Holy Cross College (Autonomous), Nagercoil.

Annual Quality Assurance Report (AQAR)

2013 – 2014

Submitted to

National Assessment and Accreditation Council, Bangalore.

Accredited by NAAC with A Grade – CGPA 3.34

Accreditation Date   : 05-01-2013

Valid upto   : 04-01-2018

Vision

We the Crossians believe in sculpting the outside, in the light of that which is within. We strive towards a healthy and harmonious society envisioned by our foundress mother Claudine Echernier – an unlettered shepherdess who in her understanding and pure awareness established a direct contact with life. In tune with God's self emptying love (Kenosis) which is co-extensive with life, we groom our children to live in tune with existence, to build their homes on the bedrock of truth, to grow in universal consciousness, to witness things with an all comprehensive intelligence, to work with unbounded sensitivity, to act with a spirit of inquiry and to have a d deeper perception of the unity of all knowledge, of life and love.

Mission & Goal

It is only in this state that they would be able to take a stand in the struggles of the disadvantaged and the marginalized. Higher education at our institution aims at tuning the heartbeats of our students with the pulse beats of the entire universe. They learn to enhance life, to create something new and beautiful, and to take their rightful place and responsibility in society.

Objectives

By tracing the underlying inner principle of unity of all knowledge, we offer roadmaps to our students in their journey towards building a new harmonious and sustainable society.

The two major Christian principles of seeing the kingdom of God within oneself, and being the light of the world have become our inspiration for social, ecological, psychological and economic regeneration. Our students move from character to consciousness, from competence to commitment and from sympathy to compassion. The all-round formation helps them transcend barriers with a cosmic view. Their knowledge expands to understanding. They learn to relate their knowledge to totality in every sphere – physical, mental, intellectual, supra-mental, personal and social.

The Annual Quality Assurance Report (AQAR) of the IQAC

2013-2014

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL

1.2 Address Line 1

> KURUSADY

Address Line 2

> ROCH NAGER

City/Town

> NAGERCOIL

State

> TAMIL NADU

Pin Code

> 629 004

Institution e-mail address

> holycrossngc@yahoo.com

Contact Nos.

> 04652 - 261473

Name of the Head of the Institution:

> Dr. Sr. GERARDIN JAYAM

Tel. No. with STD Code:

> 04652 - 261473

Mobile: 09487426594

Name of the IQAC Co-ordinator: Dr. G. LEEMA ROSE

Mobile: 09791996553

IQAC e-mail address: crossiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   13451

1.4 **NAAC Executive Committee No. & Date:**   Ec/62/RAR/039 dated 5-1-2013
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.holycrossngl.in

Web-link of the AQAR: http:// www.holycrossngl.in/AQAR 2013-14.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	***		1-2-1999	5 years
2	2nd Cycle	B++		20-5-2005	5 years
3	3rd Cycle	A	3.34	5-1-2013	5 years
4	4th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY   18-06-2001

1.8 AQAR for the year *(for example 2010-11)*   2013-2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR ____24-7-2013_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

     University   State [✓] Central [ ] Deemed [ ] Private [✓]

     Affiliated College   Yes [✓] No [ ]

     Constituent College   Yes [ ] No [✓]

     Autonomous college of UGC   Yes [✓] No [ ]

     Regulatory Agency approved Institution   Yes [ ] No [✓]

     Type of Institution   Co-education [ ]   Men [ ]   Women [✓]

                  Urban [✓]   Rural [ ]   Tribal [ ]

     Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓] UGC 12B [✓]

               Grant-in-aid + Self Financing [✓] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

     Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

     TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

     Others   (Specify)   MSW, Computer Science

1.12 Name of the Affiliating University *(for the Colleges)*   Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu.

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | UGC |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | DST-FIST | ✓ |

UGC-Innovative PG programmes | - | Any other (*Specify*) | - |

UGC-COP Programmes | ✓ |

2. IQAC Composition and Activities

2.1 No. of Teachers | 13 |

2.2 No. of Administrative/Technical staff | 0 1 |

2.3 No. of students | 0 2 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 02 |

2. 6 No. of any other stakeholder and
   community representatives | 0 1 |

2.7 No. of Employers/ Industrialists | 0 1 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 22 |

2.10 No. of IQAC meetings held   : 30

2.11 No. of meetings with various stakeholders: No. | 13 | Faculty | 6 |

Non-Teaching Staff, Students | 2 | Alumni | 2 | Others | 7 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | ✓ | No | |

If yes, mention the amount | Rs. 3,00,000/- |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 3 | International | - | National | 1 | State | - | Institution Level | 2 |

(ii) Themes

- New Perspectives and Practices for Quality Enhancement in Higher Education Institutions
- Examination reforms
- Teaching and Learning in the Digital Age

2.14 Significant Activities and contributions made by IQAC

- Orientation and renewal programme to new recruits during June 2013
- Release of bi annual IQAC Newsletter
- NAAC sponsored National Seminar
- Workshop on Examination Reforms
- Workshop on ICT enabled Teaching
- Academic Audit
- Recommendations to the Governing body and Planning and Evaluation committee
- Benchmarks to the institution on research activities.
- Strengthening of Career guidance and placement cell
- Implementation personality development programmes for quality circle members
- More avenues for students to engage in community services
- Sensitizing students to ecological & environmental issues
- Seminars, conferences and invited talks arranged.
- Endowment lectures

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To give Orientation to the new recruits	Orientation programme was organized for the junior lecturers on 14-6-2013, 15-6-20013 and 17-6-2013
To do the SWOT Analysis	SWOT Analysis was carried out and the consolidated report was prepared
To send the AQAR report to NAAC (2012-2013)	The AQAR report was sent on 24-07-2013
To send the proposal to NAAC seeking financial assistance for the conduct of National Seminar	Organized the NAAC sponsored National Seminar on 8-10-2013 and released the proceedings
To organise a workshop on Examination Reforms	Organized one day workshop on Examination Reforms and Evaluation on 23-10-2013
To release the IQAC Newsletter for odd semester	Released the IQAC Newsletter on 23-12-2013
To consolidate the activities during the odd semester	Consolidated the activities during November 2013
To analyse the odd semester result	The result analysis was done with the HOD's, Principal and COE
To organise an ICT enabled workshop	A Workshop on Teaching Learning in the Digital Age was organised on 18-2-2014
To get feedback from alumni, parents and students	Consolidated the feedback from alumni, parents and students from March 10th to March 31st and reported to the management
To conduct internal audit as per NAAC instruction	The Audit was conducted from 4th March to 14th March 2014
Reminders to the staff during general body meetings and receiving data on the activities	Received and verified the data
To get ready the AQAR and the even semester Newsletter	Consolidated the data for the AQAR and the Newsletter

* Attach the Academic Calendar of the year as Annexure.

Academic Calendar of IQAC

The IQAC meets every II working day regularly.

Month	Activity
July	• Orientation to the new recruits on origin and culture of the institution IQAC , NAAC, accreditation etc • Reminders on bench mark to the general body • Consolidation of SWOT analysis • Preparation of AQAR 2012-2013 • Release of the even semester biannual IQAC Newsletter.
August	• Proposal sent to NAAC for the conduct of the seminar • Meeting with the Alumni
September	• Preparation for the conduct of the National seminar by IQAC • Demonstration of smart class • Issues relating to the end semester summative examination
October	• National Seminar on New Perspectives and Practices for Quality Enhancement in Higher Education • Release of Proceedings • Workshop on Examination reforms
November	• Consolidation of the odd semester activities
December	• Release of the odd semester Newsletter • Submission of proposal to UGC for the conduct of UGC sponsored seminar (2014 -2015)
January	• Proposal sent to UGC for financial assistance for the strengthening of IQAC • Result Analysis of odd semester examinations
February	• Workshop on "Teaching & Learning in the digital age"
March	• Consolidation of feedback received from alumini, parents and students • Conduct of Academic Audit • Collection of data events during even semester for the Newsletter.
April	• Reminders to the staff during general body meeting on submission of data for the AQAR and review of the annual plan • Receiving data on the activities of the department and clubs and committees. • Verification of the data on the activities • Submission of the annual plan for 2014-2015

2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate -   Any other body | Governing body |

Provide the details of the action taken

> • One more college bus has been added.
>
> • 6 class rooms and 2 staff rooms
>
> • Infrastructure facilities to the departments and library.
>
> • Instrumentation room is under construction

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	4	-	-	-
M.Phil	4		4	-
PG	10	-	6	-
UG	12	-	6	-
PG Diploma	-	-	-	-
Advanced Diploma	2	-	-	2
Diploma	2	-	-	2
Certificate	9	-	-	2
Others (Satellite)	2	-	-	-
Total	45	-	16	6

Interdisciplinary	2	-	2	2
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG – 12; PG – 10 M.Phil – 4 } 26
Trimester	-
Annual	COP (Certificate, Diploma, Advanced Diploma) - 15

1.3 Feedback from stakeholders*   Alumni ☑ Parents ☑ Employers ☑ Students ☑
   (On all aspects)

      Mode of feedback :   Online ☑ Manual ☑ Co-operating schools (for PEI) -

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Syllabus was revised for all I UG & I PG students
>
> PG Physics & PG Zoology Self Learning Course syllabus was updated based on SET/NET
>
> M.Com syllabus was updated based on UGC NET/SET syllabus

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> No

ANNEXURE - II

Analysis of feedback from the stakeholders

Sl. No	Stake holder	Aspect	Excellent (%)	Good (%)	Average (%)	To be improved (%)
1	Alumni	Curriculum	15	75	-	10
		Library	30	70	-	-
		Research	5	50	-	45
		Discipline	60	30	-	10
		Laboratory	70	10	-	-
		Canteen	-	60	20	20
2	Parents	Curriculum	5	70	20	5
		Teaching and Learning Evaluation	30	60	-	10
		Infrastructure	40	50	10	-
		Transportation	30	50	-	20
		Discipline	40	35	10	15
		Celebrations	30	50	10	10
3	Employer	Curriculum	25	55	15	5
		Skill	15	70	5	15
4	Students	Curriculum	10	80	6	4
		Teachers and Teaching	30	60	10	-
		Library	15	50	30	5
		Discipline	59	41	-	-
		ICT enabled	20	60	12	8
		Laboratory	15	79	6	-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
57	18	38	0	1

2.2 No. of permanent faculty with Ph.D.

33

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	28	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

6		0		84

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	43	140	12
Presented papers	15	69	0
Resource Persons	1	2	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Smart Class, Assignment of different options, Summer Internship program, Paper presentation, Role play, mock interview, debate, Visual depiction of poem, peer teaching, project submission in the form of model, chart exhibition, Brain storming session, video clippings, seminars through power point, online teaching, group discussion, micro scale analysis in organic chemistry, capacity building program and field work

2.7 Total No. of actual teaching days
     during this academic year

191 days

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

Online Multiple Choice Questions, double valuation

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

16	4	140

2.10 Average percentage of attendance of students

90%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Under Graduate						
Mathematics	42	78.57	19.05	2.38	0	100
Mathematics(SF)	34	50	41.17	8.82	0	100
Physics	39	15	76.92	2.56	0	94.87
Chemistry	41	26.8	41.46	24.39	7.31	100
Plant Biology and Biotechnology	16	6.25	37.5	50	0	93.75
Advanced Zoology and Biotechnology	29	6.89	55.17	27.58	0	89.66
Computer science	24	37.5	62.5	0	0	100
History and tourism	31	0	41.93	58.06	0	100
Economics	20	0	30	60	0	90
English	49	4.08	59.18	32.65	4.08	100
English (SF)	56	0	35.71	48.21	5.35	89.29
Commerce	62	16.12	22.58	61.29	3.22	88.71
Commerce (SF)	37	0	16.21	70.27	0	86.49
Commerce with C.A	42	9.52	80.95	9.52	0	100
Post Graduate						
Mathematics	24	41.66	45.83	0	0	87.50
Physics	19	31.57	68.42	0	0	100
Zoology	20	30	70	0	0	100
Biotechnology	6	66.66	33.33	0	0	100
English	23	13.04	47.82	34.78	0	95.65
Business Economics	20	5	90	5	0	100
Commerce	28	7.14	82.14	10.71	0	100
Social work	6	16.66	16.66	33.33	0	66.67
Master of Philosophy						
Physics	10	0	100	0	0	100
Zoology	8	0	37.5	62.5	0	100
English	15	0	73.33	26.66	0	100
Commerce	11	0	45.45	54.54	0	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Gives suggestions to the management to equip the departments with ICT enabled teaching

- Monitors the usage of Smart room activities and No. Of CD's prepared by the teachers for ICT enabled teaching.

- Organised the seminar on 'Digital age' – in order to use new techniques in classroom teaching

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	3
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	140
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	41	29	0	29
Technical Staff	15	1	0	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> ➤ Promotion of quality research through "Crossian Research Forum".
>
> ➤ Publication of Multi disciplinary bi-annual research journal.
>
> ➤ Organizing National Seminars, , publishing the proceedings departments.
>
> ➤ Honouring faculty with papers in journals with high impact factor.
>
> ➤ Honouring guides when they produce Ph.D scholars.
>
> ➤ IQAC conducts seminars at regular intervals and proceedings are published.
>
> ➤ All the eligible staff are motivated to get guideship.
>
> ➤ Staff members are motivated to author books and publish papers in International peer referred journals.
>
> ➤ Both staff and students are encouraged to attend International and National Seminars.
>
> ➤ Eminent resource persons from reputed institutions addressed faculty to promote research.
>
> ➤ Our faculty serve as eminent resources persons in other institutions.
>
> ➤ Students are encouraged to do projects and publish their findings in seminars and journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	2
Outlay in Rs. Lakhs	-	15.01	2.162	11

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	5	8	3
Outlay in Rs. Lakhs	3.9	6.83	3.496	9.42

3.4 Details on research publications

	International	National	Others
Peer Review Journals	19	34	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	11	105	-

3.5 Details on Impact factor of publications:

Range 6   Average -   h-index 3   Nos. in SCOPUS 1

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received
Major projects	-	-	-	-
Minor Projects	2 years	UGC	20,26,000	1364000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify) Science Awareness Programme	One year	TANSCHE	65,000	65,000

3.7 No. of books published   i) With ISBN No.   6   Chapters in Edited Books   -

ii) Without ISBN No.   1

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [✓]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify)   DST - FIST

Rs. 75.5 lakhs

3.10 Revenue generated through consultancy   - Rs. 30,000/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	11	5	-	6
Sponsoring agencies	UGC/NAAC/College				

3.12 No. of faculty served as experts, chairpersons or resource persons   30

3.13 No. of collaborations   International 1   National 2   Any other 11

3.14 No. of linkages created during this year   16

3.15 Total budget for research for current year in lakhs :

From Funding agency 7,00,000   From Management of University/College ☐

Total   7,00,000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
     of the institute in the year

Total	International	National	State	University	Dist	College
10	2			1		7

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   21
     and students registered under them   83

3.19 No. of Ph.D. awarded by faculty from the Institution   8

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

        JRF -   SRF -   Project Fellows 2   Any other   -

3.21 No. of students Participated in NSS events:

| University level | 200 | State level | - |
| National level | - | International level | - |

3.22 No. of students participated in NCC events:

| University level | - | State level | - |
| National level | - | International level | - |

3.23 No. of Awards won in NSS:

| University level | - | State level | - |
| National level | - | International level | - |

3.24 No. of Awards won in NCC:

| University level | - | State level | - |
| National level | - | International level | - |

3.25 No. of Extension activities organized

| University forum | - | College forum | 15 |
| NCC | - | NSS | 2 | Any other | - |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Orientation Programme for Municipality Scavengers on health and their rights

- Waste Management programme

- Old Age home visit

- Financial support extended to the higher education for HIV affected children
- Demonstrated the preparation of articles of daily use like phenoyl, surf, soap etc to 2 villages
  - Awareness on health, hygiene, saving habits to 5 villages.
  - Free coaching to the students of 3 Government schools
  - Free tuition and training to the children of two orphanages
  - Computer training to the students to two government schools.
  - Awareness on pension benefits to the old age people & widow's in three villages.
  - Creation of Scientific Awareness Programme for the rural select farmers, SHG members and Higher Secondary students of Kanyakumari District.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20	-		20
Class rooms	62	6	S.F.	66
Laboratories	23	1		24
Seminar Halls	3			3
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		48	FIST, Autonomy, UGC XII plan, Travel and tourism	48
Value of the equipment purchased during the year (Rs. in Lakhs)		69	FIST, Autonomy, UGC XII plan, Travel and tourism	69
Others		4		

4.2 Computerization of administration and library

Systems and Functioning

- Open access to readers

- Application of five laws of library science

- Career oriented information

- Computerized library holdings

- Working hours – 8.30 a.m. to 5.00 p.m. on all working days and local holidays.

- Library tickets issued to staff, research scholars, P.G. and U.G. students.

The cards are arranged author wise and subject wise in alphabetical order. The books are arranged according to Colon classification. The automated services are classification, accessioning, cataloguing subject-wise, author-wise and title-wise. Boolean search and term search-card catalogues are also available. Card catalogues are available for the users and are computerized. Library staff members are trained to use the computers for updating the catalogue system in the library.

The online database inflibnet can be accessed from the library.

- The e-books and e-journals are available in the library through www.inflibnet.ac.in. In all, nearly 3000 journals and 75000 e-books are available through this scheme covering all major areas of science, social science and humanities. All the staff and student can access this.

- There are some online journals too, that are accessible from the library.

- The library presently subscribes to more periodicals, including both journals and magazines and 14 daily newspapers.

The latest upgradations and new implementations of library services are listed below:

- CCTV with 15 cameras are installed.

- The entire library collection has been barcoded through Libwater Software.

- The Inflibnet facility has been introduced, through which about 2000 e-journals and 50,000 e-books are accessible.

- The document circulation system has been fully transformed to an automated barcode-based mode from traditional manually-operated inventory-based system.

- The book-bank facility for students of the non-creamy layer of the society has been upgraded.

- The SDI (Selective Dissemination of Information) service has been implemented for faculty members and students.

- The standards of CAS (Current Awareness Service) & CCS (Career Counselling Service) have been upgraded.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46567 43767 Library Books)	245266.5 (Library Books)	959	451197	47526	696463.5
Reference Books	9469	1023833	418	104922	9887	1128755
e-Books			97000	7000	97000	7000
Journals	5678	200850	96	15767	5774	216614
e-Journals			6000	7000	6000	7000
Digital Database						
CD & Video	140	7780	184	6470	324	14250
Others (specify)	61	11557	3	418	64	11975

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	72	4	22	2	2	2	-	-
Added	18	-	-	-	-	-	-	-
Total	90	-	-	-	-	-	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Smart class rooms

- Internet access and training

- ICT enabled workshop

4.6 Amount spent on maintenance in lakhs :

i) ICT

1

ii) Campus Infrastructure and facilities

6

iii) Equipments

4

iv) Others

-

Total :

11

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Orientation and information about
>
> - SET/NET coaching
>
> - Preparation for competitive and Bank examinations
>
> - Communicative English
>
> - Freeship/Government hostels/ Scholarships
>
> - Student welfare fund
>
> - Counselling through an organisation called Centre for light
>
> - NMEC, SBC etc to I and II years
>
> - Career-Guidance and Certificate Courses
>
> - Employment information and Placement services
>
> - Mentor ward system

5.2 Efforts made by the institution for tracking the progression

> - Value based renewal programmes
>
> - NET/SLET coaching
>
> - Affidavit against ragging
>
> - Promoting Discipline
>
> - Assisting on line submission of forms
>
> - Updated information to students on scholarship and government schemes
>
> - Campus interviews
>
> - Personal psychiatric counselling to the needy

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others M.Phil
2043	386	60	44

(b) No. of students outside the state

6

(c) No. of international students

-

Men

No	%

Women

No	%
2437	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
21	77	9	2239	6	2346	39	87	7	2340	10	2473

Demand ratio ___1:1.29___   Dropout % 4.29

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- NMEC- Study for Bank Exams
- SLC- Preparation for Bank Exams
- SBC- Preparation for Competitive Exams
- NET/SLET coaching for PG students
- Bank coaching, Civil services exam coaching

No. of student beneficiaries

978

5.5 No. of students qualified in these examinations

NET 0   SET/SLET 0   GATE 0   CAT 0

IAS/IPS etc 0   State PSC 0   UPSC 0   TET 4

5.6 Details of student counselling and career guidance

> - Counseling on personality development, sex education etc.
> - Personal psychiatric counseling and guidance
> - Self awareness program –Seminar on preparation to face future challenges
> - Guidance and coaching to face competitive exams
> - Campus interviews within and outside the institution
> - Placement cell established for career guidance
> - Student counselling centre with a team of counsellors from 'Centre for light'.

No. of students benefitted

1104

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
9	250	90	1

5.8 Details of gender sensitization programmes

Women cell along with Red Ribbon club and Youth Red Cross organised seminars on

- Human Rights

- Apollo telemedicine program conducted by Apollo hospital and M.S. Swamynathan Research Foundation on Headache for women students

- AIDS awareness

- special talks on Women in literature

- Women issues

- Women leadership

- Indecent representation of women's (prohibition)act.

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 64 | National level | 10 | International level | 1

No. of students participated in cultural events

State/ University level | 901 | National level | - | International level | -

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 24 | National level | 4 | International level | 1

Cultural: State/ University level | 260 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	360	4,11,510
Financial support from government	1142	22,83,360
Financial support from other sources	20	31,685
Number of students who received International/ National recognitions	1	3000
Minority Scholarship	437	29,25,150

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0

Exhibition: State/ University level | 3 | National level | 0 | International level | 0

5.12   No. of social initiatives undertaken by the students | 10

5.13 Major grievances of students (if any) redressed:
- Transportation facility improved.
- Need based Career Oriented Coaching given (TET)
- Classrooms added

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- Empowered by the self emptying love of God and inspired by our mother Foundress Claudine Echernier the crossian family envisions a just and harmonious society, wherein all people live life to its fullness.

Mission

- Holy Cross College aims at forming well integrated persons who will strive to transform society, by meeting the challenges of life and taking a stand in the struggles of the poor and the marginalised.

Goal

- The college stands for total liberation, development and empowerment of the whole person of the student in order to prepare them to take their rightful place and responsibility in the society.

6.2 Does the Institution has a management Information System - Yes

- Administration procedures including finance.
- Student admission, student records, evaluation and examination procedures, research

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Revision of curriculum
- Conducting Board of studies and Academic council meetings
- Skill development programmes, orientation training to tap oratory skills
- Executive skill development programmes
- Extracurricular activities
- Spoken English courses and classes
- Gender sensitization- Papers on feminist writing and women writers make them aware of world cultures, racial (culture) discrimination.
- Enriching the syllabi by including futuristic courses like medical physics, bio-physics, non-linear dynamics and photonics.
- Need based reformation

6.3.2   Teaching and Learning

- Smart class, ICT enabled teaching

- Power point presentations

- Internet

- ICT enabled teaching for PG by staff & students

- Tapping into multiple intelligences

- Group discussion, Peer teaching

- Text related films

- Conducting quiz / exhibitions / viva voce examinations.

- Introducing French website

- Seminars

- Remedial Coaching

- Teaching aids such as charts and models / field trips / hands on training programmes.

- On line correction of assignments.

6.3.3   Examination and Evaluation

- Workshop on examination reforms

- Online assignment

- Central valuation

- Door valuation – SBC, NMEC, HRE, WS, GD

- Project valuation & Viva voce examination

- Group study and team teaching

- Online quiz

- Project review for M.Phil students

- Publication of results within a month after the end semester examinations.

6.3.4 Research and Development

- Seminar organised by Crossian Research Forum

- Release of seminar proceedings

- Release of bi-annual journal Crossian Resonance

- Guiding UG, PG, M.Phil. and Ph.D scholars.

- Minor/major research projects – apply/persue

- Encouraging students the staff and students to present papers in seminars

- Publishing papers in peer reviewed journals

- Research project for MSW students

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library books added

- Online journals subscribed

- Smart class rooms

- DST-FIST sponsored common instrumentation centre with instruments worth Rs. 61,63,287/- in addition to the instruments to the departments.

- Students using their laptops to do their practicals and projects

- LCD TV

6.3.6   Human Resource Management

- Human resource team is responsible for the selection, training, assessment and rewarding of employees

- Orientation and counselling to staff (both teaching and non teaching)

- Staff encouraged to be as resource persons / selection /interview committee members

- Soft Skill Development

- On & off campus interview

- Personality Development

- Orientation/Refresher courses

6.3.7   Faculty and Staff recruitment

Well qualified and committed faculty and staff are recruited as per the norms of Directorate of Collegiate Education and UGC

6.3.8   Industry Interaction / Collaboration

- Collaboration with Oasis college for training

- Collaboration with Daffodils

- Collaboration with LEXETA

- Collaboration with VIT

6.3.9   Admission of Students

- Admission of students are made as per government norms for minority institution

6.4 Welfare schemes for

Teaching	PF, Gratuity, Medical insurance,
Non teaching	Medical insurance, PF
Students	Merit cum means – scholarship, freeship, book bank, library loan book Student welfare schemes

6.5 Total corpus fund generated

Rs.11,63,880

6.6 Whether annual financial audit has been done   Yes [✓]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	yes	IQAC
Administrative	-	Government	Yes	Provincial her team

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [✓]   No [ ]

For PG Programmes   Yes [✓]   No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Workshop on Examination reforms.
- Internal question setting and valuation for Part – IV papers
- Transparency in evaluation

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

-

6.11 Activities and support from the Alumni Association

- Four executive meetings
- Golden Jubilee contribution target fixed Rs. 10,00,000

6.12 Activities and support from the Parent – Teacher Association

- Medal for Rank holders
- Meetings are held at regular intervals
    - 2 common meetings with the parents / wards.
    - 5 separate meetings with the parents / wards.

6.13 Development programmes for support staff

- Personality Development Programmes
- Computer Literacy Progammes
- Renewal programmes

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plastic free campus and maintaining cleanliness in class rooms
- Students are instructed to bring lunch in boxes
- Canteen authorities are instructed not to use plastic bags
- During get-together banana leaves, steel plates, paper cups are used.
- Non-recycling materials are banned
- Dust bins are placed wherever necessary
- Planting trees by the retirees.
- Distributing saplings to expand the green cover in the neighbourhood.
- Eco-spirituality fed along with the academic program.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ➢ Smart class rooms in all departments
>
> ➢ Endowment created by M.Phil scholars
>
> ➢ Online feedback from students
>
> ➢ Registration for Eye Donation
>
> ➢ Staging the prescribed plays for better understanding
>
> ➢ Crosslinks (Inter collegiate competition)
>
> ➢ SPSS package installed
>
> ➢ Signature campaign on anti plastic awareness
>
> ➢ Introduction of micro scale experiments

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> IQAC gets the action plan from the HOD's at the beginning of the year and monitors the implementation of the proposed plan.

7.3 Give two Best Practices of the institution

> • Multipronged feedback system
>
> • Revision of curriculum based on feedback
>
> • Extra credits for high achievers
>
> • Tapping into the multiple intelligences of students. Linguistic, logical, musical, environmental, spatial, interpersonal, kinaesthetic and existential intelligences.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> ➢ Planting more saplings
>
> ➢ Oxidation pond for waste water management
>
> ➢ Conserving herbal plants
>
> ➢ Instilling eco consciousness through captivating and touching captions
>
> ➢ Keeping the campus litter free zone
>
> ➢ Minimising pollution through micro scale experiments in the laboratory.
>
> ➢ Sapling distributed to students
>
> ➢ Projects on eco awareness.
>
> ➢ Eco spirituality taught in class rooms
>
> ➢ Environmental studies to students
>
> ➢ Wild life week celebration
>
> ➢ Vermicomposting
>
> ➢ Rain water harvesting tanks

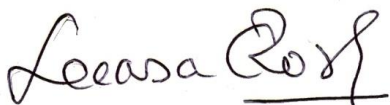7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> ➢ Providing quality education to the rural students of the district.
>
> ➢ Community centred programmes in view of golden jubilee celebration.
>
> ➢ Collaboration with regional and Central research centers
>
> ➢ All round formation of students
>
> ➢ Besides academic empowerment, students are empowered through self awareness to transcend barriers.

8. **Plans of institution for next year**

- ICT enabled teaching

- Wi-fi connection in all blocks

- To strengthen IQAC

- Commerce department to become research department

- To publish more research papers with high impact factor

- To organise more sponsored seminars and workshops

- To avail more major and minor projects

- To provide consultancy through instrumentation centre

- Construction of Golden Jubilee hall

- English speaking as campus culture

- To prepare e-content by the faculty.

- Creation o f Blogs by faculty

- To organise community centred activities.

- Exhibition in view of golden jubilee

- To do environmental audit in a systematic way.

- To release the Golden Jubilee commemorative India post cover and stamp of the college.

- To present papers in International seminars within the nation and abroad.

- TET, TRB coaching to the eligible candidates.

- Revamping group discussion (G.D) in IV semester.

Name : Dr. G. Leema Rose   *Name :* Dr. Sr. Gerardin Jayam

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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