

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 2017-18

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	Mrs. Sabita Roy	Asst. Prof., Dept. of Botany, 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	Dr. Seema Mishra	Asst. Prof. & Head, Geography, H.C. Women's College, Ambikapur	IQAC Member
5	Mrs. Mamta Kashyap	Asst. Prof., Dept. of Chemistry, Holy Cross Women's College, Ambikapur	IQAC Member
6	Dr. Usha Shukla	Asst. Prof. & Head, Dept. of Chemistry, H.C. Women's College, Ambikapur	IQAC Member
7	Mrs. Kalpana Mandilwar	Asst. Prof., Dept. of Chemistry, Holy Cross Women's College, Ambikapur	IQAC Member
8	Miss Nisha Shrivastava	Asst. Prof. & Head, Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
9	Mrs. Mamta Lakra	Asst. Prof., Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
10	Sr. Anita Minj	Asst. Prof., Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
11	Mrs. Alma Minj	Asst. Prof. & Head, Dept. of M.S.W., H.C. Women's College, Ambikapur	IQAC Member
12	Mrs. Dimpi Gupta	Asst. Prof., Dept. of Chemistry, Holy Cross Women's College, Ambikapur	IQAC Member
13	Dr. Kalpana Guha	Asst. Prof. & Head, Dept. of Economics, Holy Cross Women's College, Ambikapur	IQAC Member
14	Dr. Sachin Mandilwar	Asst. Prof., Dept. of History, Holy Cross Women's College, Ambikapur	IQAC Member
15	Mr. Alok Chakraborty	Asst. Prof., Dept. of Mathematics, Holy Cross Women's College, Ambikapur	IQAC Member

16	Mr. S.S. Ali	Asst. Prof., Dept. of Commerce, Holy Cross Women's College, Ambikapur	IQAC Member
17	Dr. Tripty Pandey	Asst. Prof. Sociology, Holy Cross Women's College, Ambikapur	IQAC Member
18	Dr. Sr. Shanta Joseph	Asst. Prof. & Head, Dept. of Microbiology, H.C. Women's College, Ambikapur	IQAC Member
19	Mrs. Rashmit Kaur	Asst. Prof., Dept. of Physics, Holy Cross Women's College, Ambikapur	IQAC Member
20	Miss Richa Dubey	Asst. Prof., Dept. of Microbiology, Holy Cross Women's College, Ambikapur	IQAC Member
21	Dr. Ashok Shukla	Asst. Prof. & Head, Dept. of Microbiology, H.C. Women's College, Ambikapur	IQAC COORDINATOR
22	Miss Soni Verma	Asst. Prof., Dept. of Economics, Holy Cross Women's College, Ambikapur	IQAC Member
23	Dr. Vinod Garg	Asst. Prof., & Head, Dept. of Commerce, Holy Cross Women's College, Ambikapur	IQAC Member
24	Mr. Sunil Rawani	Asst. Prof. Computer Sc., Holy Cross Women's College, Ambikapur	IQAC Member
25	Miss Jyot Vyas	Asst. Prof., Dept. of Physics, Holy Cross Women's College, Ambikapur	IQAC Member
26	Mrs. Divya Singh	Asst. Prof., Dept. of Psychology, 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
2	Dr. Mahesh Sharma	Associate Professor	IIMT (GGSIPU), Delhi

3. Schedule of the Academic Audit: Date - 28th Feb., 2018 to 25th March. 2018

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

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	Industrial Microbiology-UG/PG
	Botany – UG
9.25 AM – 9.50 AM	Chemistry-UG/PG
	Mathematics-UG/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	Choice Based Credit System-PG
	English Literature– UG/PG
1.00 PM – 2.00 PM	Lunch
2.00 PM – 2.45 PM	Hindi Literature – UG/PG
	MSW- PG
2.50 PM – 3.40 PM	Economics – UG/PG
	Geography – UG/PG
3.45 PM – 4.30 PM	Psychology – UG/PG
	Computer Science – UG
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 Centre:	Commerce Economics Psychology Microbiology Hindi

- Separate Certificate course on Basic Computer to commerce, Science Streams, Arts Streams and Home Science conducted such as computer literacy, certificate in music and spoken english.
- 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 – 58 Placement officer – 01
Qualification	Ph. D – 13 Registered for Ph. D – 06 M. Phil –10 Master - 39
NET/SET Qualified	NET/SET - 04

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 and Gym facility
- 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	34763
Journals	1737
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** is the youth wing of the India Armed Forces with its headquarters in New Delhi, India. It is open to school and college students on voluntary basis as a Tri-Services Organisation, comprising the Army, the Navy and the Air Wing, engaged in developing the youth of the country into disciplined and patriotic citizens.

- From 15th May 2017 to 24th May 2017 a camp was organized at Govt. ITI Campus Raigarh, in which 22 NCC cadets from college participated.
- From 17th June 2017 to 26th June 2017 a camp was organized at Govt. ITI Campus Raigarh, in which 10 cadets from college participated.
- From 10th December 2017 to 19th December 2017 a camp was organized at Shri Shankarcharya Institute of Professional and Technology, old Dhamtari Road, Raipur, in which 07 cadets from college participated.
- Total 19 cadets appeared for NCC 'B' certificate Exam 2017-18 on 11.02.2018 at Govt. ITI Campus Raigarh (C.G.)
- Total 12 cadets appeared for NCC 'C' certificate Exam 2017-18 on 25.02.2018 at Jain International School, Sakri Road, Uslapur, Bilaspur (C.G.).
- On 21st June 2018 college observed International Yoga Day. All cadets participated in the parade on 26th January 2018.

II. **Youth Red Cross Wing:** The voluntary actions of the students who have inculcated great concern for the downtrodden, deprived and under privileged people of the society undertook many honoured programmes during the year 2017-18. Under the guidance of district administration NSS and NCC students actively participate in Swachhta Pakhwada program from 18.09.2017 to 25.09.2017. A goshthi was conducted on complete cleanliness during the Swachhta Pakhwada program. Students also participated in Swachhta jagrukta hastakshar abhiyan, cleaning of bus stand and public places by students, essay writing competition, slogan and poster making competition also received prizes by district administration for their performance. With the guidance and help of staff, NSS and NCC students contributed much in the welfare activities of the society. During this year Red ribbon club was formed. Time to time students environment awareness, Swachhta awareness etc. were organized. Primary Aid Box making coemption also drew the attention of the students. Shayama Parveen and Rojimala Lakra secured 1st rank respectively. Red Cross Society rendered financial help to poor and

needy section of the society. It is observed that the college is highly respected by the society for producing the students with human values. 1627 students were actively involved the program during the year 2017-18.

III. **National Service Scheme (NSS) unit:** Students participation for various noble causes are well appreciated by the society. NSS students are engaged in attending various activities and set examples of selfless service to the last person of the society. They are as follows:

- Tree plantation campaign was conducted by NSS unit on 24.07.2017. Many amla, jamun, sitaphal and about 100 bamboo plants in college premises were planted.
- About 80 volunteers went to adopted village Digma for Swachhta Pakhwada program on 01.08.2017 and explained villagers about the importance and benefits of cleanliness.
- NSS volunteers planted trees in the college premises on 19.08.2017, while cleaning and giving the message of cleanliness, 40 volunteers gave their support for this work.
- On 20.08.2017 the Sadhna Diwas in memory of Rajiv Gandhi and Harrier an important feast of Chhattisgarh was celebrated. About 40 students participated combined with tree plantation program.
- Students took part in voting rights awareness program from 29/08/2017 to 31/08/2017. 40 students were active participants of the program. A seminar also was organized
- On 08/09/2017, International literacy day, students made efforts to bring awareness and concern of literacy of all section of people of society, especially literacy of a girl child in the society.
- On 24.09.2017 National Service Scheme Foundation Day was observed and celebrated. Students executed many social activities such as importance of literacy, protection of environment, cleanliness etc. 100 volunteers participated in it. 50 students participated in speech competition organized.
- On 29.09.2017 students organized visited the adopted village Digma and cleaned streets, roads, infrastructure and collected garbage in a place to give the message to keep the village clean and garbage free.
- On 01.10.2017 a rally was conducted to give the message of importance blood in human life.
- On 02.10.2017 Gandhi Jayanti was celebrated and observed. An essay competition was conducted and 40 students participated in program.
- Special camp from 9/10/2017 to 15/10/2017 was organized in village Hara Tikra. Volunteers constructed drainage and pit for collecting waste waters of the village. Within these few days women were taught to write their names and awareness of importance of education among the

children were told. Many games and poems were taught to children. In this program 40 volunteers participated and after 6 days they conducted a survey of the village and asked for feedback. During the survey volunteers observed about the percentage of literacy, toilet facilities, sanitation facilities, health centers facility etc.

- On 30.10.2017 the Vigilance Awareness Week was observed. 30 volunteers were part of the program.
- On 31.10.2017 the National Unity Day was observed and 20 volunteers had march past with slogan to mark the day.
- On 26.11.2017 the Constitution Day was celebrated. The Preamble of the Constitution was read, along with a slogan writing competition, 30 volunteers participated and a speech competition was held on the topic "Constitution of India".
- On 28.11.2017 the health awareness was organized from college to Banaras Road by imparting message to save "Our Earth, Our Health".
- On 01.12.2017 AIDs Day was observed. 60 volunteers participated in the program.
- On 12.12.2017 Human Rights Day a rally was demonstrated and 50 volunteers took part in the program.
- From 18/12/2017 to 19/12/2017 Youth spark competition was held in which Rangoli competition, speech competition on "Cleanliness", essay competition on "New Age with Youth" was organized for the formation of personality of youth. 90 volunteers participated in this program.
- On 03.01.2018 Holy Cross Hospital, Ambikapur was visited in which 20 volunteers joined, they helped the patients present there and also provided them clean and healthy food.
- From 12/01/2018 to 18/01/2018 Youth Week was observed. 10 volunteers participated in slogan writing competition on ideas of Swami Vivekanand. A lecture on "Today's youth force is hope and tomorrow's leader" was delivered for the participants. 20 volunteers participated in speech competition on "Biography of Swami Vivekananda".
- On 07.02.2018 Sanitary Park was visited in which 25 volunteers participated.
- On 14.02.2018 Nari Niketan visit was organized where 25 sevikas were given fruits, clothes and food.
- On 08.03.2018 International Women's Day was celebrated in the college. Dr. Sr. Annamma Manuel, Principal of the college was honoured on this day for her contribution to the society with her able heading to educate the future women of the society. Dr. Kalpna Guha, HOD of the dept. of Economics delivered a lecture on the importance of educating each girl child of the society. She inspired students to be self-dependent, self-sufficient, well mannered, positive thinkers etc.

100 students participated in the program.

- Hina Ekka, a volunteer of NSS. D. participated in national level parade and became the pride of the college.

As a whole NSS programmes have given new directions and dimensions to the youth of the society.

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 2017-18.

S.No	Name of the Scholarship Received	No. of students benefited	
1	Post Matric – SC: 011	UG: 298 PG: 034	332
	Post Matric – ST: 217		
	Post Matric – OBC: 104		
2	Sitaram Jindal Foundation	28	
3	Student Aid Fund	46	
4	Minority	2	
	Total	408	

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.