

# **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 2020-21**

Prepared by:

Internal Quality Assurance Cell.

## Contents:

1. Introduction to Academic Audit
2. Audit Committee Members
3. Schedule of the Academic Audit
4. Institutional Profile
5. Summary of Report
  - Curriculum, Courses
  - Infrastructural Facilities
  - Library Books
6. Overall Assessment
7. Suggestions
8. Conclusion

## **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 19<sup>th</sup> January 2015 to 21<sup>st</sup> 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:**

<b>S. NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>POSITION IN IQAC</b>
1	Dr. Sr. Shanta Joseph	PRINCIPAL	IQAC CHAIRMAN
2	Dr. Sr. Manju Toppo	Vice Principal	IQAC Member
3	Dr. Ashok Shukla	Asst. Prof. & Head, Dept. of Microbiology, H.C. Women's College, Ambikapur	IQAC COORDINATOR
4	Miss Nisha Shrivastava	Asst. Prof. & Head, Dept. of Home Sc., H.C. Women's College, Ambikapur	IQAC Member
5.	Dr. Kalpana Guha	Asst. Prof. & Head, Dept. of Economics, H.C. Women's College, Ambikapur	IQAC Member
6.	Dr. Tripty Pandey	Asst. Prof. Sociology, H.C. Women's College, Ambikapur	IQAC Member
7	Dr. Usha Shukla	Asst. Prof. & Head, Dept. of Chemistry, H.C. Women's College, Ambikapur	IQAC Member
8	Dr. Mamta Awasthi	Asst. Prof. & Head, Dept. of Psychology, H.C. Women's College, Ambikapur	IQAC Member
9	Mr. Sunil Rawani	Asst. Prof. Computer Sc., H.C. Women's College, Ambikapur	IQAC Member
10	Dr. Seema Mishra	Asst. Prof. Geography, 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	Sr. Sheela Barwa	Accountant	IQAC Member

### **External Audit Committee Members;**

<b>S. No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ADDRESS</b>
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 - 17<sup>th</sup> Feb., 2022 to 19<sup>th</sup> Feb. 2022**

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:

<b>Time</b>	<b>Visit to the Department</b>
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	<b>Tea</b>
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	<b>Lunch</b>
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
<b>Number of Departments</b>	
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 Geography
M. Sc.	Microbiology Biotechnology Chemistry Mathematics
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
- 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 – 54 Placement officer – 01
Qualification	Ph. D – 12 Registered for Ph. D – 06 M. Phil –12 Master - 18
NET/SET Qualified	NET/SET - 09

## **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;

- N-LIST
- E-Journals
- E-Shodh Sindhu

Total No. of Books	27194
Journals	1703
E-Journals	09
E-Shodh Sindhu	264
Shodh Ganga	264
N-LIST	35602
Ph.D Thesis	06
M.R.P.	04
Dissertation	376
Magazine Competitive	262
Magazine General	191



## **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. **NCC (Army Wing):** 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 2020-21.

- Tree plantation was done on 05/06/2021 by the cadets on World Environment Day and the message of environmental protection was given by making posters and videos. In this event 35 cadets and 01 staff of the College participated.
- Cadets participated in Covid Vaccination Duty in the college. In this event 05 cadets and 01 staff of the College participated dates: 18/06/2021, 22/06/2021 and 26/06/2021.

- Guest lecture organized on Kargil Vijay Diwas. In this event 40 cadets and 01 CTO and 02 guest of the College participated.
- Greeting card making competition under azadi ka amrit mahotsav program. In this event 06 cadets of the College participated.

The programmes also cover the following programmes conducted during the year:

- Independence DAY
- Run For Unity
- Enrollment 1st year Cadets
- Run For Unity
- Chhath Puja Ghat Duty
- CATC camp 13
- NCC Day
- EX NCC cadets meet 2021
- Tribute to CDS GEN. Rawat
- AIDS jagrukta pakhvada – 1. rally 2. Guest lecture 2. Nuked Natak
- Bharat ka amrit mahotsav – 1. Rangoli competition 2. lori writing
- B certificate exam
- C certificate exam

The most welcoming thing is that the students in large number are participating in the multifarious activities of NCC and many of them have enchased the benefit of their participation to shape their future life.

- II. **Youth Red Cross Wing:** The voluntary actions of the students who have great concern for the downtrodden, deprived and under privileged people undertook the awareness program on corona pandemic and various issues of the societies. They wrote slogans on corona awareness about various misconceptions and prevention outside their house and boundary walls. Students' unit inspired people for corona vaccination, dated 3 May to 30 May 2021 through wall painting in public places. 50 students of Holy Cross Women's College, Ambikapur actively participated in this awareness program. Online counselling was also conducted by the students with guidance of college counselling cell and 250 people benefited. Quiz on covid 19 was conducted for whole college. The wing created you tube

videos and uploaded in social media for various causes of the societies. The college has the rich traditions of encouraging the activities of the Youth Red Cross Wing. The annual report of the academic year 2020-21 is revealing numerous activities organized by the wing. The members of the Youth Red Cross Wing are the committed set of students who have dedicated themselves to serve the society in various forms brought credit to the college. Through this, the college has demonstrated the kind of leadership to inculcate the concern for the society. It is observed that the college is highly respected by the society for producing the students with human values.

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 such as social camps, youth conventions, webinars on animal rights and drive on 05/06/2021, help system for covid vaccination, dated 17/06/2021, Swachhta Pakhwada and Swachhta Awareness from 01/08/2021 to 15/08/2021, tree planting from 02/08/2021 to 05/08/2021, rally (cleanliness and leprosy free) dated 02/10/2021, speech competition and classical singing participation, dated 03/10/2021, rally for “Nasha Mukti” dated 09/10/2021, short drama on Swachhta, dated 12/10/2021, cleaning for chat pooja, dated 08/11/2021, Camp – youth in rural development special reference to Narwa Garwa Ghurwa Badi dated 01/12/2021 to 07/01/2021 etc. Students are working closely with the Family Planning Association of India to create health awareness and also creating awareness on HIV and AIDS, NSS programmes have given new directions and dimensions to the youth and growth.

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 2020-21.

S.No	Name of the Scholarship Received		No. of students benefited
1	Post Matric – SC: 012	UG: 297	322
	Post Matric – ST: 199	PG: 025	
	Post Matric – OBC: 111		
2	Sitaram Jindal Foundation		22
3	Student Aid Fund		114
4	Minority		3
	<b>Total</b>		<b>461</b>

## 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.