/images/special/1.4.2.pdf">https://www.holycrosswcamb.com/images/special/1.4.2.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	

<b>2.1.1.1 - Number of students admitted during the year</b>	
606	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
427	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners.</p> <p>The continuous assessment of learning levels of students is an important step taken by the institution so that measures can be taken to improve the learning process.</p> <ul style="list-style-type: none"> <li>• Generally counselling and aptitude test conducted well before admission based on which students given advice to select a particular stream. Due to covid-19 pandemic this could not be materialized this year.</li> <li>• After one month of teaching the course, teachers assess the learning levels of the students in the class by conducting tests and they are also assessed by their overall performance in the class and are grouped as slow learners and advanced learners.</li> <li>• Opportunity is also provided to the slow learners to change their subjects if they are unable to cope with the course</li> </ul>	

they have selected.

- Advanced learners are provided with web links and encouraged to take membership in digital libraries so that they can advance in their knowledge.
- Advanced learners are encouraged to help the slow learners. They are also given guidance for competitive exams and other job vacancies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1627	61

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institute always promotes student centric learning which is reflected in the following activities:-

- The faculty induction cum orientation programme organized with due emphasis on student centric teaching.
- Faculty also briefed on the vision and objectives of the college which is entirely focused on student's all-round development.
- Participative activities viz group discussion, seminars, presentation, field visit, project work, assignment, role play, brainstorming sessions, quizzes, study tours, internships etc. organized.
- College gives much importance to all-round development of students through extra-curricular, co-curricular and field based activities.
- Provides opportunities to develop leadership and event management qualities.

The college has formed different committees, cells, associations; clubs through which various activities are conducted in which students actively participate.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The institute encourages use of ICT enabled tools in teaching learning. In the academic year 100% staff was encouraged to use ICT in teaching.
- ICT tools such as computers, laptop, LED projectors, LED TVs, interactive projectors, digital podium, document camera, LAN connected system, tablets, printers, scanners, audio system etc.
- Different online platforms viz Zoom, Google Meet, WebEx, Microsoft team, you tube, whatsapp groups, email, website, communication, tests, assignments, to make presentation, to address queries, mentoring etc. BSNL Wi-Fi facility available in the campus for students and staff.
- Faculty also use E-learning resources such as N-List/ inflibnet / NDL / E-journals Swayam / MOOCS / E-books/ e PG pathshala and other web resources for teaching learning activity and encourage students to use the same.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

611

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Internal assessment is done continuously through written tests, oral tests, assignments, quizzes, seminar, presentation etc.
- Internal assessment committee works out the schedule of internal assessment and displayed on the notice board and uploaded on the website of the college.
- IQAC monitors the completion of the assessment as per the schedule.
- Test copies / assignment etc. submitted before the IQAC for verification and approval.
- After evaluating marks are recorded by every faculty in the attendance register.
- Every faculty notes down the points for improvements and is briefed to the students.
- In case of CBCS semester system in all PG classes, the internal assessment conducted as per the university guidance and the marks obtained are sent to university which is incorporated in the final result of the candidate.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Time table is prepared well in advance in the beginning of the academic year which is distributed to all departments.
- To ensure proper conduct of internal examination, extra

invigilators are assigned duty in large classes.

- Generally there are no serious grievances related to internal examinations.
- If the students are unsatisfied with the marks / grade obtained, they can directly approach the concerned teachers, who look into the matter. If the student is still unsatisfied satisfied they can approach the HOD / grievance redressal cell / principal.
- Students also have the freedom to use the suggestion box to put in the note of their grievances.
- Grievances regarding the missing of internal exam marks at the university level, the college intervenes, verify the documents and report.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has clearly stated learning outcomes for all programmes and courses offered by the institution which is worked out by the university BOS or the college itself. The college follows the following mechanism to disseminate the learning outcomes to the staff and students.

- Syllabus along with the learning outcomes is given to the departments in the form of hard copy and soft copy for easy reference for the teachers and students.
- Importance of outcomes based teaching is discussed in the IQAC and college council meetings.
- Faculty is instructed to discuss the expected learning outcomes with students and strive to achieve the expected outcome.
- Programme outcome / courses outcome are also uploaded on the website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme outcome, programme specific outcomes and course outcomes are evaluated by the institution through:

- Regular internal assessment systems.
- Feedback collection and analysis.
- Through academic administrative audit of the departments.
- Year end / semester end result analysis.
- Collection of data of student progression to higher education.
- Students qualifying competitive examinations.
- Placement of students after completion of each programme.
- Overall growth and progress is assessed through extra-curricular.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

589



File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.holycrosswcamb.com/images/special/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution plan and implement innovative practices in order to create and ecosystem that promote all round development of students. Since the institutions vision is holistic development of students, innovation becomes part of the regular affairs rather than an initiative be it in the delivery of course content, skill development for capacity building, or any other extra curricular activities and research innovation ecosystem in the college is revolved around making the student a competent person in the area of employment and performance, problem solving skills, stress management and responsible citizenship.

Institute promote community participation of students in social activity under the banner class room to community, community interface programme - education, nutrition, health and hygiene, other areas of innovation include. Seed funding for research, energy saving by the use of solar panels, promoting kitchen garden and organic forming, use of vermi compost, replacement of plastic

disposables with earthen/paper cups, alternate carry bags, use of digital platform for curriculum delivery / teaching / learning and evaluation, online meetings, webinars online delivery of guest sessions and online programmes including cultural events, celebrations and competitions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- The college organizes a number of extension activities to sensitize students to social issues and for their holistic development.
- NSS volunteers and cadets disseminated awareness regarding covid-19 pandemic, distributed mask among the poor people and encourages them to follow the covid protocol.
- Covid-19 prevention / vaccination awareness campaign / literacy programme, health and hygiene etc were conducted through rally, slogan writing / wall painting, poster making, drama, lecture, video making, literacy programme under the title "each one teach one," blood donation camps etc.
- College also participated in extension activities and gave

stitching machine to the women of adopted villages and conducted free tailoring programme.

- Bean seeds were also distributed for cultivation during pandemic for income generation.
- Distributions of essential commodities like dal / rice / wheat flour / oil etc were also done in the adopted village and also to the slum dwellers during pandemic.
- 3 faculty members do contribute in extension activities as counselor and psychologist at district social welfare and women and child development department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

75

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

4441

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

28

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute ensures adequate availability and optimum utilization of infrastructure facilities in order to create an environment of excellence in education in a lush green and eco-friendly campus.

The college encompasses sufficient number of ICT enabled ventilated, well furnished spacious class rooms equipped with LCD projectors and LED TVs interactive smart boards for conducting theory classes. Wi-Fi connectivity is provided in all four wings of the college. Blackboard, white board and green boards are also available in class rooms.

All laboratories are well equipped as per the requirement for conducting practical in science / Arts / Home Science / Computer Science. Computer with Wi-Fi connectivity and licensed software to cater to the needs of curriculum and online learning. College also has seminar halls / auditorium / conference room with ICT facilities for conducting seminars / workshops and conference.

Well stocked central library and departmental Libraries with books facilities periodicals, journals, CDs in the form of hard copy and

digital copies are available for use of staff and students.  
Membership in NDLI & Inflibnet etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.holycrosswcamb.com/cloud/Special.aspx?id=19">https://www.holycrosswcamb.com/cloud/Special.aspx?id=19</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution gives utmost importance to the overall development of the students and integrates sports and extracurricular activities such as cultural activities yoga / meditation etc as essential components in the routine activities of the college.

It has adequate facilities for sports, games, cultural activities, yoga/meditation and exercises. Large play ground with provision for multiple games such as football, kabaddi, badminton, hand ball facilities for table tennis, chess, carom, and athletics are also available. Apart from this open gymnasium available for use of staff and students. Sports officer and other teacher - in charges of games promote active participation of students in sport / game activities which are organized regularly.

For the performance of cultural activities spacious auditorium with portable and fixed sound system and an open stage is available for participation in large numbers. Numbers of cultural events are organized and meditation session are conducted twice a week for all staff and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.holycrosswcamb.com/cloud/Special.aspx?id=24">https://www.holycrosswcamb.com/cloud/Special.aspx?id=24</a>

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

33



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20.47

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Holy Cross Women's College library has a separate building consist of all required facilities. Library has made consistent progress in terms of collection of books, periodicals, and e-resources. The Holy Cross Women's College library is spread in 6359.36Sq. ft. area with stock rooms and reading room. The library is a learning knowledge centre for students. The library has rich collection of text books, reference books and facilities for accessing e-learning resources. There are 36791 text books, good number of reference books and periodicals. Our library uses independent customized "Holy Cross Information Management System (ERP) software" to manage online books search/issuing/return/report/check availability etc. for students. Library has given separate access facilities for college staff for

issue-return history. It also displays the pending book and book reporting history. It has well stocked previous years questions papers, research articles, exam resources, Ph.D. Thesis, M.R.P., Dissertation, Magazines for Competitive examination, Magazine General etc. The library is having active membership of INFLIBNET N-LIST consortia and provides 6000+ e-journals and 1,99,500+ e-books of various subjects. The staff and students have registered for N-List and regularly derive benefit of the same. Library also has a Kindle, a small hand-held electronic device for reading books. NDLI & NDLI club link (<https://ndl.iitkgp.ac.in>) for online access.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://nlist.inflibnet.ac.in/collegeadmin/">https://nlist.inflibnet.ac.in/collegeadmin/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

6.18

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

27

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT facilities are frequently upgraded to facilitate ICT based teaching learning in the institution.

Desktop computers with I3/I5 processor 8GB RAM, 1TB Hard disk made available to upgrade computer laboratory.

Class room, auditorium, conference rooms are equipped with smart interactive boards, multimedia / LED projector, digital podium, document camera, LED TVs are also provided for teaching learning activity.

Internet connectivity is also upgraded from broadband connectivity to Wi-Fi to all wings of the college and currently Wi-Fi connection is upgraded with FTTH with a speed of 100 MBPS.

Number of CCTV cameras extended to all classroom and old cameras are replaced with high resolution cameras.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.holycrosswcamb.com/cloud/Special.aspx?id=23">https://www.holycrosswcamb.com/cloud/Special.aspx?id=23</a>

**4.3.2 - Number of Computers**

136

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

83.12

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of individual institutions in the campus is taken care by the head of that institution. From campus manager to head of the institution down to the support staff are involved in maintaining a beautiful, neat & clean, Eco-friendly lush green campus. Well furnished class rooms are maintained neat and clean by daily cleaning and repairing by support staff after the class hours.

Well equipped laboratories are maintained and upgraded as per the requirement. For procurement of equipments / chemicals / glasswares etc. a purchase committee is constituted with HOD and senior faculty. The requisition from departments is submitted to the office of principal through purchase committee of departments after annual stock verification. 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.

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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.holycrosswcamb.com/cloud/Special.aspx?id=22">https://www.holycrosswcamb.com/cloud/Special.aspx?id=22</a>

<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
395	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
41	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

2068

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

2068

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

19

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

345

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)



**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

13

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

In the current academic year, the student union was formed by nomination on merit basis as per the university guidelines. They work for the benefit of the students and the entire college by

organizing various academic/co-curricular activities in blended mode 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, and Christmas to promote love and respect towards people of all faith.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

180

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an Alumni Association. The Alumni Association of the college has been helping the college in its growth and development process actively and efficiently, by providing positive feedback. The Principal of the College is the President of the Alumni Association. The list of other office-bearers of the Alumni Association is given below:

Vice president - Rashmit Kaur, Secretary - Mrs. Mamta Kashyap, Treasurer - Sr. Sheela

The activities of the Alumni Association -

- Informal get together of the students of every preceding session's passed out batch in college campus.
- Felicitation of the students who get placements during the preceding academic year

Alumnae contribute to the Growth and Development of the College.

- The Alumni helps in establishing Networking with all students.
- It helps the college in updating about the placements of pass out students.
- It furnishes information about job opportunities in schools / college / other private and govt. sectors.
- Share their expertise with students through lectures.
- Their feedback has helped in improving the existing curriculum, organizing new activities, etc.
- They have given many healthy suggestions for the quality enhancement of the college.
- Alumnae also part of decision making process and quality initiatives of college by being members of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institute functions under the chairmanship and guidance of the president of the society. Having its own vision, it functions in accordance with the directions given by UGC, state government and the affiliating university.

**Vision:** is to empower women in a culture of excellence for personal transformation and responsible citizenship.

**Mission:** Our mission as compassionate and enlightened leaders is to form women through its value based and holistic approach to education.

There exists an efficient decentralized system of administration in that various committees perform academic and administrative responsibilities through decentralization of powers and duties and participation of all stake holders, empowers women coming from the rural / tribal and underprivileged section of the society. All college activities are managed by empowered and efficient team consisting of the President, Principal, Vice Principal, the Deans, IQAC, Head of Departments, Staff and students.

Overall mechanism regarding academics/ non academic activities, implementation of various policies and administration of the institute is monitored by the Principal. The college management ensures holistic development of the student by providing facilities for effective learning, promotion of leadership among students and opportunities for sports/ cultural and social activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. For effective and efficient transaction of teaching learning and evaluation process, a proper hierarchy of management has been designed so as to coordinate at each level of management. There exists an efficient decentralized system of administration in that various committees perform academic and administrative responsibilities. The management committee consisting of the president, secretary, treasurer, principal, vice principal and accountant takes care of the overall governance of the college.

Example: Examination and Evaluation Committee.

This committee was constituted by the Principal consisting of Principal, senior faculty members, office staff and support staff with the objective to conduct online examination as per the guidelines issued by the university. The committee was assigned the following duties for the smooth conduct of examination collection and evaluation of answer sheets.

- To instruct the faculty to brief the students on the process of online examination and submission of answer sheets in the college.
- Release of question papers in the website/ whatsapp groups as per the time table set by the university.
- To attend to the exam related grievances of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategy followed by the college is quite specific and action oriented. In order to achieve the goals, the College has designed specific short term and long term plans. The time-bound strategic plan developed by the college is effectively implemented and supported with appropriate financial allocations. The officers of

the college are governed on the principles of participation and transparencies. IQAC took lead to draw blue print for next three years.

- Mapping of course-wise activities and allocation of academic task as per the development plan
- Formation of Programmes Advisory Committee- to invite department-wise innovative initiative and proposals for approval
- Research and Development Cell (R & D Cell) though it exists but required to be more strengthened
- Monitoring and Evaluation Cell
- Strengthening of Placement Cell and initiate Campus interview
- Create task-group for implementation of NEP-2020
- Academic calendar- to highlight curricular and co-curricular component

Enhancement of ICT facilities to strengthen teaching activity and planning activities fitting to online environment during covid 19 pandemic to promote all round development of students which is successfully implemented by the use LMS and other facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The policies of college are formulated based on the education policies of the Govt/UGC and association which is approved by the governing body for implementation.

Overall planning for the development of the institution is done by the college managing committee under the presidentship of the provincial superior and by IQAC under the chairmanship of Principal. Recruitment and appointment of staff and formulation of service rules etc. are in accordance with the Govt/UGC and societies own policies.

The Principal is the academic and administrative head who along with IQAC plans and monitors the implementation of various policies through HoDs, various committees and staff members at the local level.

The organogram of the college consists of the Governing body, college managing committee, principal, vice principal, IQAC, department heads including library committees, accountant, clerical staff, support staff and students union.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.holycrosswcamb.com/images/special/Organogram.pdf">https://www.holycrosswcamb.com/images/special/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

College has its HR Policy under which several welfare measures such as:

- Provides maternity leave
- Seed money for research project

- Sponsors to attend seminar /workshops
- Periodical up-gradation in scale
- Subsidised medical facility
- EPF facility
- Superannuation benefits etc.
- Incentives for book writing, Research paper publication
- Membership fee in academic bodies
- ESI
- Gratuity
- Medical Leave

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

3

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

17



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal is done every year for which Performance Appraisal Form is developed and assessed by the Principal. In addition to it, other methods as under are also in the consideration zone

- Formative evaluation by students of faculty
- Grading of files, assignments at the end of academic session
- Record of participation / performance of students in Inter College activities
- Internal Assessment records of the students.
- Confidential report of faculty members by the Principal and management.
- Complaints/suggestions as filed and dropped in the Suggestion/ Complaint Box.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

##### Internal Audit

The financial aspects remain a multi-committee affair. The relevant committees requested for making standing provisions regarding the financial requirements, both present and future. It was decided that resources have to be provided to meet each and every genuine requirements of the students, teachers, infrastructural and for empowerment of the faculty. It was in particular decided to finance all the augmentation programmes and the activities for updating the college in every sense of the term. In this, specific amount was sanctioned for purchasing more books for library and creating a respectable book bank. Likewise the decision to get budgetary allocations for updating IT facilities was taken.

It was appreciated that the college is capable of meeting its quality-quantity based requirements out of its own resources and that it is to manage required funds for introducing new programmes. Besides, it was suggested that the college should continuously mark a portion of its net income for (i) augmentation, (ii) future expansion.

Institution conducts External and Internal financial audit regularly.

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

College has two sources of funds generaion:

1. Fee collected from Students
2. Grant-in-aid for specific department from UGC/RUSA

Annual budget allocation is done for the utilization and maintenance of following facilities approved by president of the society and its implementation is monitored by the managing committee through various subcommittees. Building Laboratories Furniture Equipments Computers Transport/Vehicle Academic Programmes and activities

.The budgetary estimates are counted on the basis of the past spending and the felt future needs. The principal and the

management of the college manage and supervise utilization of the allocated budget optimally. Internal and external financial audit is done by the competent authority.

As out above that the infrastructure facilities established are kept open for the students and faculty during working hours and extended hours whenever required. Library, Computer centre, Sports facilities are kept open on holidays/extended hours for all the registered users.

The infrastructure of the college is optimally used by the legitimate users and is also made available to other academic agencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Yes, the college formulated and established Internal Quality Assurance Cell (IQAC) in 2004 so as to respond to the changing educational, social and market demands. Its composition is reported under criterion 6.1.3.

The cell makes assessment of different aspects of the functioning of the college, and monitors their functioning. It gives suggestions from time to time i.e. from beginning to the end of the course. This cell also examines and addresses the suggestions received through different modes such as verbal, communicated or through Suggestion Box and allied channels.

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional

processes;

- Dissemination of information on the various quality parameters;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college is sensitive to the quality of education as well as to changing educational, social and market demands.

The college has IQAC and Programme Advisory Committee (PAC) which assess the performance of the programmes approved by it. The quality is reflected in the implementation of the academic programmes and quantum of target achieved.

The college takes utmost care in planning and implementation of the academic programmes. To sustain the quality of its academic programmes, the stakeholders' feedback and the previous years' results are the benchmark for further improvement.

The college makes all out efforts to

- Ensures adherence to academic calendar with the help of schedule for all activities
- Supervises content delivery by faculty, through Principal
- Ensures high performance of students in internal examination academic
- Monitors attendance of students and also keeps the students informed on quarterly basis. This helps students in not absenting from classes beyond a permissible period laid down

by University due to unavoidable reasons.

- Maintains and ensures stock verification.
- Makes sure that seminar is organized for preparing PPTs of teaching units in advance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.holycrosswcamb.com/cloud/Special.aspx?id=48">https://www.holycrosswcamb.com/cloud/Special.aspx?id=48</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- Female candidates constitute 100 percent of students. Percentage of male candidates varies from 10-20 percent among the faculty. In a way, the females in the staff and students dominate working in the institution.
- students coming from distant places are provided with hostel

facility.

- Female faculty members provide mentoring service to female populace.
- NaariSashaktikaranprogramme through NSS.
- Beti padhao and beti bachao abhiyan.
- NSS and NCC for girl students.
- All the educational/ sports/ study
- Tours are undertaken under the guidance and supervision of experienced female staff.
- Training and briefing before excursion and mobile phones for communication.
- Anti-ragging committee and grievance redressed cell formed and their name helpline numbers displayed at junctions and notice boards.
- Anti-ragging affidavit collected from every students
- Female security staff especially in the hostel.
- Karate/ self-defense training for girls.
- Parent-teacher meet.
- In case of medical emergency transport facility available.
- Campus nurse and first Aid facility.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.holycrosswcamb.com/images/special/7.1.1%20Action%20Plan.pdf">https://www.holycrosswcamb.com/images/special/7.1.1%20Action%20Plan.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.holycrosswcamb.com/images/special/7.1.1%20for%20Link.pdf">https://www.holycrosswcamb.com/images/special/7.1.1%20for%20Link.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Holy Cross Women's college has a well-established waste management system which is implemented effectively with the help of teaching staff, non-teaching staff, support staff and students.

- There is paper waste collecting and storing center.
- Common warehouse for solid waste gathering.
- Plastic waste sorting and storing center.
- Solid waste dumping yards with multiple dumping sites.
- Biodegradable and non-degradable wastes are segregated.
- Part of the waste is used to feed the compost/ vermi compost pit and is used to manure the vegetable garden and flower garden.
- Some of the bio gradable waste is used for biogas production.
- Part of the waste is collected by the municipal waste management system.
- Chemicals in the laboratory are disposed in sealed tank/ pipes along with water so that chemicals undergo neutralization with water.
- For liquid waste management open and closed sewer system, part of the waste water is channelized for gardening.
- E-waste, scrap metals, papers, plastic etc. are given to recycling agencies.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

#### 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	A. Any 4 or all of the above
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Holy Cross Women's College always works towards creating a caste free all inclusive harmonious society to achieve this the initiative taken by the college are:

- Equal opportunity given to all students irrespective of

caste, column and creed.

- The college always encourages students to perform activities and participate in inter-college, university and other government or non-government organization to make them sensitized towards cultural, regional, linguistic and other socio economic diversities.
- Preamble of constitution on flexiboard is displayed in the college campus.
- Preamble incorporated in Handbook.
- All students and staff pledge to work towards it.
- Competition organized for students on constitutional values and constitution day celebrated with different activities.
- Value education classes are conducted where human values / dignity is given utmost importance.
- Organizing inter-religions prayer meet.
- Readings taken from Holy book of different religions during college assembly.
- Celebration of festivals - Deepawali, Eid, Christmas, Guru Nanak Jayanti etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Vision of the college itself is to empower women in a culture of excellence for personal transformation and responsible citizenship. Therefore in all its endeavours the college focuses on imbuing in its students and employees constitutional values through various activities.

Constitution day is celebrated every year on 26th November by reading the preamble of Indian constitution and series of lectures by eminent speakers, staff and students, to sensitize students and employees on constitutional obligations, values, rights and duties. Other activities such as competitions slogan writing, essay, speech, poem etc. are organized for students on the preamble of the constitution and other elements of the constitution.

Preamble of the constitution is displayed in the campus on flex board at different places and encouraged to learn by heart. Students handbook also contains the preamble and the pledge, values education classes are also conducted to promote universal values of brotherhood. Blood donation camps, induction programmes and many other activities are conducted all through the year at various occasions as mentioned below - Gandhi Jayanti, National Unity Day, Constitution Day, Speech Competition, Deepawali Celebration, Christmas celebration, Human Rights Day, Guest Lecture on Constitution of India right to health, Rangoli Competition, Essay Competition on Preamble of constitution, Webinar on "Our Constitution", Run for Unity, Guest lecture on "Kargil Vijay Divas", Independence Day Celebration, Human rights Day Tribute to CDS General VipinRawat, Slogan Writing on Constitution Day, Inauguration of Constitution Week, Slogan and Poster Competition on Constitution Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.holycrosswcamb.com/images/special/7.1.9%20for%20Link.pdf">https://www.holycrosswcamb.com/images/special/7.1.9%20for%20Link.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates/ organizes national and international commemorative days, events and festivals with great enthusiasm national festivals are an important means to promote patriotic spirit among people. The faculty, staff and students come together to celebrate many of these events.

Republic day and Independence day is jointly celebrated by different institutions in the campus with flag hoisting, and other programmes to imbibe patriotism and nationalism.

Gandhi Jayanti and martyr's day is celebrated on 2nd October and 30th January with various activities to inspire students to follow the Gandhian principal of truth and non-violence and contribute towards building a prosperous and peaceful nation.

Many other important days are also celebrated by organizing various events such as competitions, speeches, awareness programmes etc with themes relevant to the day celebrated including. World Environment Day, International Yoga Day, National Sports Day, Teacher's Day, International girl child, Global Hand Wash Day, Celebration of National Unity Day, Diwali Celebration, Constitution Day, Human Rights Day, Christmas Celebration, Youth Day, World Social Justice Day, Celebration of Science Day, International Women's Day, International Earth Day, World Intellectual Property Day, Human Rights Day, National Girl Child Day, Voters Day, Blood donation day, Red Cross day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice - 1

**Title of the Practice: Polythene Free Campus**

**Objective of the practice: The objective is to maintain an eco-friendly campus and protect environment from the harmful effect of polythene.**

**The Practice:**

- 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"
- Student and Staff were discouraged to bring plastic water bottles or bags.
- Plastic free campus campaign was organized frequently by collecting plastic waste from campus and polythene carry bags from the hostel.
- Clean Ambikapur/Plastic free Ambikapur campaign.

### Best Practice - 2

**Title of the practice: Skill Development activities.**

**Objective of the practice: To make students/ staff/ women think smart, to find new ways to apply their knowledge gained through theoretical learning. To make them fit for employment/ self-employment and to learn problem solving skills to be happy in**

life.

**The Practice:**

- Communication skill development through spoken English classes.
- Teaching of life skills through workshop, yoga and meditation sessions.
- Introducing add on courses - green skill technology where students were trained to maintain kitchen garden for healthy and safe food habits.
- Mushroom cultivation for self-employment and productions of healthy, protein/ vitamin, rich source of food for consumption.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.holycrosswcamb.com/cloud/Special.aspx?id=57">https://www.holycrosswcamb.com/cloud/Special.aspx?id=57</a>
Any other relevant information	<a href="https://www.holycrosswcamb.com/images/special/7.2.1.pdf">https://www.holycrosswcamb.com/images/special/7.2.1.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institution trains women to acquire wide range of skills and knowledge in order to make them bloom to their full potential so that they contribute to build a positive, progressive and happy family and society. In our institutions, we empower and encourage them to strive after excellence in every field, to be selfless in the service of their fellow human being and to become agents of social change. We achieve this goal by providing opportunities for the holistic development through various activities, competitions, cultural programmes, internship, field study, expert lectures, seminars, awareness programmes on women rights, leadership opportunities sports, social activities, N.S.S./ N.C.C., Red cross units, other clubs/ association activities. Self-defense/ karate training organized for students for safety and to boost their confidence level. Career opportunity lectures are also organized. To improve their communication skills - spoken English class organized, teaching of life skills, add on courses, yoga/ meditation sessions.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- To conduct more Add-on courses for all students (UG&PG).
- Promote more inter-disciplinary initiatives.
- Conduct more activities for capacity building.
- Promotion of quality research.
- Establishment of central instrumentation facility to promote scientific research.