



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	HOLY CROSS COLLEGE (AUTONOMOUS)
Name of the head of the Institution	Dr.Sr. Christina Bridget A.
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0431-2700637
Mobile no.	9600388007
Registered Email	office@hcctrichy.ac.in
Alternate Email	sr_biji@yahoo.com
Address	Holy Cross College (Autonomous), Teppakulam Post, Tiruchirappalli
City/Town	TIRUCHIRAPPALLI
State/UT	Tamil Nadu
Pincode	620002

<b>2. Institutional Status</b>					
Autonomous Status (Provide date of Conformant of Autonomous Status)			24-Jun-1987		
Type of Institution			Women		
Location			Urban		
Financial Status			Self financed and grant-in-aid		
Name of the IQAC co-ordinator/Director			Dr. Horne Iona Averal		
Phone no/Alternate Phone no.			04312700637		
Mobile no.			9443644858		
Registered Email			iqac@hcctrichy.ac.in		
Alternate Email			profionahorne@gmail.com		
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)			<a href="http://www.hcctrichy.ac.in/AOAR19_20.doc">http://www.hcctrichy.ac.in/AOAR19_20.doc</a>		
<b>4. Whether Academic Calendar prepared during the year</b>			Yes		
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="http://www.hcctrichy.ac.in/AOAR19_20.doc">http://www.hcctrichy.ac.in/AOAR19_20.doc</a>		
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	88.5	2005	20-May-2005	20-May-2010
3	A	3.5	2012	15-Sep-2012	14-Sep-2017
4	A++	3.75	2020	14-Feb-2020	13-Feb-2027
<b>6. Date of Establishment of IQAC</b>			10-Jul-2003		
<b>7. Internal Quality Assurance System</b>					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation Programme for Staff with less than 2 years of experience on topics - Vision and Mission of the College, Quality Enhancement in Higher Education, Work Life Balance, Introduction to E-Content Development and Campus Automation	10-Jun-2019 2	57

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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	CPE (Phase I and II)	UGC	2017 1825	27500000
Institution	B.Voc	UGC	2018 1095	4330000
Institution	UGC STRIDE	UGC	2019 1095	3250000
Institution	Autonomous	UGC	2019 365	400000
Institution	Women studies centre	UGC	2019 365	377830
Institution	Rehabilitation science and Women studies centre	ICSSR	2019 365	650000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
? The revision of the Quality Manual in June 2019.	
? Conduct of Orientation and Training Programmes for the Teaching Staff with varying years of experience, for the Administrative Staff and for the Students.	
? Conduct of Academic Performance Audit in all departments of Holy Cross College on 27 June 2019.	
? Submission of AQAR for the year 2018 - 2019 and Submission of IIQA of Holy Cross College for the 4 cycle of Accreditation to NAAC on 12 September 2019 and Submission of SSR of Holy Cross College in the online HEI NAAC Portal on 5 November 2019.	
? Successful completion of NAAC Peer Team Visit on 11 and 12 February 2020 and Holy Cross College was Accredited with A++ Grade with a CGPA of 3.75/4.	

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Orientation and Training Programmes for Teaching Faculty	Risk Management in Times of Crisis on 12 June 2020
Orientation and Training Programmes for Teaching Faculty	Remote Classrooms- Digital Technology in Teaching Learning on 30 May 2020
Orientation and Training Programmes for Teaching Faculty	A Two Day Training Program for the faculty on Evaluation and Assessment of the Outcome Based Education through Revised Blooms Taxonomy on 20th and 21st September 2019.
Orientation and Training Programmes for Teaching Faculty	A Faculty Development Programme for Staff within 5 years of experience on the title "The Joy of Teaching" was organized on 29th June 2019
Orientation and Training Programmes for Teaching Faculty	A Seminar on Intellectual Property Rights on 14th June 2019
Orientation and Training Programmes for Teaching Faculty	Orientation for teachers was conducted on 13th June 2019 for the entire teaching fraternity of both Shifts I &

II on Building Bridges as it was the Annual Theme of the Calendar for the Academic Year 2019 - 2020

Orientation and Training Programmes for Teaching Faculty

Orientation Programme for Staff with less than 2 years of experience on topics Vision and Mission of the College, Quality Enhancement in Higher Education, Work Life Balance, Introduction to EContent Development and Campus Automation from 10 12 June 2019

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Staff Council	22-Apr-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

23-Mar-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

HCC had a functional MIS on SEDNA and BOSCO Network till 2017. 2018 Enterprise resource planning (HCC ERP) software came into existence since 2017, which is the integrated realtime management of various processes mediated by software and technology using common databases maintained by a database management system. ERP integrates all facets of operation comprising • Online Admission Processing • Online HCC Calendar • Online Attendance Management • Online Timetable Generation • Online NME Registration • Online CIA Processing • Online Exam Registration • Online Hall Ticket Generation • Online Feedback Collection from students • Online Transfer Certificate/ Conduct Certificate/ Course Certificate

Generation • Online Result Publication  
 • Online Fee Payment Processing •  
 Online Hostel Admission • Online Hostel  
 Renewal Application for 2nd and 3rd  
 year students • Online Faculty  
 Performance Index (FPI) • Online quiz,  
 Online Assignment • Online Certificate  
 Course Registration • Online Internal  
 Seating allotment • Online External  
 Seating allotment • Online task  
 management • Online grievance for  
 students • Online Internal and External  
 Exam For students (eg:  
 Foreigners..ext.) • SMS notification to  
 students and parents ( for Attendance,  
 ext.,) • Online Activity to staff •  
 Online External Assessment Report  
 (Individual, Consolidated,  
 Supplementary mark sheets) • Online  
 External Mark Entry • Online Assessment  
 Report for University • Course  
 Completed Report for University •  
 Online Convocation registration •  
 Online Convocation fee Payment • Online  
 feedback Collection from out gone  
 Students, parents, Staffs • Online  
 Alumnae Registration and Payment •  
 Online Hostel Fee Payment . • Library  
 Management with RFID system

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BSc	UBC	Biochemistry	04/04/2019
BSc	UBT	Biotechnology	04/04/2019
BSc	UBO	Botany	04/04/2019

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
MSc	M.Lib.I.Sc(PLS)	04/04/2019	Information Sources Services (P19LS1MCT02)	04/04/2019

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#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Mathematics	04/04/2019
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Fashion Costume Designing	13/09/2019
BVoc	BFSI	07/01/2019

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
AEROBICS ZUMBA	28/08/2019	176
APTITUDE FOR COMPETITIVE EXAM	28/08/2019	429
ARTIFICIAL FLOWER MAKING	28/08/2019	99
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Chemistry	54
BA	Economics	167
BSc	Biochemistry	76
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback collected from different stakeholders viz., Students, Alumni, Parents, Employers and Teachers on curricular aspects either through paper mode or online mode are analysed and suggestions are recorded. Based on the constructive feedback given, the syllabi of the courses are modified, and the action taken report of the feedback is recorded. The changes that are brought into the course structure of each Programme are approved and passed in the ensuing Board of Studies and Academic Council. This feedback enhances the

quality of the course of different Programmes offered and also the employability skills of the students.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BASLP	Audiology and Speech Language Pathology	44	28	25

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	5185	626	121	16	181

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
318	318	5	135	24	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is a student centric practice followed in our College to bridge the gap between the teachers and students. It is a salient feature of our College to resolve academic and psychological problems of students. It gives an opportunity for the students to share their difficulties and issues with their mentor (which they cannot do with others). Through this system, academic mentoring is provided by teachers to all the students in the campus. The students get psychological and educational support from their mentors. The needy students' are helped through guidance and suggestions. The mentor also orients them on the availability and uses of online and certificate courses related to their subjects, and also suggest areas for improvement. This guidance will support the mentees to achieve their goal. It creates a healthy and friendly relationship between the teachers and the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5811	318	1:18

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with



positions			the current year	Ph.D
318	318	Nil	30	142

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. A.SENTHAMIL SELVI	Assistant Professor	Best National Librarian Award - Madras Library Association
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	UCO	I III V / November2019	19/11/2019	21/11/2019
<a href="#">View File</a>				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
10	5811	0.002

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://www.hcctrichy.ac.in/AQAR19\\_20.doc](http://www.hcctrichy.ac.in/AQAR19_20.doc)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UCO	BCom	Commerce	267	257	96.25
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://erp.hcctrichy.in/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

<b>Yes</b>
Name of the teacher getting seed money
<b>DR.S.AROKIA PUNITHA</b>
<a href="#">View File</a>

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
<b>International</b>	<b>Dr. S. Cathrine Sara</b>	<b>Outstanding women in Science</b>	<b>07/03/2020</b>	<b>Venus International Foundation Centre for Advance Research and design</b>
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### 3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>Major Projects</b>	<b>365</b>	<b>DBT</b>	<b>970000</b>	<b>970000</b>
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

<b>4</b>
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### 3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>One day Outdoor Seminar on " Herbal Entrepreneurship"</b>	<b>Botany</b>	<b>23/07/2019</b>
<a href="#">View File</a>		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>SMARTIFIED</b>	<b>P. PAULINE</b>	<b>EDII - TN</b>	<b>01/06/2020</b>	<b>STUDENT</b>

DUSTBINOLOGY	MONISHA S. YOGALAKSHMI J. SAGAYA MARY		INNOVATORS 2019
<a href="#">View File</a>			

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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### 3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Chemistry, Commerce, History, English, Rehabilitation Science, Zoology, Mathematics, and Tamil	20

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	19	3.71
<a href="#">View File</a>			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	48
<a href="#">View File</a>	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Public Transport Tracker on 10th April 2019	Filed	20194104440	10/04/2019
<a href="#">View File</a>			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Molecular docking and quantum chemical calculations of 4-met	Viji A., Balachandran V., Babiyana S., Narayana B., Saliyan	Journal of Molecular Structure	2020	4	Holy Cross College (Autonomous), Tiruchirappalli	5

hoxy-{2-[3-(4-chlorophenyl)-5-(4-(propane-2-yl)PHENYL)-4,5-dihydro-1H-pyrazol-1-yl]-1,3-thiazol-4-yl}phenol	V.V.					
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
FT-IR and FT-Raman investigation, quantum chemical studies, molecular docking study and antimicrobial activity studies on novel bioactive drug of 1-(2,4-Dichlorobenzyl)-3-[2-(3-(4-chlorophenyl)-5-(4-(propane-2-yl)phenyl)-4,5-dihydro-1H-pyrazol-1-yl)-4-	Viji A., Balachandran V., Babiyana S., Narayana B., Salian V.V.	Journal of Molecular Structure	2020	5	1	Holy Cross College (Autonomous) Tiruchirappalli

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	63	Nil	Nil

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3.5 – Consultancy

### 3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Rehabilitation Science	Expert member -NAAC Mock Peer team visit for IV cycle of Reaccreditation	Jyoti Nivas College, Bengaluru, Karnataka	10000

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### 3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Dr. Anitha . P, Department of Social Work	Master Trainers" (Training of Trainers) - Training on Police wellbeing, TamilNadu Government Police Department.	Trichy SP office, Head Quartars, Trichy Dt, TamilNadu Government Police Department.	15500	33

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## 3.6 – Extension Activities

### 3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Stop polluting Uyyakondan	NCC RESCAPES	1	40

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### 3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Rotaract Club of HCC	Adavi Magizhvithu Magizh- Responsible Citizen for Rotaract Club of HCC	Rotaract District Organization	328

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### 3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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JAL SHAKTI ABHIYAN	NCC RESCAPES	Stop polluting Uyyakondan	1	40
<a href="#">View File</a>				

### 3.7 – Collaborations

#### 3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
International Conference On Availability Accessibility And Affordability Of Health And Education For An Inclusive Society - ICAAA 2019	250	ICSSR	2
<a href="#">View File</a>			

#### 3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Practical Training on clinical laboratory techniques	Internship	G.V.N Hospitals Private Ltd., Trichy-8, Jeyam Multispeciality Hospital and fertility centre etc.	03/06/2019	25/06/2019	III UG Biochemistry Students. S. Aarthi
<a href="#">View File</a>					

#### 3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Saveetha Institute of medical and technological science	30/04/2019	Collaborative research, Internship and project work	4
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

#### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
61547000	61547102

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIRMALS	Fully	2016 VERSION 1.00	2000

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Reference Books	130622	21339858	1196	713580	131818
<a href="#">View File</a>						

#### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr.E.Rexline	Branding	Loom	18/02/2019
<a href="#">View File</a>			

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	747	11	2	20	0	2	26	140	28
Added	100	0	0	0	0	0	0	0	0
Total	847	11	2	20	0	2	26	140	28

#### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

140 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Audio Video (Sound Proof) Recording	

Theatre (Preview) Production Studio  
(Blue Matte) Audio-Video viewing Hall

[http://naac.hcctrichy.in/SSR\\_IV\\_CONTENT/Criteria\\_4/4.3/4.3.4/Production%20Studio.mp4](http://naac.hcctrichy.in/SSR_IV_CONTENT/Criteria_4/4.3/4.3.4/Production%20Studio.mp4)

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
14110000	14110844	19026000	19026274

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

? A well established policy and a systematic procedure is maintained for physical, academic and support facilities. ? The Principal of the college is the authorized person for the augmentation of the infrastructure, its maintenance and also for the disposal of defective unwanted infrastructure that cannot be used. Laboratory Stock checking of all the equipment, instruments, glass ware, specimens, computing devices etc. is done in all the departments regularly. Regular maintenance of Fault registers and Log books in all the laboratories and repair works are carried out immediately. Library Damaged books are bound, scanned and digitalized in the central library. The departmental library is taken care of by the staff in-charge in each department faculty and supportive staff. Sports Complex Every year in the first week of July, the ground is cleaned and all the courts are marked before the inter departmental tournament. In the department stock registers A B, accession register, stock issue register and condemned register are maintained. Every year in the month of March, the stock register is closed and the condemned equipment marked in the condemned register are disposed by 31st March. Internal stock audit is done by other department HOD or Vice Principal. At the start of the next year, the condemned equipment are replaced by the new ones. Computers A programmer and a faculty member are in charge in every computer lab. Two hardware technicians take care of the maintenance and service of the computers. Common computer problems are handled by the concerned lab programmers and system administrator. Class Rooms Maintenance work related to electrical, carpentry, painting etc., of the classrooms are carried out under the supervision of maintenance staff throughout the year and major repair works are done during summer vacation. Electrical and technical requirements and other infrastructure facilities are maintained regularly by separate electrical and technical maintenance team. For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, and signed complaint for the register/fault register is forwarded to the Principal and the maintenance work is carried out. The failure of any computer system and accessories are recorded by the programmer in the fault register kept in the lab. Computer systems are installed with power backup. Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage. The air-conditioners, generators and other equipment are cleaned, calibrated and maintained on a regular basis. The instruments and equipment are serviced by the suppliers from whom it is purchased, in case of any service required. The maintenance register of the same is kept in the lab. Separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date and description of maintenance. Working of LCD is checked on a regular basis. Use of information and communication technology facilities for teaching and learning is recorded in the log book. Cleanliness and maintenance of wash rooms, college campus and



security service have been outsourced from 2017-2018 onwards.

[http://www.hcctrichy.ac.in/AQAR19\\_20.doc](http://www.hcctrichy.ac.in/AQAR19_20.doc)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Endowment Money	403	648691
Financial Support from Other Sources			
a) National	government and private bodies	2418	10723672
b) International	0	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skills	17/06/2019	400	Dr. J. O. Jeryda Gnanajane Eljo, Assistant Professor of Social Work

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Launching a Start-up-Opportunities and Challenges	170	400	Nil	350

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
8	8	3

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
20	565	355	100	350	210
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	58	UG to PG	Physics	Hallmark Business School	MBA
<a href="#">View File</a>					

#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
GATE	1
<a href="#">View File</a>	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Essay Writing	Institutional	50
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal	National	8	47	SFM18457	Ms. M. Karthika
<a href="#">View File</a>						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has an active Student Council and dynamic representation of students on academic and administrative bodies and committees of the institution. Student Council and Student Forum: The Student Council body constituted through a democratic selection process is an active bridge between the Management and Students. Constitution of the Student Council Body Two potential students are elected from each department. The nominees present a written and oral profile of their achievements, interest and vision for the college. The selection team consists of the Principal, Vice Principal, Deans and faculty trainer. The leaders are selected from the nominees based on their performance in Group Dynamics and Personal Interview. From the list of the high performers the President, Vice-President, Secretary and council members are selected. - The Principal, Vice-Principals and Dean of Students have frequent

meetings with the Student Council on all matters regarding College activities such as General Assembly, Fresher's day, Sports day, Fine Arts activities, Teachers day, Foundress' day, College day and regional and national festivals.

The Council members work along with the rest of the Student Forum which includes the Fine Arts and Sports Secretaries, Part IV leaders and other student leaders in the organization of all the campus activities and major celebrations. They play a vital role in the conduct of the Fresher's Day, Fine Arts Festival, Sports Day, Inter-Departmental Competitions, Inter-Collegiate Events, Seminars and Conferences. The Council Members network effectively with the students through the class representatives and the leaders of the clubs and service organizations. The Student Council Members have a voice in the quality matters of the College. Departmental Board of Studies (BoS): Every Department has a BoS which has, among others, maximum of two student members. This BoS is responsible for forming the curriculum / syllabus and the associated revisions/amendments. Student Representatives are encouraged to give suggestions in academic bodies like Board of Studies and Academic Council. Their feedback is taken into account in the upgradation of the Curriculum, Teaching-Learning Process and Infrastructure based on the need of present higher education, research and placement scenario. IQAC: Two students are members of IQAC and they contribute in the quality assurance process in academic and other related areas. Creative Campaigns: The Student Forum meet and interact periodically to represent suggestions and grievances to enhance the campus environment. The Student Council Members initiate creative campaigns to create awareness and productively address student related irregularities. To effectively and productively bring in change, the following campaigns and procedures are initiated by the students. The Council members conduct 1. PBBT campaign to motivate students to PLEASE BE BEFORE TIME. 2. Anti-Ragging campaign to create awareness on zero tolerance to ragging in the campus. 3. Anti-Child labour campaign 4. 'I Love Holy Cross' for Youth Awareness Day. 5. Eco-friendly practices such as Dim and Dip Day and No Vehicle Day are student initiatives to conserve energy. 6. Bin-It Campaign to create a hygienic and litter-free zone.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

23919

5.4.3 – Alumni contribution during the year (in Rupees) :

849850

5.4.4 – Meetings/activities organized by Alumni Association :

27

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) HCC practices strategic planning to achieve targets in different academic dimensions. The Vision to put these strategic plans in action paved the way for the following changes that centered on one area of implementing strategic plans that focused on academics. Based on the strategic planning 5year plans and

annual plans were prepared. It also analyses the current institutional scenario, foresees the future and prepares perspective plans. One of its approaches to strategic planning is adhering to Annual and Five Year Plans. Based on the decision taken in the Staff Council, the Five year plans and Annual plans for Curriculum development, Teaching Learning Evaluation, Projects , Seminars/Conferences/Workshops, Paper presentations/Publications/Research, Consultancy and Extension activities, Infrastructure /additional information were prepared by HoD's and faculty of various departments. The Annual plans prepared by staff and the HoDs are submitted to the Principal and a copy of it is displayed in front of the Principal's office. Annual plans are presented in the Staff Council at the beginning of every academic year. A review of the plans completed/left incomplete is also given at the end of the academic year and plans left incomplete are to be completed in the next academic year. Dates for the presentation and review of the annual plans are specified in IQAC academic calendar. As a result of this planning, the departments were able to update curriculum, enhance teaching-learning process, complete and update question banks, publish research papers and organize national and international conferences and seminars. In addition a monthly planner of all department programs schedule is displayed on the staff notice board. 2) The unique feature of the college is the centralized conduct of the two internal tests for the purpose of objectivity. There is an internal test committee that functions under the guidance of the Principal and the two academic deans of Arts and Science. Two internal tests are conducted per semester, with a time interval of 40 days between the two. The schedule for the two internal tests is mentioned in the college calendar to enable proper planning and completion of portions by the staff and to help the students prepare well in advance for the test. The internal test committee has 8 core members and representatives from each department. They meet before each internal test to plan for the conduct of the test. The main frame work for the internal test time-table class wise is sent to the departments. The HoD and staff fill in the details regarding the paper titles, class, session etc. The deans give the time schedule to the HoD's for the submission of the soft copies which are returned to them after scrutiny and the edited soft copies of the question papers are submitted for printing after which the papers are bundled and sent to the internal core committee for arranging the papers according to the rooms allotted. The core members are responsible for preparing and presenting a lay out of the number of hours of supervision per department depending on the staff strength. The supervision list is prepared by the staff representatives of the internal committee in consultation with the HoD.. The supervision list is put up on the staff notice board. The answer scripts are collected in a centralized place allotted and the staff concerned receives the answer scripts from there. Rules regarding malpractices are mentioned in the college calendar.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	? Curriculum Development ? Online Courses in MOOC, SWAYAM were made compulsory for all the students ? Computer Literacy paper as Skill Based Elective course was introduced in the III Semester for the II UG Students ? Internship, twice a year, was made mandatory for all the UG and PG

students ? Number of Value Added courses has been increased ? A paper based on Industrial relations has been introduced in the II Semester

Teaching and Learning

- Student centric learning is enhanced by training the teachers. They are oriented with RBT (Revised Blooms Taxonomy) structure that focus on outcome based education.
- The ICT mode of teaching practised by the teachers caters to advanced learning and cognitive skill development of students. Students are encouraged to increase their credits and innovative skills by enrolling for online courses in MOOC, SWAYAM and entrepreneurial certificate courses.
- The question paper pattern and the evaluation scheme is remodelled and is in equivalence with the external semester examinations.
- For Major courses the components for Continuous Internal Assessment (CIA) are Test Average (25), Quiz Average (10), Assignment (5), Seminar (5) and Attendance (5).
- For II UG part II General English Course 20 hours Library visit(5) one of the component for Continuous Internal Assessment had improved students' reading ability and academic resource management through library. I UG part II General English Course includes 5 marks for spoken English classes had improved students' communication skills and personal skills.
- Two internal tests are conducted for all SBE (Skill Based Elective) NME (Non-Major Elective) programmes instead of one test inorder to reduce the number of students reappearing for these programmes.

Examination and Evaluation

Centralized seating allotments were given to students through ERP Hall ticket for Internal Examination was introduced and students can download their hall ticket through their ERP login id Collection of answer sheets was centralized

Research and Development

- 1.FORMING A RESEARCH CORE GROUP :  
Form a Research Core team with a representative from each department to constantly share and update the staff on various aspects of research. It would be good if the members are in the core team for a period of 3 years
- 2.SYNERGY RESEARCH - PUBLICATION OF PAPERS IN SCOPUS JOURNALS Continue and

strengthen the practice of Synergy Research and encourage faculty to publish research papers in SCOPUS and High impact factor journals 3.AWARD OF SEED GRANT Increase the Award of seed grant to encourage more faculty in the management and Self financing stream to pursue active research and publications

Library, ICT and Physical Infrastructure / Instrumentation

Procedure for Maintenance and Repair Service in laboratory For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, and signed complaint for the register/fault register is forwarded to the Principal and the maintenance work is carried out. The failure of any computer system and accessories are recorded by the programmer and system administrator in the fault register kept in the lab. Computer systems are installed with power backup. Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage. Procedure for Maintenance of Animal House The Animal House Facility was designed as per the rule of the CPCSEA, Govt. of India, New Delhi. Every year, the use of animals and the purpose is being keenly validated by the team of Ethical Committee for the approval of animal use. Maintenance of Computing and Laboratory Instruments and Equipment The air-conditioners, generators and other equipment are cleaned, calibrated and maintained on a regular basis. The instruments and equipment are serviced by the suppliers from whom it is purchased, in case of any service required. The maintenance register of the same is kept in the lab. Separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date and description of maintenance. Working of LCD is checked on a regular basis. Use of information and communication technology facilities for teaching and learning is recorded in the log book. User manuals and log books of all instruments are maintained. Main server and accessories are installed with power backup. The sensitive systems are housed in air-conditioned central instrument room. All Wi-Fi users are controlled through cyber roam firewall. Facilities like fire extinguishers and

first aid kits are maintained regularly and their refilling is done before their expiry date. Ensure protection for the students, with security guards working for 24 hours and CCTV cameras at various vantage points. Cleaning and maintenance of class rooms, seminar halls, laboratories, faculty rooms, library, and corridors is done regularly on a daily basis. Cleanliness and maintenance of wash rooms, college campus and security service have been outsourced from 2017-2018 onwards.

Human Resource Management

Human Resource Development Centre organizes 15 Employability Skill enhancement Programs for Students on Career Guidance , Soft Skill, Interview skills, competitive exams and health and Hygiene. HRD in association with Women study centre conducts various competition on "Professional Ethics" in the month of July 2019. In association with ICT Academy HRD organizes and "National Communication Skills Challenge" a nationwide competition. Around 100 students participated and we received the Best College Certificate for Trichy Region. Around 564 students participated in VMWARE Online Course on Basic Communication Networks and received the badge for the same. Two workshops on Aptitude test for competitive exam was conducted in the month of September. Around 243 students benefitted. An Online course on Excel was given to 32 Non teaching staff of our college by Global Talen track, Trichy. In the Month of September and November 2019 HRD Organizes the 30 hour entrepreneurial skill based certificate course around 5341 and 5351 students benefitted. More than 30 Alumnae were invited as trainers and they received remuneration of Rs.12,000 to Rs. 15,000 through this Course. CAMPUS DRIVE REPORT From the month of September 2019 the OFF Campus drive started, so far 6 off campus drives they have attended in St.Joseph college, Bishop Heber college and in Saranathan Engineering College and 56 students got placements as Data analyst, Graduate Trainee, Programmer trainee and Junior software Programmer. From January 2020 HRD Organizes ON campus Interviews so far 10 companies and 5 schools visited our campus and around 231 students got placements as English language Trainer, Soft skill

trainer, Junior account Executives, AR Callers, Customer Support Executives and school teachers. The salary Ranges from Rs12,000 to Rs.36,000. In the of May 2020 we will be organizing POOL campus for AGS Health, WIPRO ,VENTURA CAPITAL, WEBSITE LEARNERS, VDART, EIT and for Schools. Pan card and Passport Camp was organized twice in this academic year in the Month of October 2019 and March 2020, around 150 students received their Pancard and 130 students received their Passport. 47 students and 5 staff attended the Four wheeler and two wheeler Driving classes and got Driving License.

Industry Interaction / Collaboration

1. Orientation programme on Role of Academicians to prepare Industry ready professional. 2. Workshop on Management practices for Farmer Producing Companies Center for Academy Industry Interface (CAII) in collaboration with Samanvaya Social Venture Pvt. Ltd. Chennai Organized interface workshop with CEOs of Farmer Producing companies on 18th Nov. 2018. Mr.Ramasubramanian, Chief consultant, Samanvaya Social Venture Pvt. Ltd.was the facilitator of the workshop. 3 Interface meeting with Tamil Nadu Handicraft Development Corporation , Poombugar , Trichy An initial discussion with Ms.Gangadevi , Manager, Poombugar, Trichy was organised on 8th Dec. 2017. The meeting has helped us to identify research potentials of Artisans in Trichy district. 4. Base line Survey Dalmia Bharat Foundation, CSR unit of Dalmia Bharat has given a base line survey. Initial survey with 700 household is completed. 5. Interface meeting with CDPO- ICDS. Integrated Child Development Scheme ( ICDS) , Trichy has recruited around 400 staff as anganwadi teachers recently.

Admission of Students

? Admission process at Holy Cross College is a completely online eco friendly (paperless) process ? The online process of admission has enabled transparency in the admission process ? The process ensures selection of candidates based on merit ? The Institution strictly adheres to the quota as per the Government norms ? The online admission process is highly reliable, dynamic user friendly and a hassle free process for candidates from



all over

## 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	College Calendar and Timetable is available in the website for the students
Administration	Attendance Management, Convocation Registration and fee payment, notification to students and parents, official communications
Finance and Accounts	Aided teaching and non-teaching staff salary payment is online. Management Staff ESI and PF payment is online. PF deduction, salary account
Student Admission and Support	Admission processing, Hostel admission and Fee payment, Transfer/conduct/course certificate generation are effected through erp.
Examination	Exam registration, Fee Payment, Hall Ticket Generation, Exam timetable, Internal and External Seating allotment Result publication are done online through hccerp

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.M.MaryMejr ullo Merlin	Workshop on Draft New Education Policy, organized by AIACHE held on St.Claret College, Bengaluru on July 19, 2019	Holy Cross College (Autonomous), Trichy-2	780
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Orientat	NA			57	Nil

ion on Campus Culture and Role of Teachers	10/06/2019	11/06/2019		
<a href="#">View File</a>				

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP in Securities Markets sponsored by NiSM Aditya Birla Sun Life Mutual Funds conducted at Bharathidasan University, Trichy	6	15/02/2020	15/02/2020	1
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
39	39	9	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p><b>PROFESSIONAL</b> • All benefits provided by the government given to aided staff (teaching and non-teaching)- Pongal bonus, DA arrears, health insurance, medical leave/maternity leave • Staff of the aided stream are encouraged to go for FDP, Orientation and Refresher programmes • On Duty leave/permission to attend Seminars/Workshops /Conferences at the National and International Level and as Resource Persons/Consultancy within the campus and to other organizations •</p>	<p><b>PROFESSIONAL</b> • Recognition of achievements - Cashawards for 100 attendance and for 25 years service in the college. • All Government sanctioned benefits • Workshop on Safety measures • Training programme on Team Building • Allowed to pursue higher studies through distance education mode • Training for improving computing, communication skills and office filing systems. • Staff encouraged to write group IV exams for career promotion. <b>PERSONAL</b> • Counseling • Legal Aid •</p>	<p>• Noon meal Scheme • Fee concession • Management Scholarship • Free education and free food for selected sports students • Loan books</p>

SEED money allocated for Research work for Self Financing staff, and financial support for aided self financing staff to attend seminars and Conferences ( travel and registration expenses) • Recognition of achievements - cash awards for 100 attendance and for 25 years service in the college, and also for Ph.D.'s produced, major and minor projects received, awards received, book publication, patent received PERSONAL • A scheme of provident fund (EPF) was introduced for the teachers who work in the self financing stream, with the management contribution. Henceforth they are eligible for pension and can avail loans. • Approval of extension of leave after Medical/Maternity leave for eligible staff • Counseling • Legal Aid • Health Insurance • Staff Tour once a year sponsored by the Management • Christmas Get together • In 2017 salary increase for self financing staff • Training in the language lab to hone their LSRW Skills • Permission to avail leave on loss of pay for Ph.D work. • Need based loan facility for management staff • Group insurance scheme for management staff • Maternity leave facility • Medical leave

Health Insurance • Tour once a year sponsored by the Management • Loan Facility • Financial aid for their Children • Leave privileges • Christmas Get together • In 2017 salary increase for non-teaching staff • Language Lab coaching for children of Non teaching staff • Group insurance scheme for management Non teaching staff • Maternity leave facility • Medical leave

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

INTERNAL AUDIT • The audit is conducted annually at different periods • Internal audit is conducted in November every year by the Finance commission Committee of the Province for all funds received and the expenditure • The

internal audit of November in each academic year. The Finance committee consisting of 7 members conduct the internal audit of all the funds received and the total expenditure increased and audit all the bills and receipts regarding the expenditure for the year EXTERNAL AUDIT • External audit: AG audit is conducted once in 3years. JD audit is conducted from time to time • External audit of UGC Grants- development grants-autonomous grants, other UGC funding grants are audited by auditors twice a year in December and April • Salary for aided staff is audited. The financial statement is sent to JD AG at the end of the academic year • From 13th to 18th May 2019 JD audit for the accounts of the years 2011-2012 to 2016-2017 was conducted

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
From Indian Speech and Hearing Association	20000	Towards the expenses for conducting the Conducting Flash-V
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

902500
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Null	Yes	Null
Administrative	Yes	Null	Yes	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- A Meeting on Draft New Education Policy was held on 30th July 2019. Rev. Fr. Dr. S.M. John Kennedy SJ, Vice-Principal, St. Xavier's Higher Secondary School, Palayamkottai oriented the parents on the New Education Policy • A Follow up meeting on Draft Education Policy was held on 13th August 2019 for the parents of all UG and Pg students. Rev. Fr. Dr. S.M. John Kennedy SJ, Vice-Principal, St. Xavier's Higher Secondary School, Palayamkottai oriented the parents on the New Education Policy • Department level parent teachers meeting was organized on 30th October 2019 • A meeting was organized by the Parents forum to create awareness about NAAC on 11th December 2019. Rev. Dr. Sr. Christina Bridget, Principal, Holy Cross College addressed the parents. • Parents forum meeting on Feed back and NAAC visit was prganized on 25th January 2020. • The parents forum meeting on Parental Counselling was organized on 14th March 2020. Rev. Fr. Dr. Emmanuel Arockiam, S.J., Director - JESCCO (Jesuit Centre for Counseling), Madurai addressed the gathering.

6.5.3 – Development programmes for support staff (at least three)

Orientation Programme on Simple Secrets of Happy living was conducted for the Non teaching Staff on 12th June 2019
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.Establishment of Centre for Research and Development headed by the Dean of Research 2. Set up of Institution and Innovation Council 3. Initiatives to procure Patent, IPR and evolve start ups involving students participation
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### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Orientation on Campus Culture and Role of Teachers	10/06/2019	10/06/2019	11/06/2019	57
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Career Guidance	08/01/2020	08/01/2020	41	Nil
Talk on Feminism	21/01/2020	21/01/2020	56	Nil
Talk on Legal Awareness	08/01/2020	08/01/2020	42	Nil
International Women's Day	10/03/2020	10/03/2020	4500	Nil
Career Guidance	31/01/2020	31/01/2020	121	Nil
Simple yoga for our body and mind	26/06/2020	26/06/2020	65	Nil
Role of Education in Women Empowerment	31/07/2020	31/07/2020	103	Nil
Gender Equality : A Prerequisite for Development	01/06/2020	01/06/2020	60	Nil
Gender Equity : Agency and Empowerment	22/06/2020	22/06/2020	60	Nil

Gender Equality and Social Empowerment	31/07/2020	31/07/2020	60	Null
World Girl Child Day	11/10/2019	11/10/2019	50	Null
Higher Education And Self Employment	10/12/2019	10/12/2019	36	Null
Women Rights-Social Issues	06/12/2019	06/12/2019	48	Null
Legal Rights For Students	07/12/2019	07/12/2019	48	Null
Nutrition And Hygiene	09/12/2019	09/12/2019	48	Null
Talk on Women's Health	22/08/2019	22/08/2019	272	Null
Gender Inequality	05/07/2019	05/07/2019	50	Null
Health and Hygiene in Young Women	25/07/2019	25/07/2019	60	Null
The Life of success on life skills and SWOT Analysis	25/07/2019	26/07/2019	45	Null
Women and Nature	10/12/2019	10/12/2019	50	Null
World Mental Health Day	04/10/2019	04/10/2019	40	Null
Women's Health	22/08/2019	22/08/2019	272	Null
Etiquette of Emotions	04/10/2019	04/10/2019	120	Null
Evolutionary Growth of Women Pshyche - An Understanding	08/08/2019	08/08/2019	302	Null
Introduction to Gynecology for Young Girls	05/12/2019	05/12/2019	40	Null
Working together to prevent Suicide	27/08/2019	27/08/2019	50	Null
Senior Citizen Day-Talk at College FM	21/08/2019	21/08/2019	475	Null
Breast Feeding Week	07/08/2019	07/08/2019	3500	50

Poster display & talk at College FM				
National Nutrition Month 2019	27/08/2019	27/09/2019	260	7
Gender Sensitization	19/08/2019	19/08/2019	46	Nil
Gender Awareness	28/08/2019	28/08/2019	56	Nil
Awareness About Self-Help Groups	30/09/2019	30/09/2019	52	Nil
Women's Health and Hygiene	25/09/2019	25/09/2019	132	Nil
Women's Role in Equity Promotion	12/10/2019	12/10/2019	65	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

184732 KWH is being generated through solar power grid installed in the campus which accounts for nearly 58.76 percentage of the total power consumption.  
Solar energy-  $184732 \times 100 = 58.76 \text{ 314331}$

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	20
Rest Rooms	Yes	10
Scribes for examination	Yes	120
Special skill development for differently abled students	Yes	207
Physical facilities	Yes	50
Provision for lift	Yes	40

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	17/06/2019	1	Anti-Ragging Campaign	Social Awareness	23

[View File](#)

### 7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Calendar (2019-2020) Building Bridges	01/07/2019	For the Students-The Code of Conduct for the students as stated in the calendar (2019-2020) Building Bridges lays down the rules of moral decorum befitting a Holy Crossian. Rules pertaining to the expected behavior from an ideal student of Holy Cross are spelt out here .These rules help to build the students' moral fiber in an ethical manner, thereby making them disciplined and responsible . The regulations given in the code of conduct are explained to the students on their first day at College by the Deans. For the Parents - A Request to the parents is available in the same Calendar soliciting their wholehearted co-operation in the area of academic progress and character development of their wards.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Psycho- Spiritual Integration for a Rich life	05/07/2019	05/07/2019	210
<a href="#">View File</a>			

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

ECO FRIENDLY PRACTICES

- Green Landscaping The vertical gardens which adorn almost every wall of most of the building in the campus contribute tremendously to reduce the carbon foot print in the environment , making the campus more oxygenated and cool.
- Paperless Office and Classrooms: Online learning teaching methods and Enterprises Resource Planner ERP used by Staff and Students help save paper. Through ERP Students can view their Course pattern and syllabus, College calendar, Day order, Timetable and Notice Board . Students can register for various courses, enter their feedback ,register grievances ,get progress reports, view hall tickets and pay their fees online . Google classrooms are used in avoiding the usage of papers in submitting assignments and sharing notes and taking quizzes .
- Plastic Free Campus-Protecting Ecology Use of plastic inside the campus is discouraged .Instead eco



friendly alternatives like jute, cloth or paper are encouraged 4. No Vehicle Day: Anti Pollution Activity No Vehicle Day is an eco friendly initiative planned at regular intervals wherein staff and students are motivated to take up public transport and bicycles instead of commuting by private vehicles and therefore reduces the pollution in the campus to a considerable extent. 5. Dim and Dip Day- Energy Conservation Activity To conserve energy , Dim and Dip Day is observed once every month , whereby the college implements a power shut down for half an hour in the campus. .

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice 1 1.Title of the Practice: Outcome Based Education 2.Objectives of the Practice : OBJECTIVES: o To focus on Specific Outcome of Learning (SOLS). o To plan the course delivery and the intended result of education. o To impart holistic education to create socially committed students. o To facilitate the learner to acquire graduate attributes. o To equip the learner with employability and entrepreneurial skills. o To prepare the learner to clearly envision the attributes he acquires at the end of education. UNDERLYING PRINCIPLES: A programme with specific outcome imparts holistic education to students in order to create them as agents for social wellbeing and builders of a Nation. 3. The Context: Holy Cross College (Autonomous) Tiruchirappalli , a 97 year old premier institution in the cause of women's education ,is committed to offer inclusive education to the marginalised and the local community, forming them into academically excelling and socially responsible individuals in the global era. In this competitive world, empowered women outshine in all the fields and hence it is imperative to mould them into mature and competent personalities .At this juncture ,Education must help them to be academically excelling individuals committed to God and social growth. Challenging Issues :Fast growth in the field of knowledge ,explorations and discoveries in the scientific field and innovation in the teaching methodologies . 4. The Practice: Curriculum with specific outcome of learning had been carried out in three stages namely planning, preparation and presentation. Syllabus for all the courses of a Programme is prepared , presented and passed in the Board of Studies before the academic year. The schedule for the whole academic year is spelt out in the academic calendar with the thematic thrust for a year . Semester plan for each course with portions for tests, assignment topics, seminar topics, criteria for evaluation and dates for all of the above is available for the students at the beginning of the semester. Syllabus of each course with the elements such as Course objectives, course content in five units with specific number of hours for teaching, list of reference books and web links and Specific Outcomes of Learning is made available to the students for every semester at the onset of the semester. Lesson Plans for each course are designed to implement the SOLs. The evaluation at the Continuous Internal Assessment test the acquisition of SOLs of each course. Seminars and assignments also help the learner fulfil the SOLs. Lesson Plans provide a time bound framework to deliver the SOLs planned. Teaching includes the use of different innovative ICT techniques . Submission of assignments and reports of projects,field work, internship through information technology aids the learner to be techno savvy and enhances team building skills. Uniqueness of this practice in our institution - Holy Cross has been following it for more than a decade using Bloom's Taxonomical concepts to design the syllabus , to plan the teaching techniques and to assess the results. Students of this college are highly commended on their pursuit of higher education and are proficient in their chosen profession. 5. Evidence of Success The analysis of the results of the students shows that there is significant improvement in the academic performance of the students .Holy Cross students prove their mettle year after year by securing impressive university ranks. The co-curricular activities such

as field work ,internship and mini projects further enforce the programme and course outcomes and bolster the students' confidence and team and soft skills.

The extra-curricular activities and the mentor mentee system bring out the students' latent talents and high ambitions , moulding them to be socially competent high achievers. Being learner centred, Outcome Based Education serves as an impetus to the students to become innovative entrepreneurs . • Gives in depth subject knowledge to the students to fare well in the competitive examinations such as NET,SET etc. • Widens the frontiers of their knowledge by motivating them to pursue lifelong learning • Honed their employability skills thereby increasing their value in the job market . • A recent survey shows that

80 of Holy Cross students pursued their higher studies and 20 took up jobs after graduation. 6. Problems Encountered and Resources Required: Problems

Encountered: Maintaining a balance in teaching techniques to multilevel learners in a classroom poses difficulty to the teacher. Standard teaching techniques and systematic execution of the lesson plans sometimes hamper the growth of the high achievers and confound the low achievers. Unwarranted problems like power cut and cancellation of classes due to unforeseen circumstances tamper with the implementation of the teaching techniques as per the lesson plan. Construction of components of OBE such as Programme Outcomes, Course outcomes , Lesson Plans , Evaluation methods requires high standards of subject dexterity and demands a lot of quality time. Resources Required to

Implement the Practice: More training to staff in ICT mode of teaching ,

Preparation of Programme Outcomes, Course outcomes , Lesson Plans and Evaluation methods. Uninterrupted power supply to facilitate the smooth flow classes. Best Practice 2 1.Title of the Practice: MORNING PRAYER SERVICE

2.Objectives of the Practice : OBJECTIVES: o To focus on giving the students a strong ethical foundation o To amplify their faith in a supreme power . o To inculcate a feeling of unity when all students pray together . o To help the students appreciate the essence of ethical values. o To build the students' character through the daily reflections . o To hone the students' public speaking skills when they participate in the prayer service. o To instill in the students an attitude of gratitude towards life. . 3. The Context: Holy

Cross College believes in giving its students a strong ethical foundation as it is cognizant of the relation between character building and nation building. This moral footing which the students receive every day through the morning prayer service gives them the necessary inputs to lead an upright life. The college wants to be instrumental in giving every student a proper training base to lead a value based life. A principled student will definitely

eventually become righteous and honorable citizen of the nation who contributes significantly in the nation building process. 4. The Practice: An overall plan

is chalked out for the entire academic year to accommodate every class from each department in the college and this schedule is duly acknowledged and signed by the Heads of all the Departments The students of each department are given training by the teacher in charge, a staff from the English department.

The students are given guidance in matters of intonation, pronunciation and content two days prior to their allotted day of prayer service. The content comprises of a song, a scripture reading, an inspirational story that reflects on some value for life and a thought for the day which is included at the end for the children to ponder over for the day. The college Anthem is also sung every Monday. 5. Evidence of Success: The students who get an opportunity to

speak at the morning intercom prayer service get a good exposure at public speaking and this enhances their confidence level. Speaking into the microphone

with the knowledge that one's voice is reaching out to thousands of other students and staff ,is a mini achievement in itself and can do wonders to the students' self-worth . The students also get trained in the nuances of the English language like pronunciation, tone, intonation which in turn inspires them to continue in the journey to enhance their language learning skills. The partaking in the divine exercise of the morning prayer gives everyone in the

campus a spiritual boost and helps them to kickstart their day on a right note.

6. Problems Encountered and Resources Required: Problems Encountered: Due to unforeseen circumstances the Prayer Time-Table gets disrupted and therefore there is postponement of the concerned Department's turn for the Prayer Service . Sometimes in spite of rigorous training the students falter on the day of their turn to speak. Resources Required : Nil Prayers have a power of creating a pious atmosphere that helps instill certain values such as humility and discipline in the students. The Morning Prayer Service helps the students to imbibe a spirit of moral values in their youth which keeps them in good stead for life.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://www.hcctrichy.ac.in/AQAR19\\_20.doc](http://www.hcctrichy.ac.in/AQAR19_20.doc)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3.1 INSTITUTIONAL DISTINCTIVENESS Holy Cross Institution's Innovation Council (HCIIC) Holy Cross Institution's Innovation Council (HCIIC) is the Institution's Innovation Council (IIC) of Holy Cross College to foster the culture of Innovation, keeping in tune with the institution's mission and vision of developing academically excelling individuals as well as socially contributing agents. Its Purpose It organizes activities related to Innovation, Internship, Startup, Entrepreneurship, and IPR. Its aim is to encourage, inspire and nurture young students by supporting them to work with novel ideas while they are in the developmental years of their education. Established on 21st November 2018 under the aegis of MHRDs Innovation Cell, Government of India. In 2020 under UGC STRIDE Project component 1 IIC encourages staff and students to develop innovative products . Institutions Innovation Council of Holy Cross College (Autonomous), Tiruchirappalli has organized various events based on IIC Calendar Activities, MIC Driven Activities and Self driven Activities in each Quarter as insisted by Ministry of Education's Innovation Cell. Recognitions received Based on the activities done, IIC of Holy Cross College (Autonomous), Tiruchirappalli has been awarded with Five Stars in the Zone wise Star Rating for the IIC Calendar year 2019-2020 with a Score of 95.83 and Reward Points of 55.83 by the Ministry of Education (MoE), Govt of India. Activities of IIC are directed towards creating a vibrant local innovation ecosystem in the following ways

- o Inculcating culture of Innovation, Entrepreneurship Startups in Campus
- o Conduct of IIC, MIC Self Driven Activities
- o Providing Industry Connect
- o Giving Access to Seed Funding for Faculty Students of HCC for Transdisciplinary Research
- o Assisting Faculty Students of HCC in all IPR related activities
- o Aiding Participation of Students in Regional National Hackathons
- o Conducting Boot Camps Hackathons for Faculty Students of HCC
- o Utilization of Studio Services, Instrumentation Lab Services by Budding Entrepreneurs
- o Highlights of HCIIC To enhance the industrial creativity and professional skills of the students . IIC has organized various activities Idea Competitions, Mentoring Camps, Field Visits, Seminars, Certificate Courses, Entrepreneurship Awareness Camp, Innovation Day, Women Leadership Camp at Binary University, Malaysia, Bloom Expo, Internal Hackathons, Innovation Contest'20 for kindling the young minds in innovation, startup, entrepreneurship and patenting. An Idea Competition was organized for the students of the department of Computer Science to motivate the students to identify the societal problems and to come up with innovative solutions for the same. As part of MIC activities Leadership Talks were given to the students by the Union Minister of Human Resource Development. Bloom Expo'19, a Startup Initiative was organized for the students to develop new skills among the youth

and make the nation a huge resource pool of Startups. Students of various departments hosted various stalls which gave them a practical exposure of startups. Workshops like :Towards Development of Innovation Culture and Innovation Ambassador Training series were held aiming to provide intense training on Design thinking, Incubation, IPR and Entrepreneurship for college and university faculty. An Innovation Contest was organized to pool inthe ideas, which was a preliminary selection and nomination of teams for National Innovation Contest to be conducted by MHRD. The Panel of Judges gave valuable suggestions A Designing Thinking Idea Pitching Workshop was held to improve the ideas and develop the ideas into working prototypes. at Anna University BIT Campus, Trichy. Conclusion HCCIIC through various modesof training offers venues for learning thereby leading to an innovation promotion eco-system in the campus . It provides a platform for students for exploring groundbreaking ideas for solutions to the predicaments faced in the society.

Provide the weblink of the institution

<http://www.hcctrichy.ac.in/igac/>

### **8.Future Plans of Actions for Next Academic Year**

FUTURE PLANS OF THE INSTITUTION FOR THE YEAR 2019-2020

1. To get more number of patents
2. To further Strengthen the ICT
3. To strengthen Research by increasing the number of Research guides
4. Increase the number of Startups
5. Initiate more collaboration with other institutions
6. To strengthen School System
7. External Academic Audit to be conducted department wise.
8. Green Audit to be done by external expert team.
9. Awareness programme on Entrepreneurship for college students.
10. Organisation of more Seminars/Workshops on Use of ICT in Quality Teaching Learning, Research Methodology Environment.
11. Conducting programmes to encourage and support students to start out their own business ventures.
12. Conducting activities to hone the creative skills of students, scholars and provide a platform to display their creativity.
13. To implant Lecture captivating system in the institution.
14. Conducting student focused academic and skills development activities.
15. The institution plans to focus more on research and Development within the next Academic year by increasing the publications of college and also motivating students community to write down research papers.
16. More ICT enabled class-rooms.
17. The faculty is responsive to the requirement for further updating the teaching learning process in line with the advancing IT technology. The faculty will consider the utilization of software with advanced facility to arrange ICT lessons. This would enable to design online courses.
18. Online feedback system for user agencies and employers.
19. Measures are to be taken to motivate and prepare students for national eligibility tests.
20. The faculty proposes a strategic plan of action to double the quantity of registered alumnae to begin more chapters.
21. Efforts are to be initiated to mobilize resources from alumnae for his or her solid visible contribution to the Institution.