

HOLY CROSS WOMEN'S COLLEGE, AMBIKAPUR



Accredited by NAAC with Cycle 3 'B' Grade

Affiliated to Sant Gahira Guru Vishwavidyalaya

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

Academic & Administrative Audit Report 2018-19

Prepared by:

Internal Quality Assurance Cell.

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1. Introduction to Academic Audit:

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

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

2. Audit Committee Members:

Internal Audit Committee Members:

S. NO	NAME	DESIGNATION	POSITION IN IQAC
1	Dr. Sr. Anniamma Manual	PRINCIPAL	IQAC CHAIRMAN
2	Dr. Seema Mishra	Asst. Prof. & Head, Geography, H.C. Women's College, Ambikapur	IQAC Member
3	Mrs. Mridula Singh	Asst. Prof. & Head, Dept. of Hindi, Holy Cross Women's College, Ambikapur	IQAC Member
4	Mrs. Aruna Kujur	Asst. Prof. Dept. of Geography, Holy Cross Women's College, Ambikapur	IQAC Member
5	Mrs. Mamta Bhagat	Asst. Prof., Dept. of M.S.W., H.C. Women's College, Ambikapur	IQAC Member
6	Mrs. Akanksha Kerketta	Asst. Prof., Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
7	Dr. Vinod Garg	Asst. Prof., & Head, Dept. of Commerce, Holy Cross Women's College, Ambikapur	IQAC Member
8	Sr. Anita Minj	Asst. Prof., Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
9	Mrs. Alma Minj	Asst. Prof. & Head, Dept. of M.S.W., H.C. Women's College, Ambikapur	IQAC Member
10	Dr. Usha Shukla	Asst. Prof. & Head, Dept. of Chemistry, H.C. Women's College, Ambikapur	IQAC Member
11	Mrs. Mamta Kashyap	Asst. Prof., Dept. of Chemistry, Holy Cross Women's College, Ambikapur	IQAC Member
12	Mrs. Kalpana Mandilwar	Asst. Prof., Dept. of Chemistry, Holy Cross Women's College, Ambikapur	IQAC Member
13	Mrs. Dimpri Gupta	Asst. Prof., Dept. of Chemistry, Holy Cross Women's College, Ambikapur	IQAC Member
14	Manisha Gupta	Asst. Prof., Dept. of Zoology, Holy Cross Women's College, Ambikapur	IQAC Member
15	Dr. Sachin Mandilwar	Asst. Prof., Dept. of History, Holy Cross Women's College, Ambikapur	IQAC Member

16	Mr. Alok Chakraborty	Asst. Prof., & Head Dept. of Mathematics, Holy Cross Women's College, Ambikapur	IQAC Member
17	Dr. Sr. Shanta Joseph	Asst. Prof. & Head, Dept. of Microbiology, H.C. Women's College, Ambikapur	IQAC Member
18	Miss Anuradha Singh	Asst. Prof., Dept. of Biotechnology, Holy Cross Women's College, Ambikapur	IQAC Member
19	Dr. Kalpana Guha	Asst. Prof. & Head, Dept. of Economics, Holy Cross Women's College, Ambikapur	IQAC Member
20	Dr. Mamta Awasthi	Asst. Prof. & Head, Dept. of Psychology, H.C. Women's College, Ambikapur	IQAC Member
21	Mrs. Divya Singh	Asst. Prof., Dept. of Psychology, Holy Cross Women's College, Ambikapur	IQAC Member
22	Mr. S.S. Ali	Asst. Prof., Dept. of Commerce, Holy Cross Women's College, Ambikapur	IQAC Member

External Audit Committee Members;

S. No	NAME	DESIGNATION	ADDRESS
1	Dr. Jai Bhagwan	Principal	Sant Hari Dass College of Higher Education Bani Camp, Najafgarh, New Delhi - 110043

3. Schedule of the Academic Audit: Date – 06th March., 2019 to 26th March. 2019

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

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

Time	Visit to the Department
8.30 AM – 9.20 AM	Psychology – UG/PG
	Computer Science – UG
9.25 AM – 9.50 AM	MSW- PG
	Choice Based Credit System-PG
9.55 AM- 10.15 AM	Tea

10.20 AM – 11.15 AM	Physics – UG
	Microbiology – UG/PG
	Biotechnology – UG/PG
11.25 AM – 12.00 PM	Commerce – UG/PG
	B.Com. Computer Application – UG
12.20 PM – 1.00 PM	Industrial Microbiology-UG/PG
	Botany – UG
1.00 PM – 2.00 PM	Lunch
2.00 PM – 2.45 PM	Chemistry-UG/PG
	Mathematics-UG/PG
2.50 PM – 3.40 PM	Hindi Literature – UG/PG
	English Literature– UG/PG
3.45 PM – 4.30 PM	Economics – UG/PG
	Geography – UG/PG
4.35 PM – 5.00 PM	PGDCA – PG

4. Institutional Profile:

A. Curriculum

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

	Industrial Microbiology Computer Science
B. Com.	Commerce B.Com. Computer Science
B.Sc. (H. Sc.)	Home Science
M.A.	Psychology Economics English Hindi
M. Sc.	Microbiology Biotechnology Chemistry
M.S.W.	M.S.W.
Diploma Course	PGDCA
Research Dept.	Commerce Economics Psychology Microbiology Hindi

- Separate Certificate course on Basic Computer to commerce, Science Streams, Arts Streams and Home Science conducted such as certificate in computer application, beautician, music, mental health and wellbeing, spoken English and legal literacy, awareness and aid.
- The students are encouraged to take up Research in their respective domains.
- Self-Learning is promoted through the Add on Courses and Value-Added Courses.
- The students are given opportunity to learn the art of doing a Project in House and Industrial Project.

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

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

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

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

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

Faculty profile

Faculty Strength	Teaching Staff – 55 Placement officer – 01
Qualification	Ph. D – 13 Registered for Ph. D – 05 M. Phil –12 Master - 31
NET/SET Qualified	NET/SET - 05

B. Infrastructural Facilities

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

C. Library Books

Following E-Resource has been subscribed to;

- E-Journals

Total No. of Books	34773
Reference Books	1500
Journals	1703
E-Journals	00
Ph. D Thesis	08
M.R.P.	05
Dissertation	268
Magazine Competitive	331
Magazine General	303
CD & Videos	39

5. Summary of Report:

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

6. Overall Assessment:

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

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

Student Support Services:

I. **National Cadet Corps (N.C.C.):** The **National Cadet Corps** True to the history and heritage of the Country, the NCC (Army Wing) is doing a commendable service in the College. It has traversed a long way in inculcating the self-discipline and the National spirit among the brave students of this college. There are numerous activities organized by this unit in the academic year 2018-19.

- For the training of NCC cadets 28 CG BN Raigarh organized a CATC I and Summer Camp at Raigarh. In this event 06 cadets of the College participated from 16/06/2018 to 26/06/2018.
- Independence Day celebrations were organized on 15/08/2018 at Govt. R. G. P. G. College, Ambikapur Surguja. In this event 53 cadets of the college participated.
- For the training of NCC cadets 28 CG BN Raigarh organized a CATC (joint annual training) Camp at Raigarh from 04/09/2018 to 13/09/2018. In this event 20 cadets of the College participated.
- NCC Day function was celebrated on 26/11/2018 in Govt. R. G. P. G. College, Ambikapur. In this event 53 cadets of the college participated.
- Republic Day celebrations were organized on 26/01/2019 at Govt. R. G. P. G. College, Ambikapur Surguja. In this event 53 cadets of the college participated.
- “B” certificate exam was held in Raigarh in which 12 cadets appeared.
- “C” Certificate exam was held in Bilaspur C.G. in which 14 cadets appeared.

The programmes also cover camps, leadership training, participation in well-defined movements like Swatch Bharath Abhiyaan, Blood Donation Camp, AIDS Awareness rally, Disaster Management, and others. The most welcoming thing is that the students in large number are participating in the multifarious activities of NCC and many of them have enched the benefit of their participation to shape their future life.

II. **Youth Red Cross Wing:** The students of the Holy Cross Women’s College are actively engaged in noble humanitarian work, who have great concern for the downtrodden, deprived and under privileged people. Students undertook the various awareness program of the societies. They are as follows:

- On the occasion of “Sampurn Swachhta Saptah” from 01.08.2018 to 15.08.2018 many activities conducted such as seminar, awareness rally, awareness sign campaign, environmental awareness programme and human chain making.
- Essay writing, slogan writing, speech competition, poster making, drawing competition etc. during sanitation week from 15th September 2018 to 2nd October 2018.
- 1st October 2018 was observed as blood donation day.
- First Aid by box making competition was conducted in which Manisha Rai, B.H.Sc.. final year, Sakshi Rajwade, B.H.Sc. final year were declared first and Patiksha Sahu, B. H. Sc. Final year & Amrita Vishwas, B.H. Sc. Final year second rank simultaneously.
- 1st December 2018 was observed as international aids day and a campaign was organized in village Bandiya.
- Poor and underprivileged students and people were given some economic help by red cross unit.
- Voting awareness campaign was conducted by Youth Red Cross unit.
- International women’s day celebrated on 8th march 2019.

III. National Service Scheme (NSS) unit:

- The 25 NSS Volunteers participated on the occasion of Yoga Day 21.06.2018 and did various types of yogasanas.
- In World Population Day 11.07.2018, Program Officer Dr. Aruna Saket Tripathi ji apprised all the volunteers about the effect of population growth of the people and explained them about family planning and other common methods of population control.
- From 01/08/2018 to 15/08/2018 under the cleanliness fortnight, the college was cleaned, as well as a rally was taken out from the college to Ambedkar Chowk, under the awareness program, the villagers were informed about cleanliness by the girl students in village Bhagwanpur. The oath of cleanliness was administered to the volunteers as well as the students studying in the college were also administered the oath by talking about the importance of cleanliness.
- Youth Spark Competition was organized on 04/08/2018 in which 40 volunteers participated. Everyone gave a speech on the topic "Youth with new technology" in different ways, mentioning their talent. Along with this, Mehndi competition was also organized.
- Tree plantation was done in adopted village Bhagwanpur Khurd on 20.08.2018, along with this, school children were informed about the importance of trees, besides plantation was done in the college and hostel premises, 40 volunteers actively participated in this program.
- Voter Verified Paper Audit Trail training was given on 04.09.2018 in which a method of giving feedback to voters using a voter voting system was explained. It is intended as an independent verification system for voter machines, allowing voters to verify that their vote has been cast correctly, detect potential election fraud or malpractices, and access stored electronic results. Provide means for conducting audits. This training was given for the information related to all these voters, in which 100 volunteers participated.
- International Literacy Day was celebrated on 08.09.2018, in which the importance of

education accessible to everyone explained. Literacy is everyone's right, including distance education. The purpose of celebrating this day is to promote the priority of education towards the people in the society, today we tried to advance literacy through poems in which 100 volunteers participated.

- From 09/09/2018 to 10/09/2018 the students studying in the college were given Albendazole medicine for two days, in which 90 volunteers gave their support, along with the benefits of this medicine were told, thus the two-day work was successful.
- From 15/09/2018 to 02/10/2018 Swachhta Pakhwada was started by taking oath in which cleanliness is our ultimate duty, everyone took this oath the next day on 16/09/2018 a rally on cleanliness was taken out and a human chain was formed whose main objective is to make the country clean. 60 volunteers participated.
- The slogan writing competition was organized on 17/09/2018 on the topic "Cleanliness" in which 10 girl students participated.
- Essay writing competition was held on 18/09/2018 on the topic "Swachhta" in which 15 volunteers participated.
- A speech competition was held on the topic "Cleanliness", on 19/09/2018, 20/09/2018 and 21/09/2018 in which 45 to 50 volunteers participated, after which the cleaning of the college premises and class room was done.
- A drama was presented in the Government PG College for voter awareness at the district level on 22/09/2018 in which 20 volunteers participated.
- Cleaning related works were done in the college campus on 23/09/2018 in which 30 volunteers and their Shramdaan have given their objective to make the house clean and they walked.
- National Service Scheme Foundation Day was celebrated on 20/09/2018, in which an improvised speech competition was held on the ideas of Vivekananda, in which good volunteers took active part and made the program successful.
- Under the Swachhta Pakhwada, a self-written poem competition was conducted on 25/09/2018 in which 10 volunteers participated.
- 25 volunteers gave important information on cleanliness in the college hall through street play on 26/09/2018.
- The railway station and bus stand of Ambikapur city was cleaned on 27/09/2018 and 28/09/2018 by the 10 volunteers gave their give the message to everyone to make a clean India.
- The occasion of Surgical Strike Day on 29/9/2018, CR. P. F. painting competition on "Cleanliness" was organized at Camp Ambikapur in which 20 volunteers participated.
- Cleaning work was done in adopted Village Bhagwanpur "Khurd" by 10 volunteers who donated their Shramdaan.
- The Blood Donation Day under Swachhta Pakhwada a rally was taken out from college to Ambedkar Chowk on 01/10/2018.
- The Swachhta Pakhwada ended on 02/10/2018, in which prizes were distributed to the volunteers who did very good work, along with important information about cleanliness was also given.
- A drama was presented for voter awareness at the district level in Government PG College on 22/09/2018 in which 20 volunteers participated.
- National Service Scheme Foundation Day 24/09/2018 was celebrated with much joy and enthusiasm in which an improvised speech was organized, the theme of which was kept on "ideals of Vivekananda ji", in which 80 volunteers participated and the objectives of the National Service Scheme were revived. It was reiterated and pledged that we would serve

the nation while being in the National Service Scheme.

- 20 NSS volunteers cleaned the railway station located in Ambikapur city on 27/09/2018 and gave the message of cleanliness to the people there.
- The NSS unit cleaned the bus stand and made a human chain on 28/09/2018 and gave this message with a slogan to drive away the dirt, adopting cleanliness, he gave an important information on cleanliness in which 10 volunteers participated.
- CRPF on Surgical Strike Day on 29/09/2018 painting competition was organized in Camp Ambikapur in which 20 volunteers participated, they displayed very beautiful painting.
- Cleanliness work was done in adopted Village Bhagwanpur Khurd on 30/9/2018 in which 10 volunteers participated and they gave special information to the villagers about keeping the village clean and also told about the diseases caused by dirt and also the benefits of cleanliness.
- Blood Donation Day on 01/10/2018 a rally was taken out from the college to Ambedkar Chowk in which 70 volunteers participated in which they told about the benefits of donating blood.
- A lecture on voter awareness was organized from 08/10/2018 to 09/10/2018 in which 80 volunteers participated, along with this, a rangoli competition was also organized for postal day and voter awareness, in which 100 volunteers gave their support and gave special information about all the things related to voting to the people.
- A huge human chain was formed on 13/10/2018 in which 100 volunteers formed together, whose main purpose was made for voter awareness, which ended at Ghari Chowk, Sangam Chowk, Mahamaya Chowk and finally Jaistambh Chowk and then return to college.
- Voter awareness flash mob practice was conducted from 14/10/2018 to 15/10/2018 in which it was explained through street play. 100 volunteers were present.
- Sanskrit knowledge test was conducted on 27/10/2018 in which 50 volunteers participated.
- National Unity Day was commemorated on 31/10/2018 everyone took an oath that the unity of the nation would always be maintained, in which 100 volunteers of NSS participated along with the program officer.
- The oath was taken on 14/11/2018 at the beginning of Quami Ekta Week so that a feeling of unity is created among all the girl students in the college. This day is also celebrated as Minorities Welfare Day.
- The oath was taken on Constitution Day on 26/11/2018 and a lecture was also delivered in which 60 volunteers participated and lectures on skill development were also given.
- World AIDS Day on 01/12/2018 a rally was taken out from the college to Ambedkar Chowk Ambikapur, in which the reasons for having a similar dangerous disease were also told and information was also given about how to avoid it.
- NSS volunteers took oath on Human Rights Day that is 10/12/2018 and information about human rights, women or men, told everyone about their rights, in which 20 volunteers participated.
- 20 volunteers visited Nari Niketan on 21/12/2018 and witnessed women present there were weaving embroidery and donated clothes to them.
- The birth anniversary of Swami Vivekananda, the inspiration of the National Service Scheme, was celebrated from 12/01/2019 to 18/01/2019. During this Youth Week various competitions were conducted such as essay competition on the topic "Vivekanand ji" followed by the improvised speech competition whose theme was kept as "Youth with new age". Awareness program and awareness rally was also organized in the youth week. This program was organized with full enthusiasm in which 100 volunteers participated.
- UNICEF Gram Sampan program was organized from 19/01/2019 to 22/01/2019 in

Lakhanpur block in which 40 volunteers participated along with giving important information related to UNICEF.

- Oath was taken on Voter's Day on 25/01/2019 in which 90 volunteers participated, along with information related to voting was also given.
- On the death anniversary of Gandhiji that is on 31/01/2019, volunteers visited the old age ashram and donated clothes.
- The volunteers who were present at Ambikapur visited the Mission Hospital on 13/02/019 donated their shramdaan as well as served the patients and also provided them with fruits and snacks.
- Tribute was dedicated to the martyrs of Pulwama at Ghari Chowk Ambikapur on 16/02/2019 in which 20 volunteers took part.
- 10 volunteers accompanied by sisters visited the district hospital on 27/02/2019 cleaned hospital premises and also told about the importance of cleanliness.
- International Women's Day was celebrated on 08/03/2019. Programme officer and the principal presented the encouraging speech and at the same time they said that one has to move forward continuously for the nation and society with respect the dignity whether at home, family, anywhere. 100 volunteers participated.

IV. **Alumni Association:** Alumni Association of the college is making efforts to make its contribution for academic development of the students. The Association has instituted an endowment Fund for giving prizes for curricular achievements of the students. The Association is being reorganize systematically. It promotes a sustained sense of belongingness to the Alma Mater among the alumnae by being in regular contact with them. The alumnae, acknowledge their gratitude to their Alma Mater. Association promotes harmonious understanding and equal respect for all religions, cultures, communities and ideologies and for those purposes to arrange cultural programmes, seminars as well as workshops.

V. **Financial support to the students:** Students benefited by scholarships and free ships provided by the Government/non-government agencies and institution during the year 2018-19.

S.No	Name of the Scholarship Received	No. of students benefited
1	Post Matric – SC: 014	UG: 349 PG: 039
	Post Matric – ST: 232	
	Post Matric – OBC: 142	
2	Sitaram Jindal Foundation	15
3	Student Aid Fund	34
4	Minority	2
	Total	439

7. Suggestions:

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

8. Conclusion:

- Record keeping and retrieving is well maintained.
- Good demonstration by all during the audit.
- Environmental studies subject is made compulsory to students to create awareness of green energy.
- Tree sapling as a gift to guest Instead of Bouquet of flowers is a good practice
- Excellent infrastructural resources.
- Number of faculty members as per council norms,
- student ratio (1:30).
- Qualified and experienced faculty members.
- Vibrant and disciplined student community.
- 100 % student admission every year.
- Formulation and meticulous implementation of good academic calendar.
- Good harmony among faculty members.
- Well planned Lesson plan execution by the faculty
- Management is with attitude of employee welfare.
- Good common facilities such as bank, hospital, sports, guest house, health Centre etc.
- State of art infrastructure, computer and internet facility, latest software.
- Well-connected campus.
- Well planned Faculty Development and faculty training Programmes.
- Active student cooperation with the Institution.
- Interactions with professionals through industrial visits, guest lecturers & In-plant training.
- Innovative methods in teaching and evaluation process are adopted.
- Opening to the faculty members to work on University authorities such as academic council etc.