

Annual Quality Assurance Report (AQAR)

(2012 – 2013)

Submitted to
National Assessment and Accreditation Council (NAAC)

Bangalore

Submitted by



Holy Cross College

(Autonomous)

Affiliated to Bharathidasan University

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC

College with Potential for Excellence

Tiruchirappalli – 620 002, Tamil Nadu

The Annual Quality Assurance Report (AQAR) of the IQAC

2012 – 2013

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)
TIRUCHIRAPPALLI

1.2 Address Line 1

TEPPAKULAM POST

Address Line 2

TIRUCHIRAPPALLI

City/Town

TIRUCHIRAPPALLI

State

TAMIL NADU

Pin Code

620002

Institution e-mail address

office@hcctrichy.ac.in

Contact Nos.

0431 - 2700637

Name of the Head of the Institution:

Dr. (Sr.) Jeusin Francis

Tel. No. with STD Code:

0431 – 2701609

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(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:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No	Cycle	Grade	CGA	Year of Accreditation	Validity Period (Year)
1	1 st Cycle	5 Star Status	-	1999	5
2	2 nd Cycle	A Grade	88.5	2005	5
3	3 rd Cycle		3.5 on 4 Point scale	2012	5

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)
NAAC Peer team visit was during 2012-2013 for 3rd cycle of accreditation

AQAR 2012 - 2013

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 RCI, AICTE No
(eg. AICTE, BCI, MCI, PCI, NCI)

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)

-

1.12 Name of the Affiliating University (*for the Colleges*)

Bharathidasan University,
Tiruchirappalli

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DBT 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	<input type="text" value="5 + 1 (Co-ordinator)"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="2"/>		
2.4 No. of Management representatives	<input type="text" value="1"/>		
2.5 No. of Alumni	<input type="text" value="-"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>		
2.8 No. of other External Experts	<input type="text" value="2"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10 No. of IQAC meetings held	:	<input type="text" value="9"/>	
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="4"/>	Faculty <input type="text" value="10"/>
	Non-Teaching Staff	<input type="text" value="4"/>	Students <input type="text" value="6"/> Alumni <input type="text" value="2"/> Parents – 4 <input type="text" value="4"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>		

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Quality Initiatives in Curriculum, Teaching and Learning, Evaluation Techniques for newly recruited staff
2. Software training programme
3. E-content development training programme
4. Workshop on UGC and CSIR-NET Examination

2.14 Significant Activities and contributions made by IQAC

- Ensure the quality of Curriculum, teaching, learning & evaluation based on feedback from stakeholders
- Enhancing awareness on student support services
- Bringing renowned scientist to the Campus – Dr. A.P.J. Abdul Kalam
- Ensure the conduct of International, National and Regional level Workshops / Seminars / Association meetings by different departments

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 plan and schedule the NAAC visit	Successful Visit of NAAC between 26 th to 28 th of July 2012
To have Feedback session after NAAC visit	Identified the strength and weaknesses of our college after the process of NAAC Accreditation
To discuss the methods to overcome the lacunae	Strengthened many areas of weakness
To conduct workshops, seminars, etc. to implement the suggestions given by NAAC Peer team	Workshops were conducted
To bring renowned scientist to the Campus	Dr. A.P.J. Abdul Kalam Visit on 21 st January 2013
To conduct atleast 8 programmes by each Department to create awareness on the trending areas in the subject and to prepare the students for global scenario.	All the departments conducted various programmes throughout the year
To conduct Internal Auditing	Activities for all the NAAC parameters and the proofs were documented.

* Attach the Academic Calendar of the year as Annexure. – Annexure 1

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Report is approved by the Management Committee

Annexure 1

Academic Calendar of IQAC

S.No.	Schedule	Agenda
1	11 th and 12 th June 2012	Training Programme on MOODLE (Modular Object-Oriented Dynamic Learning Environment)
2	14 th June 2012	Orientation Programme for Teaching Faculty
3	19 th June 2012	Meeting to plan the forthcoming visit of NAAC peer team
4	27 th June 2012	Follow up of MOODLE Software Orientation
5	18 th to 21 st July 2012	Workshop on SMART Classes
6	26 th to 28 th July 2012	NAAC Peer Team Visit
7	3 rd August 2012	Feedback Session and Identification of Strength and Weaknesses after NAAC Peer Team Visit
8	6 th September 2012	Orientation Programme on "Adolescents Health" for students
9	29 th & 30 th October 2012	E-Content Workshop
10	7 th January 2013	Meeting to visualize and prepare the Road map for our college after 20 years
11	18 th January 2013	Review meeting on the methods of collecting Feedback
12	21 st January 2013	Visit of renowned Scientist
13	16 th February 2013	Youth Carnival
14	18 th February 2013	Review and Finalizing the contents of the Feedback Questionnaire to various stakeholders
15	21 st March 2013	Collecting, Consolidating the Feedback and reporting to concerned persons
16	5 th April 2013	Submission of Annual Plans by various departments

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Program	Number of existing Programmes	Number of Programmes added during the Year	Number of self-financing Programmes	Number of values added / Career Oriented Programmes
Ph D	10	3	13	
PG	17		12	
UG	21		9	
PG Diploma	3		3	3
Advanced Diploma	3		3	2
Diploma	6		6	
Certificate	6	3	6	3
Others –M.Phil	10		10	
Total	76	6	62	8
Interdisciplinary	2		2	1
Innovative	2		2	2

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

- Choice based credit system is followed by all departments with core and elective options.
- Non Major Elective (NME) and Skilled Based Elective (SBE) courses are open option courses.

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	38 (all UG and PG)
Trimester	-
Annual	6

1.3 Feedback from stakeholders* (*On all aspects*)

Alumni Parents Employers Students

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.

- Based on the feedback collected from the stakeholders the curriculum is updated every year. Major and Minor changes are incorporated in the syllabi.

Reasons for change

- To cater to the needs of all categories of students – High Achievers, Slow Learners
- To develop the different skills in students
- To prepare for NET/ SLET and other competitive examinations
- To improve the employability skills

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

Criterion – II

2. Teaching, Learning and Evaluation Report

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	88	34	53		

2.2 No. of permanent faculty with Ph.D.	53
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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
	-	35	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty			141
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	39	10
Presented papers	54	74	7
Resource Persons	1	14	-

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

Role Play, E- Content, OHP, G.D, LCD, Field work for assignment, Smart board, Scrap book and collage as assignments, internship, concurrent placement, case studies, present papers in conference, Virtual Lab online and off line practicals.

2.7 Total No. of actual teaching days during this academic year	180 days
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)

- Online quiz for all Programmes, MCQs are the major components of quiz programmes, and also part A of the internal tests
- Double valuation for PG Courses and M. Phil Courses

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

All Faculty

2.10 Average percentage of attendance of students

93%

2.11 Course/Programme wise distribution of pass percentage:

UG (SHIFT - I)							
Title of the Programme	Total No. of Students appeared	Division					
		OUTSTANDING %	DISTINCTION %	I CLASS %	II CLASS %	III CLASS %	PASS%
MATHEMATICS	61	6.56	59.02	31.15	1.64	****	98.36
PHYSICS	56	3.57	26.79	64.29	3.57	****	98.21
CHEMISTRY	88	2.27	12.50	40.91	11.36	****	67.05
BOTANY	24	4.17	4.17	50.00	25.00	****	83.33
ZOOLOGY	23	****	4.35	47.83	13.04	****	65.22
BIOCHEMISTRY	14	****	7.14	42.86	42.86	****	92.86
COMPUTER APPLICATIONS	37	8.11	62.16	29.73	****	****	100.00
REHABILITATION SCIENCE	31	****	9.68	35.48	35.48	3.23	83.87
VISUAL COMMUNICATION	17	****	11.76	82.35	5.88	****	100.00
HISTORY	15	****	****	40.00	40.00	****	80.00
ECONOMICS	27	****	****	14.81	55.56	18.52	88.89
ENGLISH LITERATURE	54	****	1.85	51.85	35.19	5.56	94.44
COMMERCE	104	0.96	15.38	61.54	18.27	0.96	97.12
BUSINESS ADMINISTRATION	56	****	3.57	66.07	26.79	1.79	98.21

UG (SHIFT - II)							
Title of the Programme	Total No. of Students Appeared	Division					
		OUTSTANDING %	DISTINCTION %	I CLASS %	II CLASS %	III CLASS %	PASS%
MATHEMATICS	101	2.97	20.79	45.54	7.92	****	77.23
PHYSICS	34	****	5.88	70.59	11.76	****	88.24
COMPUTER SCIENCE	40	****	45.00	50.00	****	****	95.00
ENGLISH LITERATURE	117	0.00	****	28.21	46.15	14.53	88.89
COMMERCE	104	0.96	3.85	55.77	27.88	0.96	89.42
BUSINESS ADMINISTRATION	55	****	****	34.55	54.55	****	89.09

PG (SHIFT - I)							
Title of the Programme	Total No. of Students Appeared	Division					
		OUTSTANDING %	DISTINCTION %	I CLASS %	II CLASS %	III CLASS %	PASS %
MATHEMATICS	24	20.83	33.33	29.17	***	***	83.33
PHYSICS	19	5.26	47.37	47.37	***	***	100.00
CHEMISTRY	22	***	9.09	45.45	***	***	54.55
BOTANY	14	***	14.29	78.57	***	***	92.86
ZOOLOGY	15	6.67	26.67	60.00	***	***	93.33
BIOTECHNOLOGY	10	***	40.00	60.00	***	***	100.00
BIOINFORMATICS	4	***	50.00	50.00	***	***	100.00
COMPUTER APPLICATIONS	32	3.13	46.88	43.75	***	***	93.75
MEDIA AND COMMUNICATION	6	***	***	66.67	33.33	***	100.00
REHABILITATION SCIENCE	8	12.50	12.50	75.00	***	***	100.00
SOCIAL WORK	14	***	21.43	78.57	***	***	100.00
ECONOMICS	13	***	***	53.85	38.46	***	92.31
ENGLISH LITERATURE	28	***	14.29	64.29	10.71	***	89.29
COMMERCE	34	***	8.82	67.65	8.82	***	85.29
TAMIL	5	***	40.00	60.00	***	***	100.00
P.G.D.C.A.	7	***	28.57	57.14	***	***	85.71

PG (SHIFT -II)							
		Division					
Title of the Programme	Total No. of Students Appeared	OUTSTANDING %	DISTINCTION %	I CLASS %	II CLASS %	III CLASS %	PASS %
COMPUTER SCIENCE	17	11.76	76.47	11.76	***	***	100.00

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

- The IQAC sets bench marks for monitoring and evaluating system for teaching & learning processes
- The students are evaluated through CIA (components are Internal Tests I & II, Quiz I & II, Seminar and Assignment)
- The entry & exit performance analysis help the College to bring out the students in a better way
- Online Evaluation of Teachers by the students, peer group, Heads of the department, Principal was done at the end of the academic year.
- Self-evaluation is also done (on-line)

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc. other institutions	
Summer / Winter schools, Workshops, etc. conducted by the dept	
Others	4

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	40	21		63
Technical Staff				4

Criterion – III

3. Research, Consultancy and Extension

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

Initiative of the IQAC in sensitizing /promoting research climate in the Institution

- Promoting the use of Online journals that are available in the college library
- Encouraging Research scholars to obtain funds from funding agencies
- Organizing seminars conferences and workshops at National, State and International levels.
- Encouraging staff to take up Ph.D. guide ship.
- Motivating staff and students to participate in conferences and seminars and present and publish papers
- Organising Orientation programs to promote Research in the college.
- Conducting workshops to promote a research culture amidst students and staff
- Motivating staff to apply for UGC Major and Minor Projects

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	5	-	-
Outlay in Rs. Lakhs	18,85,000	23,67,605	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	-	-	2
Outlay in Rs. Lakhs	App. 2,80,000			6,00,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	31	9	2
Non-Peer Review Journals			
e-Journals			
Conference proceedings			21

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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	Received
Major projects	2012-2013	UGC	8.80,000 8,83,800	5,00,000 5,04,018 7,76,000
Minor Projects	2012-2013	UGC	6,90,000	4,24,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2012-2013	TNSCST	10,000	10,000
Any other(Specify)	2012-2013	DBT-BIF	5,16,000	5,16,000
Total				

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

ii) Without ISBN No.

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)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	8	12		15
Sponsoring agencies	Holy Cross College	College, IAPT/Sterling/Ponmani/Dawn, DBT			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	11
	Granted	1
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
2	1	1	-	-	-	-

3.18 No. of faculty from the Institution who are Ph.D Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="500"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="220"/>	State level	<input type="text" value="66"/>
National level	<input type="text" value="40"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="1"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="30"/>	State level	<input type="text" value="22"/>
National level	<input type="text" value="15"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text"/>
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="37"/>
		Any other	<input type="text" value="122"/>

AICUF	-10
Red Ribbon club	- 7
ROTARACT	-24
RESCAPES	-20
EXNORA	- 7
Come Alive	- 4
Women's Cell	-15
Debate and essay writing club	- 2
Financial literacy club	- 5
Youth Red Cross	- 4
Consumer club	- 7
Gender club	-14
Legal Aid Clinic	- 3

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

- Lecture on Violation of Human Rights
- Awareness on consumer rights through skits, role plays, posters at the adopted village Keelavengaram
- Determination of the level of consumer awareness at Keelavengaram
- Consumer awareness among the villagers at the adopted village Melavengaram through Role plays, Songs and Games
- Lecture on Consumer Responsibilities
- Consumer awareness through posters and video screening at Aayakudi
- Tree plantation
- Participation in Polio Immunisation Programme
- Blood Donation camp on 20th February 2013
- A Workshop on Volunteerism on 27th of September 2012
- An awareness program on Road Safety on 29th of August 2012
- Awareness on nutrition and dietetics through National Nutrition Week celebration at Azhinjikarai Village on 1st September 2012
- Awareness on nutrition and dietetics for teaching, non teaching staff and students of Holy Cross College through National Nutrition Week celebration
- Anaemia Screening Camp' to assess the hemoglobin level of II PG students on the 4th and 6th of September 2012
- Helmet rally emphasizing the importance of Road Safety today (18.9.2012)
- Human Rights Day celebration on 10th of December 2012 to insist on the basic rights of the human beings
- Veterinary camp at Devimangalam on 19th December 2012
- A veterinary camp on 21.11.12 at Kumarakudi
- General health camp on 11th January 2013 at Chennakarai village
- General Health camp on 23.11.2012 at Sunaipugzhallur
- National Youth Day celebrations to insist Societal Responsibility of the Youth on 18th of January 2013
- National Voters Day celebration to inculcate the responsibility of the youth in the general elections and voting on 19th of January 2013
- Special lecture on Personal Hygiene and Menstrual Hygiene Management for school students of Holy Cross Girls Higher Secondary School on 25th of February 2013
- One month traffic awareness campaign which was held from 16.8.2012 to 15.9.2012

- Dental camp On 19.11.12 for the middle school students at Thiruvasi and primary school students of Kumarakudi
- Dental checkup on 22.11.12 at Sunaipughalnallur Middle school
- An Eye camp in collaboration with Vasan Eye Care, Trichy on 20.11.12 at Thiruvasi
- Awareness on Dengue and its effects at five adopted villages Thiruvasi (19.11.12); Manpidimangalam (20.11.12); Kumarakudi (21.11.12); Sunaipughalnallur (22.11.12) and Thudaiyur(23.11.12)
- Exhibition on Global warming, Environmental Pollution and the drastic effects of the usage of Plastic for school students of all the adopted villages on 20.11.2012 at Thudaiyur
- Exhibiton on Pollution Control on 20.11.2012 at Kumarakudi.
- Exhibiton at Thiruvasi creating awareness on Global Warming on 21.11.2012
- Exhibition at Sunaipughalnallur school creating awareness on Pollution, Global Warming and Rain Water Harvesting on 22.11.2012
- A lecture on Menstrual Hygiene Management for the NSS volunteers on 21.11.12
- A general awareness on basic laws and women's rights for the NSS volunteers on 23.11.12
- Awareness on Human Rights and Right To Information on 24.11.12
- A one day seminar on Right to life as a joint venture by all the Extension Services on 13.2.2012
- Induction of Legal Aid Clinic
- Awareness Camp on Women and Children's Rights, Sexual Violence against Women and Children and Self Defence on 24th January 2013
- Advocates visit on First and third Thursday of each month from 1 p.m. to 3 p.m. to give legal awareness, advice and suggest some cases to Legal Aid Clinic to solve the case issues
- Training programme on Capacity Building for Rural School Children was conducted on 2nd February 2013
- Rally on World Literacy Day (8th of September 2012)
- A rally on violence against women joint venture with Rotaract Club of Temple City, Trichy
- Distribution of stationery to St. Anne's school children on 20.07.2012
- World Hand Wash day on 15th October 2012 with children in KK nagar
- World Old Age Day (1stOctober 2012), the Rotaractors visited the Mercy Old Age Home at Kodaikanal
- Awareness on Breast and cervical cancer and methods to control mosquito at Community College in Ayyakudy on 25. 2.2013
- Arrangement of rare blood group A2B positive for Mr. Philomine, Parent of Ms. Jayanthi III BA History, for his bye pass Surgery
- Old sarees and dress materials were distributed for Orphanages in July 2012
- 4 Days training programme on English communication at Language lab for the adopted village school students

- 4 Days training programme on Computer literacy for the adopted village school students
- Communication Development in Azhagiyamanavalam, Thirupanjalee, and Salakadu (South) and Chennakarai village schools.
- Distribution of TIMES OF INDIA English NEWS Paper to 700 school students
- Career Guidance programme for the Community College students at Ayikudi. (adopted village)
- Dengue awareness programme in adopted villages Chennakarai (09-02-2013).
- Importance of Yoga for school students on 02-02-2013 and 09-02-2013 from the adopted village
- Programme on Importance of Higher Education was conducted for the rural school students 23-02-2013
- Programme on Coping Mechanism for the rural school students on 09-03-2013
- Programme on Role of rural students in organic agriculture on 09-03-2013
- Awareness on evil effects of Kudangulam project
- Women empowerment on 10.12.2012 Couple enrichment programme for couples on 4th November 2012
- Distribution of leaflet on Suicide prevention by Come Alive members
- Posters on unite to end violence against women by Anti Sexual Harassment club
- Financial literacy programme was conducted for the college students
- Resource mapping programme was conducted for the first year students.
- Induction of village school Library at Palaiyur, Melavangaram and Keelavangaram schools.
- Workshop on
 - Income generating skills 29th -31st August 2012
 - Enriching the potentiality for women folk from 12th -14th December 2012
 - Interview facing skills on 24.07.2012
 - Disaster management on 07.12.2012
 - Environmental issues on 2.3.2013

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	11.32 Acres	-	College	11.32 Acres
Class rooms	186	1	College	187
Laboratories	31	2		33
Seminar Halls	6	-	College	6
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	76	3	DST – FIST, College	79
Value of the equipment purchased during the year (Rs. in Lakhs)	217.07	8.76	DST – FIST, college	225.83
Others	24	24	College	48

4.2 Computerization of administration and library

Yes, MIS system is established. Through MOODLE software academic and administrative management is done. The Library uses NIS software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	61057	6379399	2776	1059703	63,833	74,39,102
Reference Books	--	--	--	--	29,331	85,62,089
e-Books	-	-	-	-	-	-
Journals	39	47,216	165	1, 25,182	74	72,398
e-Journals DELNET (Consortium) & N-List/yr	2	11,525	2	11,525 125182	2	11,525
Digital Database	-	-	-	-	-	-
CD & Video	-	-	357	-	2,136	1,88,178
Others (specify)	-	-	-	324403	-	-

4.4 Technology up gradation (dept)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	418	7	1	2	-	2	17	3
Added	14	2	-	-	-	-	-	-
Total	432	9	1	2	-	2	17	3

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

- Training on Moodle Software, SMART Board usage and e- content Preparation
- A lecture on Android and J2EE
- Recent trends in IT and Project Management
- Real time projects in distributed technology
- Communicative skills
- Developing web services
- Developing Animation using Flash
- XML and Web services
- ASP.Net
- Data structures and Algorithms

Technology Up gradation

- Up graded the internet leased line
- Wi- Fi Connectivity
- Dedicated Web server
- A dedicated host to facilitate Online Registration for the State Level Intercollegiate Competition
- Microsoft Software Campus license

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.44
ii) Campus Infrastructure and facilities	35.97
iii) Equipments	4.81
iv) Others	2.3
Total :	46.52

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Calendar
- Department and college notice board
- Mentor ward system
- Class teacher
- Through intercom announcements
- Parent Teachers association
- Student Council
- Student Forum

5.2 Efforts made by the dept for tracking the progression

- Feedback from Students, Parents and Alumnae
- Remedial coaching
- Spoken English classes
- Progress report
- Evaluation from the organizations
- Mentors record
- Evaluation of external and internal marks

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3727	490	148	30

(b) No. of students outside the state

32

(c) No. of international students

7

No	%
25	0.67

Women

No	%
3702	99.33

Last Year						2012-13					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						38	82	-	587	-	707

Demand ratio - 98.5% Dropout % 3.25

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

Departments	Activities	No. of student beneficiaries
Business Administration	Seminar on “Enhancing employability skills”	121
Biotechnology	NET coaching for PG and Alumni students	34
Botany	NET/SLET coaching	26
Chemistry	NET/SLET coaching, Soft skills	44 300
Computer Science	Workshop on Soft skills SBE on Quantitative aptitude course	350 388
Economics	Spoken English	17
English	Spoken English	1000(For all first years)
	Language Lab	1000(For all first years)
	Communication Lab.	1000(For all second years)
History	I.A.S. training classes	40
Mathematics	---	---
Physics	NET/SLET coaching	16
Rehabilitation Science	Soft skills, Personality development and leadership training	165
Social Work	---	---
Tamil	NET/SLET coaching	23
Zoology	NET coaching for PG and Alumni students	10

No. of students beneficiaries

4184

5.5 No. of students qualified in these examinations

NET

11

SET/SLET

5

GATE

CAT

1

IAS/IPS etc

State PSC

1

UPSC

Others

11

5.6 Details of student counselling and career guidance

1. Mentor-ward system—for all students
2. Counselling by class teachers- For all students
3. Conselling by the counselor-2012-2013

No. of students benefitted

300

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
24	576	172	95

5.8 Details of gender sensitization programmes

A course on Gender Studies for all students by all Departments

Department	Programme
Business Administration	<ul style="list-style-type: none"> • A meeting on women harassment
Economics	<ul style="list-style-type: none"> • Through Planning forum, meeting addressed by an Advocate. • 2 students participated in a symposium on Developing Professional skills and Gender Sensitization conducted by BDU.
English	<ul style="list-style-type: none"> • 2 students participated in a symposium on Developing Professional skills and Gender Sensitization. • 1 student presented a paper in National conference.
Rehabilitation Science	<ul style="list-style-type: none"> • Students have undergone a certificate course on ‘Gender and Development’ in Women study centre, HCC.
Social Work	<ul style="list-style-type: none"> • 23 students have undergone a certificate course on ‘Gender and Development’ in Women study centre, HCC.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	138	120262
Financial support from government	1315	5538990
Financial support from other sources	25	125600
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Department of History: Self Help Group Fair
Department of Physics: Science Day exhibition
Helmet Rally by students of all Departments

Department	Activity
Audiology	Voice testing camp
Biochemistry	A Science cum Health exhibition for rural school students- 'BIO-SCINTILLATORS'
Botany	A training programme for Higher Secondary school teachers.
Chemistry	A training programme on Green Chemistry Practical for Higher Secondary school teachers.
History	Self Help group Exhibition
Physics	Science Day exhibition-1
Rehabilitation Science	District Sports Meet for differently able students.
Social Work	27 initiatives
Zoology	Training for SHG on Azolla cultivation

5.13 Major grievances of students (if any) redressed:

1. The Degree programme offered by the following seven Departments were not recognized as equivalent to the respective discipline:

- Department of Chemistry
- Department of English
- Department of Physics
- Department of Mathematics
- Department of Commerce
- Department of Zoology
- Department of History

However, except Chemistry and Commerce, all the other Departments got equivalence certificates.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To reveal to all people the merciful love of the Father and the liberating power of the Paschal Mystery through the Ministry of Education.

Mission: We strive to form academically excelling individuals committed to God and to social growth using all their endowments

6.2 Does the Institution have a management Information System?

Yes, the institution has information system. MIS was followed by the college till May 2012. From 2013 IMIS (Integrated Management Information System)

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

6.3.1 Curriculum Development

- The design of the curriculum enables academic flexibility in teaching learning that is student centric, which in turn empowers the students to attain a holistic development.
- To cater to the need and demands of the students, certificate, diploma, add on courses, value added, need based courses, skill based courses, and orientation programmes based on the regional and national emerging trends, are conducted for the growth and development of the student community.
- The main objectives and goals focus on the integral and cognitive enrichment of different levels of students and to provide skill based and value added education. Value education is an integral part of the curriculum and value education classes are incorporated in the time table and are backed up by specially designed text books exclusively prepared by the faculty of the college.
- The syllabus is upgraded periodically (every 3yrs) and new courses are introduced.
- Ph.D programmes were sanctioned to the departments of History, Economics and Visual Communication
- Review commission for M.Phil programme in 10 departments was held
- The inspection committee visit for Add on Courses in Botany, Commerce and History was held.
- Autonomy review committee visit was on 12th February 2013.
- Every academic year the revised curriculum is validated by academic audits conducted by the external subject experts and approved by the Board of Studies and Academic Council.
- The curriculum which focuses on leadership skills, communicative skills, team building and teamwork capacities is conducive for the students to get and have a holistic growth and the syllabi enable them to excel academically, and also instill social consciousness and foster overall development.
- RESCAPES, an extension activity is integrated into the curriculum.

6.3.2 Teaching and Learning

- Learning Management System is one of the effective systems that works regularly and focuses on providing effective teaching practice to the staff and higher grade learning process to the students. The system is maintained successfully working on Smart Board classes and e-content preparation. The faculty conduct classes using Smart Board and prepare their own e-content for teaching. More e-lessons were prepared during this year.
- Industrial Training, Educational Tours, Extra Credits for High Achievers, Field Trips, Internship, and Summer Placement are some of the creative teaching and learning methodologies adopted.
- Introduction of Text Books prepared by staff members used as reference books
- The traditional system as well as modern digital equipments and modern technological aids are used to make the teaching learning more informative and effective. Assignments and seminars through ICT mode
- Final year Students are made to present papers in National/ International seminars/ Conferences as part of their learning process.
- Bridge Course was conducted in the beginning of the year for all the first year U G students to develop LSRW skills with inputs from the Language Lab and Communication Lab.
- Exhibitions, project work, models, charts, poster presentations, role play and Power Point Presentation.

6.3.3 Examination and Evaluation

- Our students have secured 15 University Ranks at UG level and 12 at PG level.
- On-line and Open Book Quiz are conducted periodically
- Field based assignments, Seminars, Models and Group Discussions are evaluated based on content, preparation, presentation, theme and originality.
- Open and transparent CIA improves the confidence on the evaluation system
- The rules and regulations for CIA improvement and Revaluation enable the students to perform better and complete the course within the stipulated period of study
- Internal and external question papers include multiple choice questions to prepare them for state level and national level exams.

6.3.4 Research

- An enhanced Research ambience in the College is reflected with 5 Ph.D.s awarded, 10 thesis submitted and 6 Synopsis submitted and several staff members registered and pursuing Ph.D. Research.
- Incentive Award of 5 lakh for best paper presentation among DBT-BIF centre was awarded for the department of Bio-Technology.
- Department of Zoology introduced a laboratory for Animal Cell Culture
- Several Books have been published and copyright has been obtained for certain publications.
- Three UGC Major Projects, and two UGC Minor Projects have been sanctioned to Staff members.
- The students are encouraged to take part in research work, paper and poster presentation and publications.
- Incentives and cash awards are given to staff for achievements recognition in the field of research and book publication
- Students also are motivated to publish papers in research journal at International conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The book collection reached 74978 and the CD's 2400.
- 210 periodicals and journals have been subscribed
- Book Exhibition cum sale was held
- 8 computers were added to the library for browsing facility
- A workshop on Digital Repository was conducted by the General Library on "Dreams Harvest 2012" for the UG, PG and research students of various departments.
- Smart boards were purchased and installed in various departments.
- Our College has its own web server, mail server and also its own proxy server for internet sharing and log entries.

6.3.6 Human Resource Management

- Need based training programmes (Personality Development, Capacity building, Career guidance)
- Welfare schemes (Earn while you Learn)
- Procurement of Passport and Pan Card
- Four Wheeler and Two Wheeler Driving classes and License
- Campus recruitment through different agencies
- On campus placement held
- Students are sent for off campus placement also.
- Full Time Counselling Centre functions on all working days and offers personal and career counselling

6.3.7 Faculty and Staff recruitment

The Management of the College strictly abides by the norms of the Directorate of Collegiate Education and UGC for recruiting staff for the vacant positions that arise in the College, taking into consideration the eligibility criteria.

6.3.8 Industry Interaction / Collaboration

- To strengthen the students' academic and practical exposure with networking two MoUs with Sivananda Balalaya and Hope Home, were renewed by the Department of English
- Regular implant training to complete their final year projects in various organizations facilitates the better understanding of Institution and Industry tie ups.
- Industrial Tie-up with St. John's ambulance and clinical laboratories in hospitals.
- Students of Rehabilitation Science regularly visit Rehabilitation Centers in and around Trichy

6.3.9 Admission of Students

Strictly adheres to the norms of government applicable to the minority institutions.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Retreats • Orientation programmes • Recognition of achievements – awards • Counselling • Legal Aid • Health Insurance • Staff Tour once a year sponsored by the Management
Non-teaching	<ul style="list-style-type: none"> • Retreats • Recognition of achievements – awards • Counselling • Legal Aid • Health Insurance • Tour once a year sponsored by the Management • Loan Facility • Financial Assistance for their children’s education
Students	<ul style="list-style-type: none"> • Noon Meal Scheme sponsored by Staff • Earn while you Learn Scheme • Library – Loan Books, Book Bank • Free medical check-up • Need based Counselling • First Aid Clinic • Financial Assistance for paying Tuition and Exam Fees • Endowment Scholarships, • Scholarships provided by the Management • Legal Aid Clinic • Skill based training courses – Summer Courses • Awards and Recognitions • Bridge Course • Hostel and canteen facilities • Mentors hour conducted periodically for UG and PG students • Remedial/ coaching classes are held for slow learners.

6.5 Total corpus fund generated

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	Subject Experts	YES	IQAC Team
Administrative	Yes	AG Chennai RJD Trichy	Yes	IQAC Team

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

For UG Programmes Yes

For PG Programmes Yes

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

Examination reforms are made after collecting the feedback from students and staff and based on management policy.

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

- The general Alumnae Meet is conducted on the 2nd Saturday of December every year
- Department Alumnae meetings are held at different times during the academic year
- Alumnae visit the college whenever they come to Trichy
- Alumnae serve as resource persons to share their expertise.
- Alumnae network is being strengthened

6.12 Activities and support from the Parent – Teacher Association

- Department Parent Teacher Meet is conducted annually and feedback given by Parents are considered.
- Some of the parents offer financial help to the poor students

6.13 Development programmes for support staff

- The supportive staff are encouraged to pursue their higher studies through Distance Education / Correspondence
- Personal Counselling offered
- Gift of Purse at the time of Retirement
- Need based training for administrative Staff
- Gift during Christmas get together.
- Financial support is given to the children of supportive staff for their education

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

- Plastic and Flex free campus

CRITERION VII

7. Innovations and Best Practices

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

- Modernization of the teaching and evaluation methods by adopting E-Content, ICT, Web Browsing, Online Quiz
- Interactive teaching methods using Group discussion, Field visit, Hands on experience
- Strengthening of
 - Software skills through Computer lab (Examples - Mathematical software like Mathematica, Tora, Lindo), Language Lab
 - Research skills for UG Students through the introduction of Research components in the curriculum
 - Entrepreneurial skills through implant training, internships, and orientation programmes
- Instilling the social responsibility in the minds of the students through
 - Blood donation camps, Rallies
 - Prohibition of the usage of plastic bags in the Campus
 - Sapling plantation in the College Campus and adopted Villages
 - Promoting Safety measures through Disaster Management Programme
 - Fire and Safety Demonstration Drill
 - Clinical Diagnosis for the Staff and Students
 - Awareness Programmes conducted through RESCAPES on Health Hygiene and Social Issues

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

- HODs presented the Annual Plan and discussed it in the Staff Council meeting
- One International Level, Eight National Level and Two Institutional Level conferences were conducted
- The working of MIS system was monitored

7.3 Give two Best Practices of the Institution (*please see the format in the NAAC Self-Study Manuals*)

- Spoken English – Certificate Course for I UG Regional Medium Students
- Entrepreneurship Development Programmes through EDC

7.4 Contribution to environmental awareness/ Protection.

- Introduced green chemistry and gave training to the School Teachers
- Saplings planted in many adopted Villages and College Campus
- Fire and Safety Demonstration Drill
- Awareness Programme on Saving Water, Using Jute Products and the ill effects of smoking were conducted in the campus and in the adopted villages
- Through RESCAPES (Rural Enrichment through Student and Community Action and Participation for Environmental Sustainability) students and staff visit the adopted villages regularly and become aware of their social needs and contribute to its growth.

7.5 Whether environmental audit was conducted? Yes No

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

- Updating the Curriculum relevant to the various needs of the students
- Shift from Teacher oriented to Student oriented teaching
- Inculcating research in the minds of students through the introduction of research component in the curriculum for UG and PG
- Overwhelming demand for Admission

8. Plans of Institution for next year

The Annual plan of the Institution focuses on holistic development of the student community.

- Horizontal and vertical mobility will be enhanced through choice based credit system
- MoUs and Industrial Tie-ups will be enhanced
- All Teaching and Non-teaching staff will use ICT for academic and administrative works
- Publication of research papers in reputed journals and conducting International / National Seminars/Workshops/ Conferences.
- Staff are encouraged to apply for Major projects and Minor projects
- Staff are motivated to guide more Ph.D scholars
- Eco-friendly campus will be brought about
- Through RESCAPES programmes and activities, social awareness is created in students and hence the social responsibility is strengthened

K. Maria Eugenie Pia

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Co-ordinator

IQAC

Holy Cross College

(Autonomous)

Tiruchirappalli-620002

Signature of the Coordinator, IQAC

Dr. (Sr.) Jeusin Francis

Name: Dr.(Sr.) Jeusin Francis

PRINCIPAL

HOLY CROSS COLLEGE

(AUTONOMOUS)

TIRUCHIRAPPALLI - 2.

Signature of the Chairperson, IQAC