Annual Quality Assurance Report (AQAR)

(2014 – 2015)

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
2014 - 2015

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	hcctrichyin@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
	09751028126

Mobile:

Name of the IQAC Co-ordinator:	Dr. A. Turin Martina

Mobile:	09943584602

IQAC e-mail address:	iqac@hcctrichy.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | 13418 |

1.4 **NAAC Executive Committee No. & Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004. | NAAC/PCRAR/EC-61/80/2012/ |
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address:	http://www.hcctrichy.ac.in

Web-link of the AQAR:	http://www.hcctrichy.ac.in/AQAR14_15.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	5 Star Status	-	1999	5
2	2nd Cycle	A Grade	-	2005	5
3	3rd Cycle	A Grade	3.5 on 4 Point scale	2012	5
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY	JULY 2003

1.8 AQAR for the year *(for example 2010-11)*	2014 - 2015

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*)

NAAC Peer team visit was during 2012-2013 for 3rd cycle of accreditation

    i.   AQAR ___2013 – 2014_____10-07-2014_____ (DD/MM/YYYY)

    ii.   AQAR_____ _____ (DD/MM/YYYY)

    iii.   AQAR_____ _____ (DD/MM/YYYY)

    iv.   AQAR_____ _____ (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 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*) RCI, AICTE

UGC-COP Programmes ☑

2. IQAC Composition and Activities

2.1 No. of Teachers   5 + 1 (Co-ordinator)

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   2

2.4 No. of Management representatives   1

2.5 No. of Alumni   -

2. 6 No. of any other stakeholder and community representatives   -

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   2

2.9 Total No. of members   12

2.10 No. of IQAC meetings held   18

4   14

2.11 No. of meetings with various stakeholders: No.   Faculty

Non-Teaching Staff | - | Students | 2 | Alumni | 1 | Others | Parents – 1 |

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

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)
    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 7 | International | | National | | State | | Institution Level | 7 |

(ii) Themes

1. The Sustainability Platform (TSP) Capacity Building Initiatives
2. Becoming a Teacher of Excellence
3. Learning Management Systems
4. Research Methodologies and Publications
5. My College and its Activities
6. New Challenges in Education
7. Training on Google Apps

2.14 Significant Activities and contributions made by IQAC

➢ Preparation, Consolidation and Submission of AQAR 2013 – 2014
➢ Revision of Examination reforms
➢ Orientation and training to the newly recruited Staff

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 consolidate the data for AQAR report for the year 2013 - 2014	Organized Core committee meetings on 27th June, 1st , 4th and 8th July 2014
To chalk out plans for AQAR 2014 -2015	The Sub-committees according to NAAC parameters were formed with Staff representatives from various Departments.
To prepare templates for documents departmental activities according to NAAC parameters	Executed on 13th August 2014

To conduct an orientation programme for the newly recruited staff of Shift II	Conducted a programme on 14th August 2014 for teachers with less than 5 years of experience
To conduct workshop for the newly recruited staff on " My College and its Activities"	Conducted on 28th and 29th January 2015 The sessions were focused to enhance motivation among the newly recruited staff and fostered learning of new skills and strategies for developing their teaching career. Staff benefitted – 70
To collect Feedback from students, Alumni, Parents and Self-Appraisal from Teachers	Collected from January to March 2015 and the responses were consolidated.
To verify the data submitted by the respective Departments for AQAR 2014 - 2015	The sub-committees verified the proof and collected the data from the department as per the schedule
To organize an orientation programme for the teaching staff at the beginning of the Academic year 2015 - 2016	Conducted on 16th June 2015 Topic: New Challenges in Education Staff Benefitted: 239

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	16th June 2014	Orientation for Staff
2	27th June 2014, 1st, 4th, & 8th July 2014	Consolidation of data for AQAR report 2013 - 2014
3	10th July 2014	Submission of AQAR Report 2013 - 2014

4	14th July 2014	Core Committee meeting
		➢ To plan and prepare the academic calendar
		➢ To conduct an orientation programme for the newly recruited staff
		➢ To revise the format of Feedback forms
		   o Parents
		   o Present Students
		   o Alumni
		   o User Agency
		➢ To organize a National Level Workshop on Quality Related Issues

5	13th August 2014	Core Committee Meeting ➢ To Prepare Templates for documenting the Departmental Activities according to the NAAC parameters ➢ To address the Student Council Members on Quality issues ➢ To reconstitute sub-committees for IQAC
6	10th September 2014	Core Committee Meeting ➢ To Discuss Quality issues related to the conduct of Internal Examinations ➢ Suggestions were offered to include Staff representatives from Shift II in the IQAC core committee
7	19th December 2014	Core Committee Meeting ➢ To discuss on the AQAR format and to collect Department wise information as per the prepared templates ➢ To check and verify the document proof during the month of March 2015
8	28th and 29th January 2015	➢ Orientation Programme on "My College and its Activities" for Staff with less than five years of service. No. of Staff benefitted:70
9	17th February 2015	Core Committee Meeting ➢ Consolidation of Feedback collected from Alumnae
10	25th February 2015	Core Committee Meeting – Discussion with sub committees to plan the schedule of Department visits to verify the documents according to NAAC parameters for AQAR
11	11th March 2015	Core Committee Meeting

		➢ Consolidation of Feedback collected from Parents
12	27th March 2015	Core Committee Meeting ➢ Consolidation of Feedback collected from Students
13	1st April 2015	Core Committee Meeting ➢ The core committee met along with the Staff representatives of various NAAC parameters to discuss and submitted the data for the AQAR
14	16 June 2015	Orientation Programme for all Teaching Faculty Staff Benefitted: 239
15	17 June 2015	Orientation to Staff on Google apps Staff Benefitted: 239
16	22nd June to 4th July 2015	IQAC Meeting ➢ Core committee members along with individual Staff representatives of each NAAC parameter Consolidated the data for the AQAR 2014 – 2015
17	30th June 2015	Submission of Annual Plan for 2015 – 2016 by various Departments
18	10th July 2015	Submission of AQAR 2014 - 2015

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
Ph.D.	13		10	
M.Phil.	10		10	
PG	16		11	
UG	21		11	
PG Diploma	4		3	
Advanced Diploma	1		-	1
Diploma	5		-	3
Certificate	4		-	3
Others	-		-	1
Total	74		45	8

Interdisciplinary	-			
Innovative	1			

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 Skill Based Elective (SBE) are open option and Interdisciplinary Courses
  ➢ Scope for earning Extra credits for High Achievers
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	37 (all UG and PG)
Trimester	-
Annual	22

1.3 F...

Keeping in line with the Vision and Mission of ✔ College, it ✔ to create ✔ equipped students to meet the Global standards in higher education system. The curriculum is formulated to cater the needs ✔ arners at all levels focusing holistic development.

*Ple...

1.4 V

The syllabi is revised and updated based on
  ➢ Global competence
  ➢ Feedback from the stake holders (Students, Parents, User Agencies, Alumni)
  ➢ Recommendations of Subject Experts
  ➢ CSIR/NET/SET syllabi
  ➢ Other competitive examinations

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

| --- |

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
60	22	38	-	-

2.2 No. of permanent faculty with Ph.D.

| 41 |

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
-	56	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 4 | | 2 | | 190 |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International | National level | State level | Total |

➢ The IQAC strives to reach excellence in the process of teaching and learning among the student learners through creative and innovative teaching methodologies through LMS. Each department makes use of various pedagogical strategies which are outlined below

o Smart Class, Group Projects, Mini Research, Online Quiz, Poster Presentation, Blog, Role Play, Case Studies, Model Display, Virtual Lab, Concurrent Placement, Field based Learning, Community based Rehabilitation Programme, Speech Language and Hearing Assessment and Therapeutic Intervention, Clinical Teaching, Movie Screening and Review, Assignment as Albums, Scrap book, Collage, Internship, Exposure Visits, Intra-class Competitions, on-line and virtual Practical.

➢ Some departments have created Blog to aid in the teaching process and 72 E-content lessons were developed as the instructional design for the students this academic year.

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

   | 183 |

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

   > Open Book examinations in few programs and Online Quiz for all programmes, MCQs form the major component of quiz and objective testing of the internal tests and external exams
   > Question Banks
   > Double valuation for PG and M.Phil Programmes

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

Board of Studies of our college	In other Colleges	
	Curriculum Development	Faculty Development
All Faculty	7	2

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 (%)				
		Distinction	I Class	II Class	III Class	Pass %
Mathematics	71	22.54	67.61	8.45	---	98.59
Physics	55	36.36	54.55	7.27	---	98.18
Chemistry	87	8.05	44.83	19.54	---	72.41
Botany	26	19.23	57.69	7.69	---	84.62
Zoology	25	20.00	24.00	24.00	---	68.00
Biochemistry	11	9.09	63.64	18.18	---	90.91
Computer Applications	96	41.67	54.17	---	---	95.83
Rehabilitation Science	37	8.11	40.54	48.65	---	97.30
Visual Communication	25	4.00	52.00	28.00	---	84.00
History	26	7.69	34.62	53.85	3.85	100.00
Economics	15	6.67	20.00	40.00	20.00	86.67
English Literature	67	1.49	41.79	41.79	10.45	95.52
Commerce	134	19.40	52.99	25.37	---	97.76
Business Administration	59	1.69	64.41	30.51	---	96.61
Audiology and Speech Language Pathology	28	---	50	50	---	100.00

UG – Shift II						
Title of the Programme	Total no. of students appeared	Division (%)				
		Distinction	I Class	II Class	III Class	Pass %
Mathematics	127	9.45	45.67	30.71	2.36	88.19
Physics	27	---	51.85	18.52	---	70.37
Computer Science	46	34.78	56.52	4.35	---	95.65
English Literature	125	---	16.00	40.80	22.40	79.20
Commerce	122	3.28	35.25	48.36	4.10	90.98
Business Administration	52	---	13.46	48.08	21.15	82.69

PG – Shift I						
Title of the Programme	Total no. of students appeared	Division (%)				
		Distinction	I Class	II Class	III Class	Pass %
Mathematics	29	62.07	37.93	--	--	100.00
Physics	15	66.67	26.67	--	--	93.33
Chemistry	19	5.26	63.16	--	--	68.42
Botany	14	35.71	57.14	--	--	92.86
Zoology	15	20.00	73.33	--	--	93.33
Biotechnology	14	50.00	50.00	--	--	100.00
Bioinformatics	3	33.33	66.67	--	--	100.00
Computer Applications	18	44.44	55.56	--	--	100.00
Media And Communication	2	50.00	50.00	--	--	100.00
Rehabilitation Science	9	22.22	44.44	--	--	66.67
Social Work	15	6.67	73.33	6.67	--	86.67
Economics	3	0.00	66.67	33.33	--	100.00
English Literature	32	0.00	65.63	31.25	--	96.88
Commerce	38	7.89	78.95	5.26	--	92.11
Tamil	5	80.00	--	--	--	80.00

PG – Shift II						
Title of the Programme	Total no. of students appeared	Division (%)				
		Distinction	I Class	II Class	III Class	Pass %
Computer Science	4	50.00	50.00	--	--	100.00

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

➢ The IQAC sets bench marks for monitoring and evaluating system for teaching & learning processes

➢ The Students are evaluated through CIA (Components are I & II Internal Tests, Quiz I & II, Seminar and Assignments)

➢ The Entry and Exit level behaviour analysis helps the Staff to monitor the progress of the students

➢ Evaluation of teachers by the students was done at the end of the academic year, report is submitted to the Principal for any further action

➢ Mentor System

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	2
HRD programmes	3
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	11
Others (Visit Abroad)	3
Others (IQAC and Learning Management System (LMS) Training Programmes)	➢ Orientation Programme on Smart Board (8th August 2014) for all the teaching staff. **Beneficiaries: 261** ➢ Orientation Programme on "Becoming a teacher of Excellence" (14th August 2014) for teachers less than 5 years of Experience. **Beneficiaries: 102** ➢ Workshop on Preparation of Research Reports and Publications (9th and 10th December 2014). **Beneficiaries: 134** ➢ Orientation Programme on "My College and its Activities" (28th and 29th January 2015) for recently recruited Staff. **Beneficiaries: 70** ➢ Orientation programme for all teaching faculty on New Challenges in Education (16th June 2015). **Beneficiaries: 239** ➢ Training programme on Google Apps for all the Staff (17th June 2015). **Beneficiaries: 239**

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	37	24	-	64
Technical Staff	-	-	-	2

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ Organizing Workshops on Research methodologies for Researchers
> ➢ Linking Research, Curriculum and Extension programmes
> ➢ Initiating and promoting inter-disciplinary research work
> ➢ Informing staff on various research funding agencies to pursue qualitative research and to apply for Major and Minor projects
> ➢ Augmenting infrastructure facilities for research scholars
> ➢ Motivating research through certificate of Appreciation and awards

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	6	2	-
Outlay in ₹ Lakhs	**8.900**	**45.890**	**13.213**	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	10	2	-
Outlay in ₹ Lakhs	**0.8**	**24.025**	**2.500**	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	92	13	-
Non-Peer Review Journals	17	15	-
e-Journals	7	2	-
Conference proceedings	15	38	-

3.5 Details on Impact factor of publications:

Range $\boxed{0.1 - 5.045}$ Average $\boxed{1.192}$ h-index $\boxed{1}$ Nos. in SCOPUS $\boxed{1:242}$

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	3 Years 2 Years	UGC (4) DBT (1)	47,43,160 7,00,000	13,61,632 7,00,000
Minor Projects	2 Years	UGC(10)	25,70,000	16,30,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1Year	IDCR, Loyola College	50,000	25,000
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total			**80,63,160**	**37,16,632**

3.7 No. of books published   i) With ISBN No. | 5 | Chapters in Edited Books | 3 |

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 | 1 | DBT Star Scheme | 4 |

INSPIRE [ ]   CE [ ]   Any Other (specify) DST-FIST | 5 |

3.10 Revenue generated through consultancy | ₹ 69,000 |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	4	9	2	-	20
Sponsoring agencies	UGC	UGC			College CBM, RCI

3.12 No. of faculty served as experts, chairpersons or resource persons | 29 |

3.13 No. of collaborations   International | 5 | National | 12 | Any other | 1 |

3.14 No. of linkages created during this year | 12 |

3.15 Total budget for research for current year in lakhs:

From Funding agency | ₹ 48, 90,000 | From Management of University/College | - |

Total | ₹ 48, 90,000 |

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
4	-	3	-	1	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 45 |
and students registered under them | 122 |

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 | 4 | SRF | | Project Fellows | 2 | Any other | 2 |
(Govt. Scholarship)

3.21 No. of students Participated in NSS events:

University level | 500 | State level | 1 |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

| 4 | | 11 |

	University level		State level	
	National level	19	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	14	State level	-
	National level	12	International level	-

3.25 No. of Extension activities organized

University forum	5	College forum	2		
NCC	19	NSS	25	Any other	278

(RESCAPES, AICUF, ROTARACT, EXNORA, Come Alive, Women's Study Centre, Red Ribbon Club, Youth Red Cross, Women's Cell, Citizen's Consumer Club, EDC, Genius Club, Holy Cross Community Radio, Rehab Wings, HEPSN, Gender Club, Social Work Community Services, Literary Club, Legal Aid Clinic)

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

Extension Activities
  ➢ Awareness Programme on
      o Drug Addiction, Education, Nutrition, Health and Hygiene, Conservation of Environment
      o Formation of Domestic Worker
      o Ill Effects of Alcoholism
      o "Girls Child Rights and Personal Safety"
      o Legal Aid.
      o Legal Rights for women
      o Consumer rights
      o Safety and usage of cylinders
      o HIV - AIDS
      o Importance of Emergency service – 108
      o Yoga and Life Style Diseases
      o Breast Cancer and Mammogram
  ➢ Bio-Scintillators – Exhibition on Adulterants and scope of biochemistry, immunology and microbiology concepts.

- Summer Computer Class Programme
- Tailoring Training Programme
- Kitchen Gardening Programme – Vegetable seeds for Kitchen Gardening were provided to 120 villages at Valmanapalayam – Melur, Paachur, Palaiyur and Azhagiyamanavalam.
- Visit to Old Aged Homes – 2
- Organising Skill oriented Courses for economically backward women through EDC

Institutional Social Responsibilities

- Clean India Programme – College Campus Cleaning and Ayikudi village as part of Swatch Bharat Campaign
- Installation of Safe Drinking Water facilities
- Medical Camp – Azhagiyamanavalam. Number of Beneficiaries - 162
- Blood Donation Camp
- Tree Plantation – Ayakudi Village
- Traffic Awareness programme for the public
- BMI, HP test and Blood Grouping for Government School students in Thiruvasi, Pachur and Chennakarai villages. Number of Beneficiaries - 1140
- Disability Screening Programme - Visual and Hearing impairment , learning disability, Lcomotor Disability, Autism, Mental Retardation, Attention Deficit Hyperacted Disorder and Multidisability Screening in Thiruvasi and Pachur Villages Number of Students Benefitted - 201
- Audiology and Speech Screening programme, Articulation voice, Fluency testing - Thiruvasi, Chennakarai and Kuruvampatti Villages. Number of Beneficiaries - 864
- Adult Education and Menstrual Hygiene Programme – Thiruvasi and Ayikudi Villages
- Solid Waste Management Programme
- Scribe Service, Talking Books, Reader service, Computer Training for the visually impaired and Academic Support for the Hearing Impaired
- Inauguration of Disability Helpline – 1800 121 1245
- Tailoring Training Programme – Palaiyur Village. 15 Women were trained from adopted villages for one month.
- Rally on Gender and Nutrition and Control of Population Explosion
- General Medical Check-up at Kuruvampatti Village
- Legal aid Clinic functioning
- International Youth Day
- International Yoga Day
- World Disability Day
- National Voters Day

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	
Class rooms	187	-	College	
Laboratories	34	-	College, DBT, DST, UGC	
Seminar Halls	8	-	-	
Library – Reading Hall	4	1	College	5
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	84	11	College, UGC-CPE, DST-FIST, TN Govt.	94
Value of the equipment purchased during the year (Rs. in Lakhs)	2,36,48,953	50,85,681		3,05,34,634
Others (PCs)	177	49	College	226

4.2 Computerization of administration and library

> ➢ Learning Management System is established in the College for effective functioning.
> ➢ All the Departments are provided with Computers, Intranet and WIFI facilities through which academic and administrative information is shared.
> ➢ Our College has a well-equipped library with 109223 books, 2680 CDs, 176 newly subscribed Journals, Online journals were subscribed such as DELNET, INFLIBNET, N-LIST and SAGE E-Journals. Launching of D-Space and inaugural of Kindle Service. A new reading hall is well-established in the Library this year.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (₹)	No.	Value (₹)	No.	Value (₹)
Text Books	66769	81,82,268	6647	7,51,691	73416	82,55,684
Reference Books	20727	89,17,659	1163	2,36,950	21890	91,54,609
e-Books Kindle	-	-	926	-	926	-
Journals	-	-	165	1,37,658	165	1,37,658
e-Journals DELNET N-LIST	11500 5000	38,000	-	-	11500 5000	38,000
Digital Database	-	-	1611 1300	-	1611 1300	-
CD & Video	2540	2,50,124	140	5,000	2680	2,55,124
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	486	10	1	2	-	2	17	3
Added	49	1	-	-	-	-	1	-
Total	535	11	1	2	-	2	18	3

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

➢ Training on SMART Board usage and E-content development for all the Faculty
➢ Training on Google Apps for all the Staff by the corporate faculty
➢ Staff were oriented on MOODLES Software
➢ Training on SPSS for students.
➢ Students access internet facilities for their practical and project work.
➢ Students make use of computer lab for their virtual lab practical.
➢ Purchased new software for persons with visual impairment for training students.
➢ Recent techniques in evoked potential measurements
➢ For Graduates of the Department of Computer Science special programmes were organized
  • Big Data analytics, mobile applications and IOT (Internet of Things)
  • Android and its applications
  • Project management
  • Service Oriented Architecture
  • Embedded Systems
  • J2EE, Photoshop and Flash

4.6 Amount spent on maintenance in lakhs :

i) ICT

17

ii) Campus Infrastructure and facilities

47.66

iii) Equipments

2.5

iv) Others

0.212

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC plays a significant role in promoting awareness of the various Student Support Services through
> - College Calendar
> - College and Department Notice Boards
> - Mentor System
> - Public Addressing System
> - Parent-Teachers Meeting
> - Student Council and Student Forum
> - Orientation by Class Teachers
> - Association Meetings

5.2 Efforts made by the institution for tracking the progression

> - CIA, Progress Report, Semester Examinations, Analysis of Entry-Exit Behaviour
> - Mentors Record
> - Parents Teachers Meet
> - Feedback from Parents, Students and Alumni
> - Remedial classes after class hours

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
4368	537	53	21	25

(b) No. of students outside the state

3

(c) No. of international students

-

Men

No	%
4989	99.7

Women ——————————————

Last Year (2013-2014)						This Year (2014 – 2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
130	212	7	1577	10	1936	121	486	6	1376	5	2094

Demand ratio 98%   Dropout % 1.06%

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

> NET – SET coaching, IAS coaching, Soft Skills and communication Training, Quantitative Aptitude course

No. of students beneficiaries   1346

5.5 No. of students qualified in these examinations

| NET | 3 | SET/SLET | 4 | GATE | | CAT | |
| IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

> - Mentor Ward System – for all UG Students
> - Counselling by class teachers – for all Students
> - A trained full time counsellor addresses need based issues of students and relevant counselling is provided to them
> - Career Development programmes have been organized for all Under Graduate and Post Graduate students to improve the career and Interview facing skills of students
> - Campus interviews have been conducted both on and off campus through HRD by many top companies like TCS, CTS, Aspire, Inspire Academy of Communications, Royal Bank of Scotland, Tech Mahindra, SRF Chemicals, etc.

No. of students benefitted | 1544 |

5.7 Details of campus placement

Details	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
19 (9 + 10)	1100	220	96

5.8 Details of gender sensitization programmes

> - The course on "Gender Studies" is made compulsory for all UG students
> - Student Representatives from each departments are members of the Gender Club and they actively participate in all programmes of the Women Studies Centre
> - Seminar on Women and Legal Rights, Right to Information Act, Women's Laws, Women's Protection Act, Health and Hygiene, Social Quotient and Gender Sensitization, Equality, Division of Labour, Identity, and Areas of Gender Discrimination
> - UGC sponsored National Conference on "Exploring Gender Issues in Multi-Dimensional Approaches – Inter-Disciplinary Relevance"
> - Workshop on Self Defence and demonstration of various Self Defence methods
> - A Certificate course in "Gender and Development" is offered by the Women Studies Centre, Holy Cross College, Tiruchirappalli
> - A session on "Marital Counselling and Teen-age Health"
> - The IRIS Media Club of the Department of Visual Communication oriented towards Women Empowerment and Entrepreneurship

5.9 Students Activities

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

      State/ University level   **42**   National level   **18**   International level   **-**

      No. of students participated in cultural events

      State/ University level   **14**   National level   **49**   International level   **16**

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

   Sports : State/ University level   **33**   National level   **4**   International level   **-**

   Cultural: State/ University level   **22**   National level   **-**   International level   **-**

5.10 Scholarships and Financial Support

	Number of students	Amount (₹)
Financial support from Institution		
Financial support from Government		
Financial support from other sources	-	-
Number of students who received International/ National recognitions (Central Sector Scheme Scholarship)	193	19,30,000

5.11   Student organised / initiatives

Fairs   : State/ University level   **1**   National level   **-**   International level   **-**

Exhibition: State/ University level   **5**   National level   **-**   International level   **-**

The students of the various departments share the responsibilities of organizing daily Intercom Prayer, Department association meetings, General assemblies in commemoration of Religious, National festivals and important events of the college. They play a leading role in conducting variety programmes (Cultural events, Exhibitions, Quiz, Debate and Talent shows).

5.12   No. of social initiatives undertaken by the students   **25**

S.No.	Department	Activity
1	Part IV Clubs / Associations	• Subject oriented, Social and Value based programmes
2	Audiology	• Massive Hearing Screening Camp
3	Bio-chemistry	• Exhibition – Bio-scintillators
4	Bio-technology & Bioinformatics	• Trained the scholars pursuing Research - Bioinformatics
5	Botany	• Workshop on "Preparation of Herbal Medicines and their uses for Parents of Botany Students • Hands-on training programme on Mushroom Cultivation
6	Business Administration	• Inter-collegiate competition "Delantero'15", was conducted to bring out the administrative talents of the students of other Colleges
7	Chemistry	• Seminar on "Safe use of Chemicals in Day Today Life" • "Chem Expo" 2014 for School students
8	Commerce	• Counselling Session on "Effective methods of preparing for CA exams"
9	Computer Science	• National Seminar on "Growing Importance of Soft Skills and Software development"
10	Economics and EDC	• Health Awareness through Acupuncture • Financial Awareness among students • Certificate courses on Tailoring, Arts and Crafts, Embroidery, Doll Making, Paper Quilling, Pillow and Bag making
11	English Literature	• Language and Communication training to school students of Sri Sivananda Balalaya, and Hope Home
12	History	• Workshop on First Aid and Home Nursing
13	Mathematics	• Session on Managing Stress – A Guide for College students • Session on Women Empowerment for Social Development
14	Physics	• Lecture on Prevention and Control of Health Hazards
15	Rehabilitation Science	• Games for children with special needs • Concurrent Training for students with Visual Impairment on Computer Skills • Workshop on Intervention Strategies for children with learning disabilities for teachers of regular schools • Workshop on Food and Nutrition for Parents of children with severe disabilities
16	Social Work	• 50 community based activities
17	Zoology	• Training on Good Laboratory Practices and Intellectual Property Right in Biosciences

5.13 Major grievances of students (if any) redressed:

Majority of the students expressed need for improvement of Canteen facilities within the campus and accordingly efforts have been made to enhance the quality of food items sold in the canteen for the benefit of the staff and students.

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 existing Hi-Grade online MIS system for Administrative Purposes, and Learning Management Systems has been launched for Teaching Learning Process

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

6.3.1 Curriculum Development

All the departments have revamped the curriculum with latest trends and developments in accordance with National and International Standards

6.3.2 Teaching and Learning

Smart board is used for teaching by both teachers and students especially for their seminar presentations. 72 E-content lessons have been generated.

6.3.3 Examination and Evaluation

On-line Quiz is being conducted for all the final year UG and PG students
Home assignments, Seminars, Models and Group Discussions are evaluated based on content, preparation, presentation, theme and originality.

6.3.4 Research and Development

An increased number of Research Scholars, Publications in reputed Journals with high Impact Factor, Minor research projects indicates there is a good ambience for quality research and development in the campus

6.3.5 Library, ICT and physical infrastructure / instrumentation

> - E-library, www.crossianlibrary.weebly.com, was constructed through a website where the subscribed journals as well as open access full text journals were hyper linked for student's usage.
> - To upgrade qualitative measures in the functioning of the College, Learning Management System (LMS) has been initiated and practised.

6.3.6 Human Resource Management

Need based training programmes (Personality Development, Capacity building, Career guidance) and welfare schemes (Counselling, Scholarships, Noon-meal Scheme, Earn while you Learn, Procurement of Passport and Pan Card) are provided through a person oriented approach

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

6.3.8 Industry Interaction / Collaboration

All Departments are to sign MoUs with networking Organizations and Institutions

6.3.9 Admission of Students

The Management of the College follows the norms of the Government applicable to Minority Institutions

6.4 Welfare schemes for

Teaching	> Retreats, Orientation programmes > Recognition of achievements – awards > Counselling > Health Insurance > Staff Tour once in a year sponsored by the Management
Non-teaching	> Retreats > Recognition of achievements – awards > Counselling > Health Insurance > Tour once in a year sponsored by the Management > Loan Facility > Scholarship for their Children
Students	> Noon Meal Scheme > Earn while you Learn Scheme > Library – Loan Books, Book Bank > Financial Support to deserving Students > Free medical check-up > Counselling > Financial Assistance for paying Tuition and Exam Fees > Scholarships provided by the Management

6.5 Total corpus fund generated   ₹ 41, 25, 000

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC Team
Administrative	Yes	AG Chennai RJD Trichy	Yes	Samy & Rajhu Audit Office Trichy

6.8 Does the University/ Autonomous College declare 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?

The split-up of the evaluation process in both CIA and External Examination is defined clearly in the college calendar for the benefit of the students.

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

Support for autonomy in academic programmes and academic bodies – nominees from University

6.11 Activities and support from the Alumni Association

➤ Conduct of general Alumnae Meet – 2nd Saturday of December every year
➤ Conduct of Department Alumnae Meet at different times of the year
➤ Organizing and Sponsoring a Career Development Programme for the III UG and II PG outgoing students
➤ Networking of Alumni Website
➤ Release of Holy Cross Alumni Newsletter – INTOUCH
➤ The Human Resource Department of the College is supported by funds from the Alumni
➤ Alumni Scholarships are provided to the economically backward/ poor students
➤ Alumni Representatives belonging to the Parent Forum support students in need and offer counselling services to other parents

6.12 Activities and support from the Parent – Teacher Association

➤ Department PTA Meet conducted annually and suggestions given by Parents are informed to higher authorities for further actions.

6.13 Development programmes for support staff

> ➢ Need based training for administrative work
> ➢ Non-teaching staff are encouraged to do higher studies through correspondence course

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

> ➢ Tobacco and Plastic free campus
> ➢ Go Green – Solar power for campus
> ➢ Healthy wellness environment workplace

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.

> ➢ Installation of LMS through effective teaching methodologies to enhance strategic learning and training adopted through virtual Laboratories, creation of Blogs, e-content, online classes, smart board, Software development for Teaching and Research, Field visits, Exhibitions, Workshops, seminars and short films and documentary courses on social issues.
> ➢ ICT mode of Evaluation using Moodle, V-Chat and V-Conference for project evaluation, Online Quiz and assignments
> ➢ Edu-Tech lab for higher education students with special needs
> ➢ Test conducted on 'Know your Economy' organized by Scientific Research Association for Economics and Finance (SRAEF) for the entire College
> ➢ Mandatory Paper presentations and Publications by both Undergraduates and Postgraduates at regional and national level
> ➢ MoUs signed with User Agencies to facilitate cost effective research initiatives

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

- The implemented Annual Plans of the previous year was reviewed by the Staff Council highlighting the achievements of various departments.
- The Department Annual Plans for the current Academic year (2015 – 2016) have been drafted and presented.
- Feedback from students and Alumni highlighted the need for improving the canteen and hence efforts have been taken to equip the canteen with healthy food and better facilities

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

- Curriculum revision and updating of Syllabi incorporating recent trends and latest developments.
- Peer tutoring, Cooperative learning and guided study for slow learners

Others:

- Our College received **"Healthy Work Place – Gold 2014"** Award from Arogya World – Public Health Foundation of India in November 2014
- Staff and Student exchange programmes at the International level
- NET / SET / Competitive exam coaching classes
- Supporting the economically backward students through loan books, earn while you learn scheme
- Mentor System

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

7.4 Contribution to environmental awareness / protection

- Developing environmental and social consciousness among students
- 'Chem' Expo 2014 was conducted to create awareness on the sustainability of self and environment through Green Techniques
- Literary Exhibition – Promotion of models and plastic free products.
- Community Awareness programmes on "Prevention & Control of Health hazards"
- Programmes on ill effects of synthetics and plastics and to go eco-friendly.
- Energy Conservation through Solar Panels
- Plantation of Saplings in adopted villages as a part of RESCAPES project

7.5 Whether environmental audit was conducted? Yes ✔ No

- Innovative and Technical knowledge in all areas of teaching learning evaluations have been provided by the college.
- The Learning Management System has been initiated which works in three core committees focusing on website updation, Smart board and developing E-content.
- An International Journal on "Academia and Society" was registered on print version with the ISSN 2393-9419
- The Institution has submitted the proposal under KAUSHAL Scheme to take integrated initiatives towards knowledge acquisition and up gradation of skilled human competencies to become appropriately employed or become entrepreneurs

7.6

- Language Lab (Skill Training)- Communication Lab (LSRW Skills)
- Campus Selection Placement – RBS Scotland / Cap Gemini – 316 students
- Need for Post Graduate programmes in few departments to pursue higher level of Research

8. Plans of Institution for next year

Curriculum
- To revamp the whole syllabi considering the recent trends and latest developments in all disciplines based on UGC-NET, CSIR and International University Standards
- To strengthen Industrial Tie-ups and Interdisciplinary and Interdepartmental research
- To initiate Twin Programmes with Universities at the National and International level
- To start a Certificate course in C Programming, Desk Top Publishing, MS-Office Package, (Maths Genius Club), Animal rearing, Ornamental Fish Culture, Orientation and Mobility, Communication Disorders, Pain Relief formulation and cosmetics, Food Preservation Technology, Designing, Arts and Crafts
- To organize an International short term course on Low Vision
- To start Diploma Course in Computer Applications and crash courses in Office Automation, Orientation on Laptop usage, Training on Online Services
- To introduce Industrial training for PG students

Teaching, Learning and Evaluation
- To prepare materials in D-Space for at least one unit of 5 UG papers and 2 PG papers
- To organize press conferences and field work assignments to cultivate the habit of self-study
- To conduct Film Analysis, and complete Internship in Media Agencies
- To focus special coaching classes for slow learners
- To strengthen the ICT mode of teaching, online Quiz for all UG and PG programmes
- To organize study tours to Universities and Research Institutes at national/ International Level
- To prepare lab manual and text books
- To conduct CSIR coaching classes for PG Students, Orientation programme for UGC-NET exam
- To prepare E-Content using Google Education Tools and establish an E-Library
- To update existing and prepare new Question Banks

- To undertake an Outcome Study of students Education and Training

Research / Publications

- To present and publish 50 research papers in high Indexed Journals with good Impact Factor
- To motivate Post Graduate students to present and publish papers and existing faculty to complete Ph.D.
- To motivate staff to enrol for Ph.D./M.Phil Guide ships
- To publish 5 books with ISBN number
- To organize International, National and Regional level Conferences, Workshops and Seminars, Intra-Departmental, Inter-Departmental and Inter-collegiate competitions
- To conduct a workshop on "Research Methodology" for M.Phil and Research Scholars
- To apply for International collaborative Projects, Major/ Minor Research projects to UGC and other new funding Organizations
- To organize a training on "Laboratory safety" for Non-teaching staff
- To organize SAP(Service Architecture Program) orientation programme and develop software for various in-house activities of the College
- To release Department Magazines and News letters
- To facilitate Faculty and Students exchange programmes with international universities

Consultancy

- To define Consultancy Cell, its activities and the modalities of its functioning
- To construct the Consultancy Cell in the college website
- To regulate and increase the consultancy services offered by the faculty
- To increase revenue generated through Consultancy services and raise foreign aid for students for Education and Research

Extension

- RESCAPES (Rural Enrichment through Student and Community Action and Participation for Environmental Sustainability)
  - BMI, Hb(g), Blood Grouping, Disability Screening, Hearing and Speech Assessment in the adopted villages
- Medical Camp in the five adopted villages of NSS
- Need based Community Camps
- Blood Donors and Organ Donation Club
- Teaching Mathematics, English and Science to the school children of the adopted villages of RESCAPES
- Conducting Competitions for School Children
- Awareness camp on Herbal Medicine to Self Help Groups and School Children
- Career Guidance for differently-abled in Higher Education
- State level special Olympics
- Film Festival 2015

- Exhibitions to be organized in the departments of Rehabilitation Science, Bio-Chemistry, Visual Communication

Infrastructure
- To construct additional class rooms
- To develop a Mathematical lab with models in 3D and Dynamics
- To add Books of recent editions and Journals to the Department Library

Name: **Dr. A. Turin Martina**   *Name:* **Dr. (Sr.) Jeusin Francis**

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

Co-ordinator
IQAC
Holy Cross College
(Autonomous)
Tiruchirappalli-620002

PRINCIPAL,
HOLY CROSS COLLEGE
(AUTONOMOUS)
TIRUCHIRAPPALLI -2

***

Annexure I

Abbreviations:

BMI	-	Body Mass Index
CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CBM	-	Christoffel Blinden Mission
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
LMS	-	Learning Management System
MCQ	-	Multiple Choice Questions
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
RCI	-	Rehabilitation Council of India

RESCAPES - Rural Enrichment through Students and Community Action and Participation for Environmental Sustainability

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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Annexure II
Analysis of Feedback from the Stakeholders

S.No.	Stake Holder	Parameter	Excellent (%)	Satisfactory (%)	To be Improved (%)
1	Alumni	Curriculum	75	15	10
		Library	78	10	12
		Canteen	10	12	78
		Laboratory	75	20	05
2	Parents	Curriculum	84	7	9
		Teaching / Learning / Testing	88	3	9
		Extension Activities	80	11	13
		Infrastructure / Student support and Progression	63	20	17
		Organization & Management	78	11	11
		Healthy Practices	82	3	15
3	Employers	Curriculum	86	12	2
		Skill Training	90	5	5
4	Students	Curriculum	82	14	4
		Library	78	12	10
		Infrastructure	45	25	30
		Laboratory	71	21	8
		Teachers Teaching	81	10	9