INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 4)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF HOLY CROSS COLLEGE (AUTONOMOUS)
C-35787

TIRUCHIRAPPALLI
620002

(Draft)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI Tamil Nadu 620002
2.Year of Establishment	1923
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	4
Departments/Centres:	23
Programmes/Course offered:	67
Permanent Faculty Members:	264
Permanent Support Staff:	132
Students:	5564
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Rehabilitation Centre approved by Rehabilitation Council of India 2. Social responsiveness 3. Value added education
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 11-02-2020 Visit Date To : 12-02-2020
6.Composition of Peer Team which undertook the on site visit:	

	Name	Designation & Organisation Name
Chairperson	DR. SHUKLA MAHANTY	Vice Chancellor,KOLHAN UNIVERSITY
Member Co-ordinator:	DR. VINITA HOODA	Professor,MAHARSHI DAYANAND UNIVERSITY ROHTAK HARYANA
Member:	DR. AJIMS P MOHAMMED	Principal,MES ASMABI COLLEGE KODUNGALLUR
NAAC Co - ordinator:	Dr. Vishnu Mahesh K R	

Section II:CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)	
1.1	Curriculum Design and Development
1.1.1 QlM	Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QlM	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1
The institution is having a wide array of 66 Programmes in UG, PG, MPhil and PhD in 4 streams of Arts, Science, Commerce and Management. It has 3 PG Diploma, 5 Diploma and 71 Certificate courses. The curriculum is designed to provide a holistic and comprehensive education for the women students. In the last 5 years, 14 new programmes were introduced. The College follows Choice based Credit system (CBCS) pattern to meet the local, regional, national and global needs, to inculcate social orientation, foster competency with employability focus in line with the Institutional values. Feedback is collected from the stakeholders, subject experts, industrialists every year. Based on it, the curriculum is revised. The College followed general Course Outcomes and Specific Learning Outcomes (SOL) based on Revised Blooms Taxonomy. The Curriculum offers scope for earning extra credits, credit transfer and Projects within and outside the country. In 2018, the College initiated the School System to strengthen the CBCS and for better resource sharing. The institution integrates cross cutting issues like Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum to provide learners with a comprehensive and holistic learning experience.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Preparation and adherence to Academic Calendar and Teaching plans by the institution
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.4 QIM	Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2
The admission process is online and transparent. Classroom teaching is effectively complemented by ICT tools. 100% teachers can prepare lessons on MOODLE template and the ICT Centre has a good collection of video and ICT based lessons. The courses are in demand. The institution focuses on the first generation learners and economically marginalized women students. Curricular and co-curricular activities are designed as potential tools to suit the changing trends in higher education. Bridge course which is institutionalized is conducted for the first UG students after their admission. Separate measures of evaluation and integration for slow and fast learner are adopted. Students are exposed to out of class room activities both within and outside the campus. Curriculum is designed keeping in view the guidelines from UGC, affiliating University and the State Higher Education Council. The college has competent faculty. The college prepares its own academic calender and adheres to it. It is a regular practice of IQAC to organize orientation and skill training programmes every year/semester for the staff before the commencement of the semester to enhance their pedagogy of teaching. Some of the strategies followed by the institution are: Problem solving skills, Participative learning, Experiential learning etc. The teachers are dedicated to their work; follow student centric methods and participatory learning, problem solving methods. The college is utilizing the expertise of its young faculty. About 49 % of the teachers are having doctoral degrees. Evaluation process is effective and results are declared promptly. Examination division is fully automated. A pass percentage of 94.66 is appreciable. Program outcomes, program specific outcomes, course outcomes and specific learning outcomes are clearly spelt out. Less than 0.5 % students from other Indian state are presently enrolled. The college should come up with a global appeal. At present only 4.32 % teachers are from other states. Inclusion of faculty from other states to enrich diversity, knowledgebase and experiences will benefit the college. In practical subjects student orientation on 'safe practices in the laboratories' is necessary.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in Criterion3)	
3.1	Promotion of Research and Facilities
3.2	Resource Mobilization for Research
3.3	Innovation Ecosystem
3.3.1 QlM	Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge
3.4	Research Publications and Awards
3.5	Consultancy
3.6	Extension Activities
3.6.1 QlM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.7	Collaboration

Qualitative analysis of Criterion 3
The college has a research policy to promote research and is supported financially under DST –FIST program. Seed money is given to the teachers though the amount may be enhanced for it to be more effective. The centre for research and development, the Crossian Institute for Collaborative Research and Sustainable Development (CICRSD) and Incubation and Innovation Cell supports the sharing and growth of innovative ideas. The institution has common facilities in the form of Central Instrumentation Facility, Animal house, Animal cell culture lab, Green house and Audio-video Studio. The college is active in research as evident from a good number of Ph.Ds and research papers produced but may strive to improve the quality of research publications as most of them are not even in the UGC notified journals. The faculty of the college has procured a total of 8 Major and 13 Minor research projects procuring a total of 354.03 lakhs, which is commendable. The amount has been utilized to support/build/improve research ecosysytem in the institution. One faculty has recently been granted a patent. Overall, a generous effort in carrying out research activities was observed. Research collaborations have just started to grow. It's time that college should contemplate over research audit too. Further, the college may set up Research Corpus Fund out of the revenue generated from the consultancy services and support the research activities out of that fund. The college should also apply for funds from MHRD and UGC such as under the RUSA and SAP programs to strengthen their teaching, learning and research. The college may also set up a separate IPR cell to facilitate patent generation. An international cell to foster international research collaborations such as under UGC's GIAN and MHRD's SPARC program will help active researchers. The College has instituted best researcher awards in the name of Sr. Dona, two each in Science and Arts as an effort to motivate good researchers. Social welfare projects such as adoption of 24 villages under RESCAPES are having a meaningful impact on the society.

	Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QlM	The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc
4.1.2 QlM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QlM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QlM	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment
4.3	IT Infrastructure
4.3.1 QlM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QlM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4
The institution has adequate facilities for teaching and learning with Wi-Fi enabled classrooms, well equipped laboratories and updated technological facilities.
All the 126 class rooms are provided with ICT facilities. 9 seminar halls are equipped with computers, LCD projectors and audio system to facilitate the conduct of meetings, seminars, workshops and conferences. 135 LCD Projectors, 24 Smart boards, 5 LCD and 1 LED TV, Video conferencing and e-content development facilities are available. LED Digital Board to display the academic activities. 7 Generators with total capacity of 74 KVA power and Solar Panel with 212 kwh for uninterrupted power supply.
The institution has adequate facilities for sports, games (indoor, outdoor), yoga centre etc., and cultural activities. The institution has 3 acres of playground and has the facilities like Basketball court with fiber board, Volleyball court, Netball court, Table Tennis court, Shuttle badminton court, Kabaddi field, Ball Badminton court Kho-Kho field, Handball court and 200 Mts track for athletics. The College has 9 spacious halls. A Separate room is equipped with fine Arts properties. The Library is automated and uses the Integrated Library Management System (ILMS) The College Library houses 1,30,622 books. It is fully automated with NIRMALS (Network Information Resources Management of Academic Library System) Software. About 18 % of the college students and teachers visit library daily on average basis.
The library has 1252 rare books and a few that are printed as early as 1840. The rare book collection includes Literature books in Tamil and English, History, Economics, Mathematics, Botany, Zoology and Ethics. . Digitalization of these rare books has been initiated. Facilities for e-content development are available. Upgradation and maintenance of equipment and infrastructure is need based. Security and cleaning services are outsourced.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QlM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QlM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

The college takes care of the educational, vocational and financial needs of the students. 37.58 % of the students are getting fellowship from the government and 20.72 % are getting fellowships from non government sources. The college does not provide any merit based scholarship to UG and PG students which may help to encourage, motivate and attract the bright students. Guidance for competitive examination and career counselling is offered effectively as about one fourth of the outgoing students procure jobs through campus placements. Students' progression to higher education is also good. Faculty sponsored noon meal scheme is a good initiative.

The college holds regular lectures by professional for career counselling. Number of students being benefited by Vocational Education and Training needs to be increased. Grievance redressal cell is working in an effective and transparent manner. Students do participate in co-curricular sports and other cultural activities and perform well though are not able to secure any medal/award yet except for couple of students who won National level awards in sports. The institution develops leadership potential of students through the Student Council. The Student Council of the institution consists of Student Council Members, Fine Arts Secretaries, Sports Secretaries and Part VI leaders. The Council is vibrant and has representation in the academic and administrative bodies. The Student Council is constituted from a group of students, which represent 2 elected members from each Department. They have to go through an elaborate selection process including group dynamics and personal interview. Based on their performance the Selection Committee chaired by the Principal constitute the Council.

The Alumnae Association is registered under the Holy Cross Society. All alumnae are encouraged to register online. Around 26,808 members have registered. The Annual General Alumnae Meet is held on the second Saturday in December. The departmental alumnae meetings are also conducted every year. The alumnae association has spread its wings overseas and established three Alumnae Chapters off-shore in Dubai-UAE, Malaysia and Singapore. The chapters are active through Skype discussions and video conferencing to interact and empower students. The alumnae from the Dubai Chapter have assisted in student internships in Dubai. The Department of Rehabilitation Science has signed a Memorandum of Understanding through this forum. The Singapore Chapter initiated internship for four Post graduate students of 2018-2019 batch at the National University of Singapore (NUS).

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Qualitative analysis of Criterion 6
The institution, through effective governance and leadership, institutional planning and development, prepares strategies to improve the quality of higher education for women students. The governance ensures that the execution of educational programs reflects the institution's vision and mission. The governing body is the important decision making body for which the Provincial, is the President. The other members are the Secretary, Principal, Vice Principals, Deans, Nominees from UGC, Government and University and staff representatives. The governing body meets annually to review the policies, strategies, achievements, budget and future plans.

The institution follows an effective democratic management system through participative decision making. Various academic responsibilities are shared by staffs who occupy important administrative positions to assist in the academic and administrative duties. After the third accreditation 14 programmes were started.

The institution functions as per the Educational Policy of the Sisters of the Cross of Chavanod, Trichy Province. The College has a defined organizational structure. Important matters such as drawing Institutional Policies, starting of new Programmes, construction of new buildings, sanctioning of posts, staff appointment and salary revision are decided by the Executive Board of Management and the Governing Body. The organogram depicts the current organizational structure. The Secretary, Principal, Vice Principals, Deans and staff council plan for the academic and administrative activities of the college. The Controller of Examinations is responsible for the conduct of the end semester examination and publication of results on time. The major decisions taken by the Staff Council and decision making bodies are communicated to the staff of the Departments by the HoDs. The Librarian and Library Advisory Council takes responsibility for maintenance and up gradation of library resources and facilities. The Office Superintendent coordinates the functioning of the administrative staff for work allotted to them. The institution has several welfare measures for the staff to develop and upgrade their professional and administrative competency. The institution has a healthy practice of Performance Appraisal for teaching staff and computing Faculty Performance Index (FPI). The finance committee with the Principal as chairman meets periodically to review the expenditure of the previous year and also to plan and scrutinize the proposed budget for the forth coming year. This budget proposal is presented at the governing body for approval. Internal and external financial audits are conducted regularly. The sources of funds are fees, grant-in aid salary, scholarship and interest from banks. The other sources of funds are Autonomous Grant, CPE and B.Voc. In addition, funds are mobilized through schemes and projects from governmental and non-governmental agencies.IQAC plays a significant role in promoting Quality Initiatives. Some of the initiatives are: Academic Audit (Syllabi Audit, Internal Academic audit, Academic Performance Audit); Internship training and Field visits; Updating of lesson plans and instructional strategies according to Revised Blooms Taxonomy (RBT); Reviewing the learning outcome using an indicator and set bench mark. The institution started 14 programmes and has proposed 2 Binary Degrees in Partnership with Binary University, Malaysia. Three add on courses and 71 certificate courses were introduced as value addition courses.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QlM	Institution shows gender sensitivity in providing facilities such as a) Safety and Security b) Counselling c) Common Room
7.1.5 QlM	Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management
7.1.6 QlM	Rain water harvesting structures and utilization in the campus
7.1.7 QlM	Green Practices • Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QlM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QlM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QlM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QlM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7
The institution has more than 5000 girl's students and it ensures their safety and security. Besides adequate physical facilities, the college provides counselling services, programmes and activities for the well being of the students. CCTV cameras are installed at strategic points in the campus. Security Personnel provided with walkie talkie guard the campus round the clock. Anti Ragging and Anti Sexual Harassment Cell provides safety and security. The institution has two full time counsellors attending to the emotional, psychological and other related issues of the students and staff. Health Care Services are provided by G.V.N Hospital through the MoU signed between the institution and the hospital. The institution takes adequate measures to reduce waste at the source and recycle it in an eco-friendly manner. Waste treatment is carried out using Compost pit, incinerators, waste food recycling machine, Paper recycling Unit and Garbage dumps. Plastic waste and glass waste (broken glassware) from the labs are segregated and disposed. RO reject water is treated in the RO recycling unit and is used for maintenance of gardens in the campus. Rain water pits are expediently placed in the campus to collect rainwater and boost the ground water level. Every building in the campus is surrounded with rain water collecting pits. There are 24 pits in the campus .The water audit shows

that these pits could hold 76211 litres of water. Green initiatives days such as Pollution free day or No Vehicle Day in which no fuel propelled vehicles are permitted inside the college campus are planned every month to reduce pollution. Most of the students and staff use public transport system, as there is an easy accessibility of buses and trains. Use of plastic bags is discouraged in the campus and as an alternative measure jute, cloth or paper bags are used. The institution celebrates national and religious festivals with great fervour and zeal to promote community, religious and cultural harmony, effective socialization and national integration. Adhering to its core value of truth, the institution maintains transparency in financial, academic, administrative and auxiliary functions. Theme based annual calendar gives a direction to the activities of the whole year and renders clarity of purpose regarding the plans of the year. It helps the institution to focus on one important aspect for the entire year. RESCAPES is an outreach Programme developed and designed in line with the Institution's Vision and Mission. A distinctive feature of the Institution is Asia's first Institute of Higher Education in Rehabilitation Science. The Institute of Rehabilitation Science, comprising of The Department of Rehabilitation Science offering Bachelors, Masters, PhD, Diploma, Certificate and Need based Short-Term Courses in Rehabilitation Science. Adequate facilities for Divyangjans such as lifts, special rest rooms exists.

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Overall Analysis

STRENGTHS

Premier Education Institution with a rich tradition of 97 years

Highly decentralised administration and supportive management

High student enrolment

Online admissions, evaluations, account and financial operations

Association of Blossom Opportunity School for special children with the Institute of Rehabilitation Science

Excellent Social responsiveness is demonstrated by RESCAPES

Imparting quality education by promoting various skills in the students

Good research outcome

Excellent student support services

Eco friendly green and clean campus

Usage of Public Transport is appreciable

Highly supportive Alumni/PTA

Healthy teacher-student relationship

WEAKNESS

There is limited interstate and international student enrolment and staff recruitment

Number of students passing in competitive examinations is limited

Few publications in journals of repute such as from UGC CARE list, Elsevier, Springer, Taylor& Francis etc

Most of the students are first generation learners

Inadequate outdoor sports facilities

OPPORTUNITIES

Strategic location of the college is an advantageous factor

Ample scope for interdisciplinary and community based research

More research projects to strengthen industry academia interface

Great scope for innovations and technological updating

Introduce skill-based learning for better employability

CHALLENGES

Career placement of students

Integration of students from rural background into the mainstream with adequate language competency

Enhancing the research outputs in across all disciplines especially in the social sciences

Procuring funds to improve the quality of teaching learning and research

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Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- College may setup a centre for competitive examinations that provides specific examination oriented support.

- Virtual class rooms may be introduced

- More professional add-on courses like medicinal plants, banking, retail management, fashion technology etc can be introduced

- A well defined policy for waste management especially Chemical, Biological and e- waste management should be in place

- College may start a center for Environmental Studies

- Certificate course on soft skills should be started for the college students

- Teachers should be motivated to apply for PDF/Post Doc and other international collaborative schemes

- Sports facilities should be enhanced

- Wi-fi facility though exists but is effective only on the ground floor. Its availability on higher floors may be ensured.

- New hostel may be constructed to accommodate the increasing number of girl students

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution 12/2/2020

Seal of the Institution

PRINCIPAL
HOLY CROSS COLLEGE,
(AUTONOMOUS)
TIRUCHIRAPPALLI-2.

Sl.No	Name		Signature with date
aa 1	SHUKLA MAHANTY	Chairman	_Mahanty 12/2/2020_
2	VINITA HOODA	Member Co - ordinator	_Vinita 12.02.2020_
3	AJIMS P MOHAMMED	Member	_12/2/2020_
9	Dr. Vishnu Mahesh K R	NAAC Co - ordinator	

*This is a computer generated report and signature is not mandatory.

Place   Trichy

Date   12.02.2020