



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		HOLY CROSS COLLEGE, AGARTALA
• Name of the Head of the institution	Dr. Fr. Benny K. John, CSC	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03812865222	
• Mobile No:	9402315672	
• Registered e-mail	principalhccagt@gmail.com	
• Alternate e-mail	bennycsc@yahoo.com	
• Address	Holy Cross College, Jubatara, Lembucherra, Agartala-799210	
• City/Town	AGARTALA	
• State/UT	Tripura	
• Pin Code	799210	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	Self-financing	

• Name of the Affiliating University	Tripura University				
• Name of the IQAC Coordinator	Dr. Pankaj Chakraborty				
• Phone No.	03812865222				
• Alternate phone No.	9402345672				
• Mobile	9862042652				
• IQAC e-mail address	iqachccagt20@gmail.com				
• Alternate e-mail address	hodbbahccagt@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.holycrosscollege.in/files_uploaded/AQAR%202019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.holycrosscollege.in/admin/download/HCC%20DIARY%202021.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.14	2017	12/09/2017	11/09/2022
6. Date of Establishment of IQAC			07/07/2016		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
-	-	-	-	-	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9. No. of IQAC meetings held during the year			01		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 	NO	
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Organized State Level NAAC Preparatory Workshop, 8th April, 2021		
2-Day National Level Workshop On "Intellectual Property Rights" 30-31 July, 2021		
Webinar on NEP 2020, 11 Nov, 2020		
Two day faculty development programme, 16-17 July, 2021		
Workshop on Higher Studies in USA: Education USA and Fulbright-Nehru Fellowships, 05 February, 2021 by USIEF, Kolkata		
INTERNATIONAL Webinar on Post Covid-19 Higher Education System - Opportunities and Strategies for Collaboration, 22 July, 2020		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes				
To organize NAAC Preparatory Workshop	Organized State Level NAAC Preparatory Workshop, 8th April, 2021				
To organize workshop on IPR	Organized 2-Day National Level Workshop On "Intellectual Property Rights" 30-31 July, 2021				
To organize faculty development programme for the teaching faculty members of Holy Cross College	Organized Two day faculty development programme, 16-17 July, 2021				
To improve the examination results of Students	Nine University Rank Holders				
to organize seminar on Covid-19 issues	INTERNATIONAL Webinar on Post Covid-19 Higher Education System - Opportunities and Strategies for Collaboration				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Holy Cross College Management Committee Meeting</td> <td>19/12/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Holy Cross College Management Committee Meeting	19/12/2021
Name	Date of meeting(s)				
Holy Cross College Management Committee Meeting	19/12/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>19/02/2020</td> </tr> </tbody> </table>		Year	Date of Submission	2020	19/02/2020
Year	Date of Submission				
2020	19/02/2020				

Extended Profile

1. Programme

1.1

12

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1390

Number of students during the year

File Description	Documents
Data Template	View File

2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 326

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 41

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 70

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	12
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1390
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	326
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	41
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	70
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	12226085.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	64
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To achieve the stated objectives of the curriculum, College provides the following:

A methodically monitored system for internal evaluation has been developed and introduced in the College for the teaching faculty. For the said purpose, regular meetings with the departments and administration are being held, monthly faculty meetings are also being conducted with the Principal and Vice-Principal. Performance of students in co-curricular and extra-curricular activities are promoted and appreciated, both inside as well as outside the College and are also being closely monitored. Value added programmes, special lectures by eminent personalities, career orientation, value education, moral education classes, students' activities, ICT aided seminars, and project presentations are conducted to effectively achieve the objectives. Periodical feedback from stakeholders especially from parents and students are also taken into account. Initiatives are also taken up by the

institution for effective curriculum delivery and smooth completion of the Curriculum provided by the Tripura University (affiliating University). In order to effectively conduct its curriculum: maximum numbers of instructional hours have been ensured by engaging students in extra classes to compensate for the loss of class hours due to unexpected holidays. Management and faculty members of the College participated in the orientation programme held at Tripura University (A Central University). Two sessional examinations are conducted in every semester as part of the internal assessment. Regular class tests and pre-semester examinations are held before every semester examination. Each batch/class has assigned a class supervisor to support students. Each student is also provided with a regular mentor as the College has been following a mentor-mentee system right from the beginning of the institution, for the benefit of the students. Parent-Faculty meetings are held every year to create awareness in the parents regarding their wards performance. All students are given opportunities for ICT aided seminar presentations, project presentations and assignments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each academic year, college distributes the academic calendar to all the faculty members as well as to the students of different departments. The calendar contains- lists of total working days, lists of holidays, date of the orientation programmes, college fest (Tejas), cultural programmes (Ethnic Day), Graduation Day, tentative date of internal examination, and end semester examination.

As Holy Cross College, is affiliated with Tripura University, it regularly follows, plans, and modifies all its activities, especially the dates of internal examination and end semester examination according to the calendar issued by the university. The college prepares and follows the Academic calendar and executes it rigorously. The Heads of Departments conduct regular departmental meetings to distribute workload, allot topics, plan the activities of the department, and review the completed portion

of the syllabus. The Principal and Dean monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty. Apart from this all departments also prepare time-table for the classes. The Time Tables are displayed on the Notice Board and also uploaded on the college website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.holycrosscollege.in/files_uploaded/Plan%20n%20policy%20.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NA

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Each department of the college has been working for the overall development of the students with all its limited resources. From

time to time various programs have been arranged related to Gender Equality, Sustainability, Human Values, and Ethics. The college teachers engage the students in various activities through student seminars, expert lectures, N.S.S., N.C.C., programmes etc. The environmental issues are dealt with in detail through various 'Environmental Awareness' programmes such as 'Vanamahotsava', 'World Environment day', 'Pollution & Traffic Awareness Programme etc. The said programmes include the scope and nature of Environment Science, Natural Resources, Eco-System, Bio-Diversity, Pollution, and Social Issues & Population. In all the departments curriculum Environmental Science paper is not being studied, and that is why we organize special awareness classes for the students. The students must understand human values and follow professional ethics in their relevant field. Various departments organize lectures on Human Values, especially on Gender Equality, Women Empowerment, and Skill Development for the students of the college, wherein students of all the departments actively participate. A special residential camp is conducted by the N.S.S Unit of our college for the students to familiarize themselves with the prevailing problems of rural India. The students are also engaged in value-added programmes to make them aware of responsibilities and professional ethics. Especially we are happy to state that we have not noticed any major issues of ragging and complaints from students about their harassments. Thus the college has a special arrangement to work after the issues relevant to gender equality, environment, and such related social issues. Study tours/ field visits by the different departments makes students aware of the various nearby areas/ villages. They learn and experience practical aspects from these study tours and field visits. The students prepare a separate project as a part of their study. Accordingly, the students are made aware of contemporary issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

263

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

600

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

262

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In every class, students are divided into various groups depending on their level of understanding, interactions with teachers, background knowledge on a particular topic, classroom observation, interpretation by students after taking class on a specific topic, question answer session, periodic assessment etc. The institution also organizes remedial classes for slow learners to encourage them to learn the subject matter. Through the remedial classes teachers engage in one-to-one conversation with students in order to understand their specific problems and encourage them to overcome their academic problems. Advanced learners are encouraged to help the slow learners by discussing a specific topic among themselves. Revision classes are also being taken up if required after completion of the entire syllabus for a better understanding and performance. After each assessment, answers of all the questions are discussed with each student to enable them to understand their mistakes and weaknesses. Teachers from the different departments extend their support to the needy students through phone calls, telegram, email, and other social media apps to provide suggestions, whenever it is required to improve their level of understanding.

Advanced learners are encouraged to study more from different books to gain concrete knowledge on a specific topic. awarded to the Toppers from each department in the University examinations are awarded with Medals and Certificates. College also give awards to students for good academic performance, good attendance etc. Career related coaching classes are organized for advanced learners to support them to secure good score in competitive examinations. Online resources or study materials are accessible for each student to strengthen their knowledge on subject. Students are encouraged to participate in conferences, symposium, seminars and workshops to gain knowledge.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1390	41

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our institute believes in the adoption of student-centric methods to enhance students involvement as a part of participatory learning and problem-solving methods. These include:-

1. Students participate in competitions at various levels for real-time exposure and are simultaneously encouraged to participate in State, National, and International Levels.
2. Organizing local level field visits for students for making them familiar with the local current issues. To further sensitize the students, about the local socio-economic conditions with a motive to establish a social connection and to provide support to the particular group of people, who are in need of it. In this kind of field visit, special emphasis was given to making them aware of the healthy diet and hygiene, by preparing and providing a specific diet chart for a particular family and further inquiring about malnutrition and obesity.
3. Institute frequently organizes various student activities for promoting the spirit of teamwork and goodwill. The institution also conducts activities such as NSS camps, institutional social responsibility through clubs, Village Adoption, Tree plantation, Swatch Bharat Abhiyan, and Health awareness camp to help the students to learn the art of living in a team for Social and community welfare.

4. Project work is organized to make our students aware of the experiments and research in brief.
5. The case study method is also adopted and used during the teaching-learning process in order to develop the problem-solving ability among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Nowadays in the field of education, having the required knowledge about ICT-enabled tools is very essential for making teaching-learning process effective. Thus in order to make use of these ICT tools during teaching, faculty members keep themselves updated about new development in this field. All the teachers of Holy Cross college are well equipped and trained in respect of using ICT-enabled teaching tools for facilitating the teaching-learning process.

All teachers are also comfortable in the virtual mode of teaching. Classrooms of all the departments are well equipped with modern ICT-based teaching tools such as projector, speakers, CPU, microphone, etc. Through using these tools teachers display relevant pictures, diagrams, charts, maps, etc. which makes the teaching-learning process more interesting and effective. Teachers also take virtual classes in times of need via online Portal, Google Meet, Microsoft Team, Google Classroom, etc. In normal classroom teaching, teachers use power-point presentations whenever needed in their teaching by using LCDs and projectors. Through the virtual mode, our college also organizes webinars, special lectures, expert talks, etc. For the overall development of our students, different departments also take initiatives to organize-online quiz competitions through google forms, debates, paper presentations, etc with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.holycrosscollege.in/files_uploaded/2.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

6

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

188

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Students are made aware/informed by the Academic Dean, Chair, Examination Committee and Department Head about internal assessment, question paper patterns and rules and regulations of university examinations and different policy adopted by Holy Cross College during the fresher's orientation session.
- Unit tests/ Presentation/ case Study/ Assignments are conducted by all teachers as per the Activity-Plan.
- The College has an examination committee that monitors and coordinate the internal and external examination activities and communicate to the students, teachers, and administrative staff regarding examinations, internal marks are published on the notice board and the respective Head of the Departments personally takes care of the student's grievance (if any) with utmost care.
- Sessional Examination (tentative) is mentioned in the

Academic Calendar and the actual schedule is displayed on notice board well in advance. One internal examination is held per semester.

In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visits / Field Work and Seminars presentations, etc. The performance of the students is communicated to them. The internal assessment system helps the teachers to evaluate the students more appropriately and based on the result of the assessment, Personal guidance is given to the needy students after their assessment.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.holycrosscollege.in/files_uploaded/Plan%20n%20policy%20.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

??????For dealing with the internal examination related grievances, our college has taken the following mechanism:-

1. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
2. The internal assessment test schedules are prepared and communicated to the students well in advance.
3. Evaluation is done by the course handling faculty members within three days from the date of examination.
4. The corrected answer scripts are verified by HOD to ensure the standard evaluation process.
5. The corrected answer papers of the students are distributed to them for verification by the students and if any grievances arise then appropriate authorities redress them immediately. The marks obtained by the students in internal assessment tests are displayed on the notice board.
6. Noting the values in observation and validating the theoretical aspects student must submit lab records regularly.

7. The day-to-day performance of the students is assessed for every experiment which includes regularity, performance, viva, and promptness in submitting the record.
8. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.holycrosscollege.in/files_uploaded/Plan%20n%20policy%20.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Following mechanisms followed by the institution to communicate the learning outcomes to the teachers and students are:

- i. All the protocols are discussed with the first-semester students immediately after the commencement of each session.
- ii. Teachers in the initial classes of each semester, introduce the subject/specific course; its importance and application to the Students.
- iii. Periodically, the learning outcomes of the Courses and program are measured.
- iv. For reference, the learning outcomes of Courses and Programmes are uploaded on the Institution's website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Following measures/initiatives have been taken to assess student program/learning/course outcomes:-

- All the departments prepare a detailed activity plan (in line with to Academic calendar and individual teaching plan) for all the papers of each semester at the beginning of each academic session. The Academic Plan contains information such as topic & date of Class Test, Assignment, Presentation, Case-Study, etc. with a motive to provide advance intimation to the students to prepare the subject content as well as to keep track of the syllabus covered by the teachers.
- Teachers are organizing field/industrial visits for the students to give them practical exposure. Time-to-time special classes for slow learners.
- Knowledge, Application of Concept, Problem Solving Activities are used to check whether the student is able to recall and implement what they have learned as well as their intellectual skills.
- Department-wise teachers closely monitor students' attitudes, values, interests, ideas, etc. so that these elements can be nurtured for the betterment of a student.
- During the Mentor-Mentee Session teacher describe what standards are expected from students and what are the probable milestones he/She can probably achieve.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

326

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.holycrosscollege.in/files_uploaded/plans%20n%20policy-%20Summarized%20Annual%20Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.holycrosscollege.in/documents-and-forms.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

198792

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

03

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

04

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

08

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Holy Cross College works towards the mission and vision of educating the hearts and minds of the students. It aims for the holistic growth of the students. In this regard, both the class and outside class activities are of immense importance. With reference to the outside class activities, the college has a dedicated team of NSS and NCC volunteer students, ceaselessly working under the able guidance of Smt. Sangita Chakraborty, Assistant Professor. It also regularly collaborates with all the different departments of the college. The NSS division of the college arranges and organizes a wide range of philanthropic activities to further inspire the students towards social service and becoming responsible citizens of India. Activities such as organizing residential camps, cleanliness (Swachhta Abhiyan) drives, Women Empowerment, Gender Equity, Tree Plantation Drives, Water Conservation Drives, Blood Donation Camps, AIDS awareness programmes, Health Check-up camps are being regularly organized by the college. Due to the Covid-19 pandemic, some of the programmes were put on temporary hold, keeping the idea of the safety of all in the mind, while some other programs were being organized in the

online mode. Very recently the college has adopted a nearby college named as 'Sipahipara'. In the last academic year July 2020 - June 2021, there was a special programme on the 'promotion of road safety' among the students of the college. Apart from the NSS and NCC units, the different departments of the college are cognizant of their duties in shaping students into responsible citizens of the country by educating students on social concerns through the numerous programmes stated above.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

584

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

In order to implement the plans and to achieve desired goal, Holy Cross College has created adequate infrastructure in terms of well-equipped computer labs, library, language lab, faculty rooms and class rooms with ICT facilities, Seminar Halls with Audio Visual Facility, Boys and Girls Common room, Dance Room, etc. The whole campus has Internet facility for the teachers. The campus has well equipped playground, basket ball court, badminton and volley ball court, gymnasium (currently shifted), and Girls Hostel. Institute has facilities like Photocopier (Xerox), ATM and post-office (currently demolished due to highway extension) within the campus. Institute is maintaining conducive environment with added counselling and mentoring for the students to achieve their dreams.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Holy Cross College has adequate facilities for sports/ games and

cultural activities. At Holy Cross College, opportunities related to sports & games are very high and its importance is much cherished. Students from all departments are getting chance to play games and sports, as sports period are mentioned in their regular time table itself, which is further supported by a fulltime sports Teacher. HCC has sports facilities which are enumerated as below:-

- Volleyball Court. (Also using for Throw ball playing purpose)
- Badminton Court.
- Basketball Court.
- Football Ground (In the process of being made)
- Indoor hall to do YOGA.
- Indoor facilities like Table Tennis, Carrom and Chess.
- Multi-Gym facility for both Students and Teachers.

To develop a spirit of healthy competition and to give a platform where maximum number of students can take part in the sports, every year we conduct Annual Sports events (an event under college fest TEJAS). A large number of students are participating in various events with full enthusiasm.

Apart from this, we have provided the facility to take part in the sports coaching classes (Football & Volleyball) on Saturday basis. During the COVID- 19 pandemic (in the session 2020-21) students have also taken part in the online Fitness sessions.

At Holy Cross College, opportunities related to cultural activities are also very high. College provides a wide platform for cultural activities to students. College is organising its Annual Fest named 'TEJAS' where maximum number of students are participating. Students are interested in participating in different co-curricular activities where they can show their creative skills.

In every year college is conducting various inter-college and intra-college competitions where students get opportunities to learn and practice different skills. Competitions are related to:

- Dance competition
- Signing competition
- Drawing competitions
- Photography competition

- Mehendi competition
- Quizzes
- Debates etc.

To develop a culture of unity in diversity among students and also to give respect to different culture, the college is organizing an event called 'Ethnic Day' in every year, in which students showcase individual tradition, traditional food preparation competition are also organised during the event apart from performing different cultural dances and songs. Teachers and supporting staffs also take part in the Ethnic Day with full enthusiasm.

The Cultural committee organize various events which is being stretched throughout the year where students get chance to show their talent. Students from all the departments are also participating in different competitions in other institutions and get awarded also for their talent. During the COVID- 19 pandemic (in the session 2020-21) students have also taken part in different cultural activities through online which motivate them positively.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

23

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.holycrosscollege.in/files_uploaded/4.1.3%20Number%20of%20classrooms%20and%20seminar%20halls%20with%20ICT-%20enabled%20facilities%20such%20as%20smart%20class,%20LMS-converted.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2,86,26,015.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

All the work related to issue and return has been computerized. All books are barcoded. The college is using LibNet software which is a totally integrated software package encompassing all aspects of library management. This software covers all areas within the preview of the LibNet for efficient Information Management and at the same time provides a precious tool to all its members to have access to these resources at his fingertips.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

219227

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

33

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Today, it is more that an essential skill for the students to learn and master the latest IT in order to be ready after the graduation. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The college administration regularly make maintenance of the existing IT facilities and upgrades the equipments as and when necessary.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6,34,60,039.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Holy Cross College has established a systems and procedures for regular monitoring, maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. within the college. The maintenance of physical, academic and support facilities are carried out by the Office Superintendent, Technical Assistant and Lab Technician under the supervision of respective departments by taking the help from in house staff on daily basis and periodically. And care has been taken to keep the equipment's, machine etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. Financial record for the same is maintained by the college accountant.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

37

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

60

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

444

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

444

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

87

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The IQAC of Holy Cross College has two students representatives. Student Council Representatives along with class representatives of Holy Cross College actively participate in various activities. They help in coordinating all the events related to academics and other cocurricular & Extra-curricular activities, as per the directives of college administration and teaching faculty. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students.

Contribution of the Student Council in Academic Administration under the supervision of Teacher and college administration:

1. For successful implementation of day to day academic activities at their level.
2. Coordination in communicating the information between students and Teaching faculty
3. Coordination in conducting special events (awareness programmes, special talks, invited lectures etc).
4. Coordination in organizing Cultural events (under the supervision of cultural committee)
5. To organizing Sports & Games for the students under the supervision of Sports teacher.
6. Coordination in arranging Industrial Visits for the students
7. Coordination in inviting the external guest speakers and organizing the Seminars & Workshops.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Holy Cross College is having an Alumni Association which is named as Basilians. College is yet to register its alumni association, but the alumni of the college helps the institution in every possible manner. The administration and alumni share a very proactive relationship. The IQAC of Holy Cross College also have an alumni representative for its better management and representation. Not only that, Alumni members participate in different events, cultural activities and also help the institute financially.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year A. ? 5Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of

the institution

We at Holy Cross College believe in quality education and are committed to attend to the Holistic Personality Development of our students so that they can excel in life. The aim and vision of Holy Cross College is to create integrated global citizens and world class professionals, who will work for a more just, equitable and compassionate society. the Mission of HCC is

- Provide adequate infrastructure, a comfortable and conducive learning environment.
- Harness the power of technology in order to adopt innovative and modern teaching methods.
- Enhance proficiency in spoken English and help in the all-round personality development of the students.
- Associate with premier institutions of higher education at the national and international level.

In order to met the vision and mission of Holy Cross College promotes a culture of participative management. The planning is done mainly at the following three levels: strategic, tactical and operational. Strategic Planning and Management: Chairman, Governing body, managing committee and finance committee, whereas, Tactical Planning and Decisions: Principal, VicePrincipal, Administrator, Academic Dean, IQAC Operational Planning and Decisions: HoDs, Class supervisors, other faculty members, administrative staff, Students' Council, clubs, committees and forums.

File Description	Documents
Paste link for additional information	https://www.holycrosscollege.in/my-holycrosss-details.php?page=mission-vission
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The various policies and plans of the college are designed and implemented through participative decisions jointly taken by the Principal in consultation with the faculty members and Students' council members.

The College Managing Committee, which also takes care of the planning and evaluation part of the College, is responsible for

smooth and efficient functioning. Principal is the head of the institution who designs the policies for the betterment and development of the institution. Faculty members implement the policies designed by the institutional head.

The Principal, as the head of the institution offers leadership to the College in all its activities and sets the tone for the various activities, both academic and non-academic. He ensures that the ethos and philosophy of the management (Holy Cross Educational Foundation) is faithfully maintained and the values prescribed in the handbook are ensured.

The Vice-Principal takes charge of the college administration in the absence of the principal and ensures that the college runs smoothly.

The College Administrator takes care of all physical arrangements of the institution as well as all external matters within the purview of administration of the college leaving aside the academic matters. He also supervises the work of the non-teaching faculty of the college.

The Academic Dean supervises the overall academic activities of the institution working in close collaboration with the HoDs and teaching faculty.

The Programme Coordinator takes charge of all programmes and activities (cultural, co-curricular and extra-curricular) in the college.

The HoDs supervises and coordinates their specific department and manages the affairs of the department in collaboration with the faculty members.

The IQAC ensures the internal quality in the institution. The College administration as well as the IQAC works hand in hand to ensure the best in the institution. The IQAC also takes into consideration the local community representative and their suggestions.

CEC (College Examination Committee): The Convener/Chair of this committee takes charge of all examination related activities in the college with the help of the other members and is responsible for all communications and transactions related to examinations with the University to which the college is affiliated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Considering the background of our college as an institution imparting quality education in Arts, Commerce, Science, Business Administration and Teachers Education, the College IQAC has identified the broad aim of perspective plan as follows:

- i. To institute a sustained quality system embedded with a conscious, consistent and programmed action;
- ii. To create an enabling academic environment for students embedded with sincerity, discipline and commitment;
- iii. To mold humane citizens of the nation;
- iv. To establish globally the brand image of the college;
- v. To emerge as a model college for commerce education.

To achieve these broad aims, a set of following objectives are identified to be achieved through this perspective plan over the next 7(seven) years:

1. To uphold continuously good academic performance;
2. To inculcate learner centric and effective teaching learning process;
3. To ensure transparency and credibility in the process of students' evaluation;
4. To develop a comprehensive system of student mentoring and student support;
5. To take care of horizontal and vertical upgradation of students considering the limits of time and expectations;

6. To create a research culture in faculty and students.
7. To launch value added and skills development programmes improving the employability of students;
8. To motivate students for self-employment and to enable them to emerge as entrepreneurs;
9. To involve a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning;
10. To empower faculty about emerging trend in their profession for academic advancement.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body:

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions is taken.

The IQAC of the college functions under the leadership of IQAC Chairperson, its IQAC Functions are:

- IQAC is responsible for fixing quality parameters for various academic and administrative activities
- Monitoring the organization of class work and related academic activities.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

Recruitment of Faculty/Supporting Staff.

- Advertisements are published in the state and national level newspapers.
- Interviews are conducted by a panel as per college norms.
- Preference is given to relevant qualifications, teaching, research and industrial experience.
- A demonstration is taken from each person to understand the teaching capabilities and competency.
- The selected candidates are required to attend the induction and refresher courses.
- Supporting staff are recruited by the panel consists of Principal, Vice-Principal and Chairman.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.holycrosscollege.in/my-holycrosss-details.php?page=welcome-note
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Holy Cross College has effective welfare measures for the

teaching faculty as well as for non-teaching staff and avenues for career development. Professional development is ensured through periodic training/workshops/seminars for teaching faculties. The faculty is encouraged to make academic advancement and supporting staff are encouraged to update their technical and administrative skills.

- The college has created a Welfare Fund from where interest free loans are given to all needy employees.
- All statutory welfare schemes such as Provident Fund (EPF) Casual Leave, Medical Leave, Special Leave, and Maternity/Paternity leave etc. have been implemented for the benefit of the staff.
- Incentives for research publication in peer reviewed and H/Indexed journals.
- Freedom to attend/organize national/international workshops/conferences
- Financial assistance to attend conferences/workshops/seminars.
- Paid leave for attending one academic programme in a semester
- Maternity Benefits for women employees.
- Annual staff picnics, occasional tours and common celebration of festivals.

Other Benefits

- Awareness programmes for Non-Teaching Staff
- Canteen facility at subsidized rates
- Celebration of festivals and National days
- Annual retreat and orientation for teaching and non-teaching faculty/staff every year.
- Performance appraisal for career progression of the faculty
- Free Transportation service for teaching and non teaching employees.
- Promotion from one level to another based on API based CAS.
- The selection of a non teaching employee to a particular grade is decided on the basis of his educational qualification and work experience.

File Description	Documents
Paste link for additional information	https://www.holycrosscollege.in/files_uploaded/Welfare%20Measures%2010-Sep-2021%2012-22-03.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

39

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Holy Cross College is in the process of developing a system for Performance Appraisal System for teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Yes. Holy Cross College conducts internal and external financial audits regularly.

The Governing body has constituted the finance committee of Holy Cross College to take decisions on fiscal aspects. The committee prepares the institutional budget for every academic year and submits to the approval of the Governing body and Holy Cross Education Foundation. The financial statements are also certified by the Audit Firm and the Audit reports are issued every year. The accounts are regularly audited and whenever there are audit objections, systematic follow-up actions are initiated with the funding agencies to resolve the audit objection. The college conducts internal audit regularly in four quarters by constituting committee. The members of the committee meticulously conduct the internal audit of the departments, library and laboratory and submit the respective reports. The stock verification is carried out physically by the auditing team. The science and computer laboratories are also verified and need based inventory replenishment takes place to meet the demands. The funds received through various projects/schemes/programmes are channelized constructively and the utilization certificate is submitted to the funding agency with audited statements of accounts. The scholarship accounts are maintained by the college office. The college makes a transparent financial transaction through cheques, DD or NEFT.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Holy Cross College is able to implement various quality enhancement activities with its ability to mobilize resources with integrity in its functioning since its inception.

Mobilization of Grants

The college receives funds from various sources through an appropriate and feasible system.

- Management Grants
- Student fees
- Project funds received from funding agencies

Utilization of Fund

The grants received from various sources are used towards infrastructure augmentation. Specific Fund is used for giving prizes and scholarships and also for providing management scholarships for poor students. Funds specified for conducting Seminars/Endowments lectures, Workshops, extension activities, maintenance of the campus and improving the infrastructure facility. Welfare measures for the both teaching and nonteaching is also given by the management from the collected funds every year.

Remuneration and Reward

The salary for the self-financed staff is paid by the management. The funds are allocated to each department for organizing various academic activities such as conferences, seminars, workshops, training programmes and orientation programmes. The staff members are rewarded for the outstanding performance in academics, research, teaching, extension and in other academic facets (as per the institutional policy).

Annual Stock Verification

To verify all equipment purchased, management funds the annual stock verification is done with the finance committee. The laboratories are periodically inspected and a record of instruments is maintained.

Review of Policy

The finance policy framed states the channels and systems of governing the financial aspects of the institution by taking the growing needs of the institution. The finance committee host meetings periodically to assess the outcomes of the fiscal activities. The policy on fund mobilization and feasible allocation of resources is appraised every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Details of programmes conducted by the IQAC:

Name of the programme

Type of participants (teaching/ non-teaching/ admin/ students)

No. of participants

Name of resource persons

Period (date and year)

International webinar on Post Covid 19 HE System Teaching and Student 130

Prof Satyadeo Poddar, VC, MBBU &

Prof. Chandrika. B. Majumder, Dean, faculty of Arts and Commerce, TU &

Prof. Cristofer Scarboro, King's College, USA

Prof. Daniel Clasby, Chair of Faculty Council, King's College, PA, USA &

Prof. Marcin M, Poznan University of Medical Sciences, Poland

Prof. Seema Dhawan, HNB Garhwal university, Uttarakhand 22 July, 2020 Webinar on NEP 2020 Teaching 51

Dr. Fr. Benny K. John, CSC, Principal, HCC

Dr. Pankaj Chakraborty, Academic Dean, HCC

Dr. Sushobhan Sengupta, Head, BBA Dept, HCCA

Dr. Sandeep Roy Sarkar, Head, H. Phy, HCCA

Dr. Tomina NS, Head, B.Ed, HCCA 11 Nov, 2020 Two day Faculty Development Programme Teaching 45

Prof M.M. Semwal, HNB garhwal University, Uttarakhand &

Dr. Manish Das, Tripura University 16-17 July, 2021 Two Day National Level Workshop on IPR Teaching 222

Dr. Biswajit Ghose, Asst Prof, tezpur University,

Dr. B.K. das, Asst. Prof., MizoramUniversity,

Dr. Abhishek Chakraborty, asst. Prof, Christ University, Bangalore 30-31 July, 2021

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of Holy cross College continuously reviews and takes necessary steps to upgrade the teaching-learning process. The Academic Calendar is well prepared in advance for the ready reference of teachers and students which is displayed in the Institute website and being followed. For all newly admitted students, college IQAC organizes Orientation Programme, in which they are made aware of the college philosophy, the uniqueness of the education system, the teaching learning process, the system of continuous evaluation, compulsory courses, various co- curricular activities, discipline and culture of the institute, rules and regulations of institute, etc. All students are provided with the Student Diary that provides all details relevant for students. Department-wise timetable are submitted to the IQAC and further processed for circulation among the Students. Important announcements are made in the morning hours. Attendance and conduct of classes are monitored by the Academic Dean and HODs. Feedback from students is also taken individually by IQAC. Students are also free to use complaint box for any grievances, can approach the Department Head, Academic Dean as well as Principal. Feedback is properly analyzed and shared with the Dean, HODs and individual faculty members as and when required by the principal of holy cross college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality

C. Any 2 of the above

**initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Holy Cross College accords utmost priority to the safety and security of not only the students but also of the staff, and ensures a vigilant system so that every student, especially girl students, will feel secured and protected to pursue their educational endeavors. In this regard myriad initiatives have been taken by the institution to foster gender equality and gender sensitization programs, thereby to ensure safety of girl students. The College has taken several measures to enhance safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing round the clock security. The ICC ensures that posters promoting gender equity & sensitization are placed on the Notice Boards. A Complaint Box is placed outside the office. Telephone / Mobile numbers of the ICC Chairperson and members are made available on the Notice Board, Directory & Website. Strict confidentiality is maintained by the ICC to encourage the complainant to lodge complaint without fear.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Holy Cross College facilitates several techniques for the management of degradable and non-degradable waste with a focus to reduce, reuse and recycle the waste. The college management has also advised to refuse anything which is not needed. The college has different dustbins to segregate the different waste like wet, solid, biomedical, etc from the science laboratories. Every day the waste is collected in separate bins and disposed to a place where it can be converted into manure. The college administration stressed that we should avoid plastic items to the best possible capacity and was suggested use utensils made of glass and metal.

For solid waste management different bins have been placed at different departments. This ensures that solid and wet waste is segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour.

For biomedical waste there is segregation of the waste as hazardous and non-hazardous or infectious and other hazardous

wastes like plastic disposables, liquid waste, syringes, chemical reagents, biological wastes etc. For the personal protection it has been advised to use masks while handling the waste. Moreover, wearing head gears, eye covers, apron, gloves and boots as they help in fighting the transmission of infection.

The college has organized Swach Bharat Abhiyan, and under this banner, the utility of recycling the solid and biomedical waste has been elaborated. People from different aspects of life delivered their talks about the proper usage of waste. Moreover, the NSS volunteers and NCC cadets have also demonstrated the proper procedure of disposing the waste in selected villages near the college.

The college is trying to get in touch with the state-level administration and their support to ensure that the waste is properly recycled. Rotaract Club has been formed to sensitize the public regarding waste management and disposals.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.holycrosscollege.in/files_uploaded/hcc_facilities.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for A. Any 4 or All of the above

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies

C. Any 2 of the above

of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College always encourages the students to organise and participate in different programmes organised by college, inter-college, university and other Government or nongovernment organization to make them sensitize towards cultural, regional, linguistic, communal and socio economic diversities. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities are celebrated. Students from various regional and cultural backgrounds participate in such programs and present their regional or cultural folk songs and dances.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as

better citizens of the country through various curricular and extra-curricular activities. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation. The institution takes pride of raising up successful leaders among the students by conducting the Student Council election every year. The elected representatives are given leadership training and delegate the responsibilities of organising college programmes with the support of other student volunteers. Various departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are given below:

Blood donation camp; Van Mahotsav day; financial awareness interactive session; Swachh Bharat Abhiyan; International Human Rights Day; World water day.

Apart from that, the counselling psychology center of the college constantly trying to help the students in different ways.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every culture has number of festivals and celebration has become a vital activity. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. The College makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year. Throughout session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. Republic day is celebrated every year on 26th January in the college with great enthusiasm and pride. Independence Day is also celebrated on 15th August in the college with great enthusiasm. International Women day is also celebrated in our college on 8th March every year. International Yoga day is also celebrated on 21st June every year in the college. The day aims to raise awareness of many benefits of practicing yoga. It is celebrated to spread awareness about importance and effects of yoga on the health of the people. Teachers day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. This day is celebrated to promote the values and principles of a true teacher. Holi, Diwali, Eid, Buddha-Jayanti, Gurunanks Birthday and Christmass are also celebrated every year in the college to decode the spirit of patriotism, ethics and moral values, duties and responsibilities, humanity, respect of teachers, cleanliness and health awareness, physical and mental fitness etc. among the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice: COUNSELING AND MENTORING SYSTEM FOR STUDENTS

2. Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counseling.

3. The Context

The administration of holy cross college, since its inception, have identified the students undergo various problems of stress-personal, academic, physical, mental, irrespective of their socio-economic background. Students are new to college life, culture and customs, It creates a lot of stress, especially to the students who are away from family for the first time, Students from educationally weak background feel complex and hesitations in class and unable to perform well due to inhibitions. Considering the student-teacher ratio in classrooms, it is mostly difficult at times to give personal attention to students in class. One solution therefore, is a 'Teacher-Mentor' and a trained counselor who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

In Holy Cross College, center of counseling psychology headed by Smt Moushumi Jena, is taking care of those students who need expert help for different matters. The center of counseling psychology is an added support to the students so that they can overcome from any psychological obstacles.

4. The Practice.

- Each teacher is assigned around 7-8 students (varies from department to department) for the complete duration of their study.
- They meet at least once a month to discuss, clarify and share various problems which may be personal or academic, etc.
- The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.
- Their academic performance and other activities are all recorded.
- The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc on weekly basis
- The mentors also counsel the students in need of emotional problems.
- When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.
- Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.
- Chief Mentor of department takes the progress of counseling of students by mentors.
- Students problems are discussed with the departmental heads, other faculties and necessary action taken to solve it.

5. Evidence of Success

Evidence of success of the practice includes university ranks holders(three Gold Medalist; four Silver and two Bronze Medalist from different departments), better results in the examinations, improved attendance, less drop outs, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

6. Problems Encountered and Resources Required

This practice requires committed teaching staff that has the time to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

1. Title of Best Practice - TEACHING - LEARNING PROCESS

2. Goal

- To ensure the completion of syllabus according to the academic calendar of College
- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching
- To improve pass percentage, average marks in each semester and enhance the number of ranks bagged by the college at the university level examinations
- To increase the placement of college as quality of students would be improved

3. The context

When the teacher and the student share a good bond and the teacher understands the essence of education, the teaching learning process becomes more efficient and effective. Different teachers use different methods to teach in class. The learning environment and learning experience should be positive and this plays an important role in the teaching learning process. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adapt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching - learning needs to bridge.

4. The practice

- Academic calendar is planned by the respective department under the instructions of principal, vice-principal, academic dean and IQAC coordinator.
- Academic calendar is uploaded on the website for information to students, teachers and others.
- On the basis of that, every faculty prepares themselves in order to complete the syllabus which is monitored by the department head.
- The heads of different departments monitor the pace of coverage of the syllabus and other academic events.
- Timely Feedback (unstructured) is obtained from students regarding the content delivery by different teachers.
- Assignments, tests and evaluation are conducted at scheduled dates to improve performance in the semester - end examinations.
- Timeline of Assignments, syllabus coverage is monitored by Academic Dean at regular intervals
- Most of the class rooms are ICT ready and all the departments adapted their class room teaching with the help of ICT.

5. Evidence of Success

- All teachers have adopted modern pedagogic styles and ICT in their classes.
- Appropriately paced and timely completion of syllabus
- Increased attendance in the classes
- Improvement in results.
- Every year we have branch toppers and university toppers.

6. Problems encountered and Resources required.

This practice requires a monitoring system which can show the progress and gaps at each point of time. The institute ERP is serving the purpose but it needs up-gradations as the time changes.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Holy cross college believe that the colleges are not seats of learning but also promoters of cultural, social, spiritual and moral values of the country so as to enable the students to acquire a good character and a balanced personality. Holy cross college is a 1st private English medium college in the state of Tripura founded, animated and enlivened by the congregation of Holy cross with an aim to educate the whole personality of the youth, educating their hearts and minds. The quality education is provided through regular classes and by conducting various programs where students are fully involved. Various cleaning and awareness programs are conducted by the NCC and NSS unit of the college. Various Social Programs like Fresher's Welcome Teachers' Day and various Games Sports events like College Week, Inter class basketball tournament, volleyball, inter-class singing and dancing competitions etc, are organized with the help of students themselves. Staff and Students are sent to visit other institutions, colleges and industries through various Student Exchange programs, Field Trips etc.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To achieve the stated objectives of the curriculum, College provides the following:

A methodically monitored system for internal evaluation has been developed and introduced in the College for the teaching faculty. For the said purpose, regular meetings with the departments and administration are being held, monthly faculty meetings are also being conducted with the Principal and Vice-Principal. Performance of students in co-curricular and extra-curricular activities are promoted and appreciated, both inside as well as outside the College and are also being closely monitored. Value added programmes, special lectures by eminent personalities, career orientation, value education, moral education classes, students' activities, ICT aided seminars, and project presentations are conducted to effectively achieve the objectives. Periodical feedback from stakeholders especially from parents and students are also taken into account. Initiatives are also taken up by the institution for effective curriculum delivery and smooth completion of the Curriculum provided by the Tripura University (affiliating University). In order to effectively conduct its curriculum: maximum numbers of instructional hours have been ensured by engaging students in extra classes to compensate for the loss of class hours due to unexpected holidays. Management and faculty members of the College participated in the orientation programme held at Tripura University (A Central University). Two sessional examinations are conducted in every semester as part of the internal assessment. Regular class tests and pre-semester examinations are held before every semester examination. Each batch/class has assigned a class supervisor to support students. Each student is also provided with a regular mentor as the College has been following a mentor-mentee system right from the beginning of the institution, for the benefit of the students. Parent-Faculty meetings are held every year to create awareness in the parents regarding their wards performance. All students are given opportunities for ICT aided seminar presentations, project presentations and assignments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each academic year, college distributes the academic calendar to all the faculty members as well as to the students of different departments. The calendar contains- lists of total working days, lists of holidays, date of the orientation programmes, college fest (Tejas), cultural programmes (Ethnic Day), Graduation Day, tentative date of internal examination, and end semester examination.

As Holy Cross College, is affiliated with Tripura University, it regularly follows, plans, and modifies all its activities, especially the dates of internal examination and end semester examination according to the calendar issued by the university. The college prepares and follows the Academic calendar and executes it rigorously. The Heads of Departments conduct regular departmental meetings to distribute workload, allot topics, plan the activities of the department, and review the completed portion of the syllabus. The Principal and Dean monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty. Apart from this all departments also prepare time-table for the classes. The Time Tables are displayed on the Notice Board and also uploaded on the college website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.holycrosscollege.in/files_uploaded/Plan%20n%20policy%20.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are

B. Any 3 of the above

represented on the following academic bodies during the year. Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NA

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Each department of the college has been working for the overall development of the students with all its limited resources. From time to time various programs have been arranged related to Gender Equality, Sustainability, Human Values, and Ethics. The college teachers engage the students in various activities through student seminars, expert lectures, N.S.S., N.C.C., programmes etc. The environmental issues are dealt with in detail through various 'Environmental Awareness' programmes such as 'Vanamahotsava', 'World Environment day', 'Pollution & Traffic Awareness Programme etc. The said programmes include the scope and nature of Environment Science, Natural Resources, Eco-System, Bio-Diversity, Pollution, and Social Issues & Population. In all the departments curriculum Environmental Science paper is not being studied, and that is why we organize special awareness classes for the students. The students must understand human values and follow professional ethics in their

relevant field. Various departments organize lectures on Human Values, especially on Gender Equality, Women Empowerment, and Skill Development for the students of the college, wherein students of all the departments actively participate. A special residential camp is conducted by the N.S.S Unit of our college for the students to familiarize themselves with the prevailing problems of rural India. The students are also engaged in value-added programmes to make them aware of responsibilities and professional ethics. Especially we are happy to state that we have not noticed any major issues of ragging and complaints from students about their harassments. Thus the college has a special arrangement to work after the issues relevant to gender equality, environment, and such related social issues. Study tours/ field visits by the different departments makes students aware of the various nearby areas/ villages. They learn and experience practical aspects from these study tours and field visits. The students prepare a separate project as a part of their study. Accordingly, the students are made aware of contemporary issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

263

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

600

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

262

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In every class, students are divided into various groups depending on their level of understanding, interactions with teachers, background knowledge on a particular topic, classroom observation, interpretation by students after taking class on a specific topic, question answer session, periodic assessment etc. The institution also organizes remedial classes for slow learners to encourage them to learn the subject matter. Through the remedial classes teachers engage in one-to-one conversation with students in order to understand their specific problems and encourage them to overcome their academic problems. Advanced learners are encouraged to help the slow learners by discussing a specific topic among themselves. Revision classes are also being taken up if required after completion of the entire syllabus for a better understanding and performance. After each assessment, answers of all the questions are discussed with each student to enable them to understand their mistakes and weaknesses. Teachers from the different departments extend their support to the needy students through phone calls, telegram, email, and other social media apps to provide suggestions, whenever it is required to improve their level of understanding.

Advanced learners are encouraged to study more from different books to gain concrete knowledge on a specific topic. awarded to the Toppers from each department in the University examinations are awarded with Medals and Certificates. College also give awards to students for good academic performance, good attendance etc. Career related coaching classes are organized for advanced learners to support them to secure good score in competitive examinations. Online resources or study materials are accessible for each student to strengthen their knowledge on subject. Students are encouraged to participate in conferences, symposium, seminars and workshops to gain knowledge.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1390	41

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our institute believes in the adoption of student-centric methods to enhance students involvement as a part of participatory learning and problem-solving methods. These include:-

1. Students participate in competitions at various levels for real-time exposure and are simultaneously encouraged to participate in State, National, and International Levels.
2. Organizing local level field visits for students for making them familiar with the local current issues. To further sensitize the students, about the local socio-economic conditions with a motive to establish a social connection and to provide support to the particular group of people, who are in need of it. In this kind of field visit, special emphasis was given to making them aware of the healthy diet and hygiene, by preparing and providing a specific diet chart for a particular family and further inquiring about malnutrition and obesity.
3. Institute frequently organizes various student activities for promoting the spirit of teamwork and goodwill. The institution also conducts activities such as NSS camps, institutional social responsibility through clubs, Village Adoption, Tree plantation, Swatch Bharat Abhiyan, and Health awareness camp to help the students to learn

the art of living in a team for Social and community welfare.

4. Project work is organized to make our students aware of the experiments and research in brief.
5. The case study method is also adopted and used during the teaching-learning process in order to develop the problem-solving ability among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Nowadays in the field of education, having the required knowledge about ICT-enabled tools is very essential for making teaching-learning process effective. Thus in order to make use of these ICT tools during teaching, faculty members keep themselves updated about new development in this field. All the teachers of Holy Cross college are well equipped and trained in respect of using ICT-enabled teaching tools for facilitating the teaching-learning process.

All teachers are also comfortable in the virtual mode of teaching. Classrooms of all the departments are well equipped with modern ICT-based teaching tools such as projector, speakers, CPU, microphone, etc. Through using these tools teachers display relevant pictures, diagrams, charts, maps, etc. which makes the teaching-learning process more interesting and effective. Teachers also take virtual classes in times of need via online Portal, Google Meet, Microsoft Team, Google Classroom, etc. In normal classroom teaching, teachers use power-point presentations whenever needed in their teaching by using LCDs and projectors. Through the virtual mode, our college also organizes webinars, special lectures, expert talks, etc. For the overall development of our students, different departments also take initiatives to organize-online quiz competitions through google forms, debates, paper presentations, etc with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.holycrosscollege.in/files_uploaded/2.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

6

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

188

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Students are made aware/informed by the Academic Dean, Chair, Examination Committee and Department Head about internal assessment, question paper patterns and rules and regulations of university examinations and different policy adopted by Holy Cross College during the fresher's orientation session.
- Unit tests/ Presentation/ case Study/ Assignments are conducted by all teachers as per the Activity-Plan.
- The College has an examination committee that monitors and coordinate the internal and external examination activities and communicate to the students, teachers, and administrative staff regarding examinations, internal marks are published on the notice board and the respective Head of the Departments personally takes care of the student's grievance (if any) with utmost care.
- Sessional Examination (tentative) is mentioned in the

Academic Calendar and the actual schedule is displayed on notice board well in advance. One internal examination is held per semester.

In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visits / Field Work and Seminars presentations, etc. The performance of the students is communicated to them. The internal assessment system helps the teachers to evaluate the students more appropriately and based on the result of the assessment, Personal guidance is given to the needy students after their assessment.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.holycrosscollege.in/files_uploaded/Plan%20n%20policy%20.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

?????For dealing with the internal examination related grievances, our college has taken the following mechanism:-

1. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
2. The internal assessment test schedules are prepared and communicated to the students well in advance.
3. Evaluation is done by the course handling faculty members within three days from the date of examination.
4. The corrected answer scripts are verified by HOD to ensure the standard evaluation process.
5. The corrected answer papers of the students are distributed to them for verification by the students and if any grievances arise then appropriate authorities redress them immediately. The marks obtained by the students in internal assessment tests are displayed on the notice board.
6. Noting the values in observation and validating the

theoretical aspects student must submit lab records regularly.

7. The day-to-day performance of the students is assessed for every experiment which includes regularity, performance, viva, and promptness in submitting the record.
8. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.holycrosscollege.in/files_uploaded/Plan%20n%20policy%20.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Following mechanisms followed by the institution to communicate the learning outcomes to the teachers and students are:

- i. All the protocols are discussed with the first-semester students immediately after the commencement of each session.
- ii. Teachers in the initial classes of each semester, introduce the subject/specific course; its importance and application to the Students.
- iii. Periodically, the learning outcomes of the Courses and program are measured.
- iv. For reference, the learning outcomes of Courses and Programmes are uploaded on the Institution's website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Following measures/initiatives have been taken to assess student program/learning/course outcomes:-

- All the departments prepare a detailed activity plan (in line with to Academic calendar and individual teaching plan) for all the papers of each semester at the beginning of each academic session. The Academic Plan contains information such as topic & date of Class Test, Assignment, Presentation, Case-Study, etc. with a motive to provide advance intimation to the students to prepare the subject content as well as to keep track of the syllabus covered by the teachers.
- Teachers are organizing field/industrial visits for the students to give them practical exposure. Time-to-time special classes for slow learners.
- Knowledge, Application of Concept, Problem Solving Activities are used to check whether the student is able to recall and implement what they have learned as well as their intellectual skills.
- Department-wise teachers closely monitor students' attitudes, values, interests, ideas, etc. so that these elements can be nurtured for the betterment of a student.
- During the Mentor-Mentee Session teacher describe what standards are expected from students and what are the probable milestones he/She can probably achieve.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

326

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.holycrosscollege.in/files_uploaded/plans%20n%20policy-%20Summarized%20Annual%20Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.holycrosscollege.in/documents-and-forms.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

198792

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

03

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

04

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

08

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Holy Cross College works towards the mission and vision of educating the hearts and minds of the students. It aims for the holistic growth of the students. In this regard, both the class and outside class activities are of immense importance. With reference to the outside class activities, the college has a dedicated team of NSS and NCC volunteer students, ceaselessly working under the able guidance of Smt. Sangita Chakraborty, Assistant Professor. It also regularly collaborates with all the different departments of the college. The NSS division of the college arranges and organizes a wide range of philanthropic activities to further inspire the students

towards social service and becoming responsible citizens of India. Activities such as organizing residential camps, cleanliness (Swachhta Abhiyan) drives, Women Empowerment, Gender Equity, Tree Plantation Drives, Water Conservation Drives, Blood Donation Camps, AIDS awareness programmes, Health Check-up camps are been regularly organized by the college. Due to the Covid-19 pandemic, some of the programmes were put on temporary hold, keeping the idea of the safety of all in the mind, while some other programs were being organized in the online mode. Very recently the college has adopted a nearby college named as 'Sipahipara'. In the last academic year July 2020 - June 2021, there was a special programme on the 'promotion of road safety' among the students of the college. Apart from the NSS and NCC units, the different departments of the college are cognizant of their duties in shaping students into responsible citizens of the country by educating students on social concerns through the numerous programmes stated above.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

584

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

In order to implement the plans and to achieve desired goal, Holy Cross College has created adequate infrastructure in terms of well-equipped computer labs, library, language lab, faculty rooms and class rooms with ICT facilities, Seminar Halls with Audio Visual Facility, Boys and Girls Common room, Dance Room, etc. The whole campus has Internet facility for the teachers. The campus has well equipped playground, basket ball court, badminton and volley ball court, gymnasium (currently shifted), and Girls Hostel. Institute has facilities like Photocopier (Xerox), ATM and post-office (currently demolished due to highway extension) within the campus. Institute is maintaining conducive environment with added counselling and

mentoring for the students to achieve their dreams.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Holy Cross College has adequate facilities for sports/ games and cultural activities. At Holy Cross College, opportunities related to sports & games are very high and its importance is much cherished. Students from all departments are getting chance to play games and sports, as sports period are mentioned in their regular time table itself, which is further supported by a fulltime sports Teacher. HCC has sports facilities which are enumerated as below:-

- Volleyball Court. (Also using for Throw ball playing purpose)
- Badminton Court.
- Basketball Court.
- Football Ground (In the process of being made)
- Indoor hall to do YOGA.
- Indoor facilities like Table Tennis, Carrom and Chess.
- Multi-Gym facility for both Students and Teachers.

To develop a spirit of healthy competition and to give a platform where maximum number of students can take part in the sports, every year we conduct Annual Sports events (an event under college fest TEJAS). A large number of students are participating in various events with full enthusiasm.

Apart from this, we have provided the facility to take part in the sports coaching classes (Football & Volleyball) on Saturday basis. During the COVID- 19 pandemic (in the session 2020-21) students have also taken part in the online Fitness sessions.

At Holy Cross College, opportunities related to cultural

activities are also very high. College provides a wide platform for cultural activities to students. College is organising its Annual Fest named 'TEJAS' where maximum number of students are participating. Students are interested in participating in different co-curricular activities where they can show their creative skills.

In every year college is conducting various inter-college and intra-college competitions where students get opportunities to learn and practice different skills. Competitions are related to:

- Dance competition
- Signing competition
- Drawing competitions
- Photography competition
- Mehendi competition
- Quizzes
- Debates etc.

To develop a culture of unity in diversity among students and also to give respect to different culture, the college is organizing an event called 'Ethnic Day' in every year, in which students showcase individual tradition, traditional food preparation competition are also organised during the event apart from performing different cultural dances and songs. Teachers and supporting staffs also take part in the Ethnic Day with full enthusiasm.

The Cultural committee organize various events which is being stretched throughout the year where students get chance to show their talent. Students from all the departments are also participating in different competitions in other institutions and get awarded also for their talent. During the COVID- 19 pandemic (in the session 2020-21) students have also taken part in different cultural activities through online which motivate them positively.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

23

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.holycrosscollege.in/files_uploaded/4.1.3%20Number%20of%20classrooms%20and%20seminar%20halls%20with%20ICT-%20enabled%20facilities%20such%20as%20smart%20class,%20LMS-converted.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2,86,26,015.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

All the work related to issue and return has been computerized. All books are barcoded. The college is using LibNet software

which is a totally integrated software package encompassing all aspects of library management. This software covers all areas within the preview of the LibNet for efficient Information Management and at the same time provides a precious tool to all its members to have access to these resources at his fingertips.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

219227

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

33

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Today, it is more that an essential skill for the students to learn and master the latest IT in order to be ready after the graduation. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The college administration regularly make maintenance of the existing IT facilities and upgrades the equipments as and when necessary.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6,34,60,039.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Holy Cross College has established a systems and procedures for regular monitoring, maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. within the college. The maintenance of physical, academic and support facilities are carried out by the Office Superintendent, Technical Assistant and Lab Technician under the supervision of respective departments by taking the help from in house staff on daily basis and periodically. And care has been taken to keep the equipment's, machine etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. Financial record for the same is maintained by the college accountant.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

37

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

60

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

444

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

444

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

87

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The IQAC of Holy Cross College has two students representatives. Student Council Representatives along with class representatives of Holy Cross Collge actively participate in various activities. They help in coordinating all the events related to academics and other cocurricular & Extra-curricular activities, as per the directives of college administration and teaching faculty. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students.

Contribution of the Student Council in Academic Administration under the supervision of Teacher and college administration:

1. For successful implementation of day to day academic activities at their level.
2. Coordination in communicating the information between students and Teaching faculty
3. Coordination in conducting special events (awareness programmes, special talks, invited lectures etc).
4. Coordination in organizing Cultural events (under the supervision of cultural committee)
5. To organizing Sports & Games for the students under the supervision of Sports teacher.
6. Coordination in arranging Industrial Visits for the students
7. Coordination in inviting the external guest speakers and organizing the Seminars & Workshops.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

12

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Holy Cross College is having an Alumni Association which is named as Basilians. College is yet to register its alumni association, but the alumni of the college helps the institution in every possible manner. The administration and alumni share a very proactive relationship. The IQAC of Holy Cross College also have an alumni representative for its better management and representation. Not only that, Alumni members participate in different events, cultural activities and also help the institute financially.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) A. ? 5Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

We at Holy Cross College believe in quality education and are committed to attend to the Holistic Personality Development of our students so that they can excel in life. The aim and vision of Holy Cross College is to create integrated global citizens and world class professionals, who will work for a more just, equitable and compassionate society. the Mission of HCC is

- Provide adequate infrastructure, a comfortable and conducive learning environment.
- Harness the power of technology in order to adopt innovative and modern teaching methods.
- Enhance proficiency in spoken English and help in the all-round personality development of the students.
- Associate with premier institutions of higher education at the national and international level.

In order to met the vision and mission of Holy Cross College promotes a culture of participative management. The planning is done mainly at the following three levels: strategic, tactical and operational. Strategic Planning and Management: Chairman, Governing body, managing committee and finance committee, whereas, Tactical Planning and Decisions: Principal, VicePrincipal, Administrator, Academic Dean, IQAC Operational Planning and Decisions: HoDs, Class supervisors, other faculty members, administrative staff, Students' Council, clubs, committees and forums.

File Description	Documents
Paste link for additional information	https://www.holycrosscollege.in/my-holycrosss-details.php?page=mission-vission
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The various policies and plans of the college are designed and implemented through participative decisions jointly taken by the Principal in consultation with the faculty members and Students' council members.

The College Managing Committee, which also takes care of the planning and evaluation part of the College, is responsible for smooth and efficient functioning. Principal is the head of the institution who designs the policies for the betterment and development of the institution. Faculty members implement the policies designed by the institutional head.

The Principal, as the head of the institution offers leadership to the College in all its activities and sets the tone for the various activities, both academic and non-academic. He ensures that the ethos and philosophy of the management (Holy Cross Educational Foundation) is faithfully maintained and the values prescribed in the handbook are ensured.

The Vice-Principal takes charge of the college administration in the absence of the principal and ensures that the college runs smoothly.

The College Administrator takes care of all physical arrangements of the institution as well as all external matters within the purview of administration of the college leaving aside the academic matters. He also supervises the work of the non-teaching faculty of the college.

The Academic Dean supervises the overall academic activities of the institution working in close collaboration with the HoDs and teaching faculty.

The Programme Coordinator takes charge of all programmes and activities (cultural, co-curricular and extra-curricular) in the college.

The HoDs supervises and coordinates their specific department and manages the affairs of the department in collaboration with the faculty members.

The IQAC ensures the internal quality in the institution. The College administration as well as the IQAC works hand in hand

to ensure the best in the institution. The IQAC also takes into consideration the local community representative and their suggestions.

CEC (College Examination Committee): The Convener/Chair of this committee takes charge of all examination related activities in the college with the help of the other members and is responsible for all communications and transactions related to examinations with the University to which the college is affiliated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Considering the background of our college as an institution imparting quality education in Arts, Commerce, Science, Business Administration and Teachers Education, the College IQAC has identified the broad aim of perspective plan as follows:

- i. To institute a sustained quality system embedded with a conscious, consistent and programmed action;
- ii. To create an enabling academic environment for students embedded with sincerity, discipline and commitment;
- iii. To mold humane citizens of the nation;
- iv. To establish globally the brand image of the college;
- v. To emerge as a model college for commerce education.

To achieve these broad aims, a set of following objectives are identified to be achieved through this perspective plan over the next 7(seven) years:

1. To uphold continuously good academic performance;

2. To inculcate learner centric and effective teaching learning process;
3. To ensure transparency and credibility in the process of students' evaluation;
4. To develop a comprehensive system of student mentoring and student support;
5. To take care of horizontal and vertical upgradation of students considering the limits of time and expectations;
6. To create a research culture in faculty and students.
7. To launch value added and skills development programmes improving the employability of students;
8. To motivate students for self-employment and to enable them to emerge as entrepreneurs;
9. To involve a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning;
10. To empower faculty about emerging trend in their profession for academic advancement.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body:

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current

academic year is finalized. All new proposals are discussed and decisions is taken.

The IQAC of the college functions under the leadership of IQAC Chairperson, its IQAC Functions are:

- IQAC is responsible for fixing quality parameters for various academic and administrative activities
- Monitoring the organization of class work and related academic activities.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

Recruitment of Faculty/Supporting Staff.

- Advertisements are published in the state and national level newspapers.
- Interviews are conducted by a panel as per college norms.
- Preference is given to relevant qualifications, teaching, research and industrial experience.
- A demonstration is taken from each person to understand the teaching capabilities and competency.
- The selected candidates are required to attend the induction and refresher courses.
- Supporting staff are recruited by the panel consists of Principal, Vice-Principal and Chairman.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.holycrosscollege.in/my-holycrosss-details.php?page=welcome-note
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The Holy Cross College has effective welfare measures for the teaching faculty as well as for non-teaching staff and avenues for career development. Professional development is ensured through periodic training/workshops/seminars for teaching faculties. The faculty is encouraged to make academic advancement and supporting staff are encouraged to update their technical and administrative skills.

- The college has created a Welfare Fund from where interest free loans are given to all needy employees.
- All statutory welfare schemes such as Provident Fund (EPF) Casual Leave, Medical Leave, Special Leave, and Maternity/Paternity leave etc. have been implemented for the benefit of the staff.
- Incentives for research publication in peer reviewed and H/Indexed journals.
- Freedom to attend/organize national/international workshops/conferences
- Financial assistance to attend conferences/workshops/seminars.
- Paid leave for attending one academic programme in a semester
- Maternity Benefits for women employees.
- Annual staff picnics, occasional tours and common celebration of festivals.

Other Benefits

- Awareness programmes for Non-Teaching Staff
- Canteen facility at subsidized rates

- Celebration of festivals and National days
- Annual retreat and orientation for teaching and non-teaching faculty/staff every year.
- Performance appraisal for career progression of the faculty
- Free Transportation service for teaching and non teaching employees.
- Promotion from one level to another based on API based CAS.
- The selection of a non teaching employee to a particular grade is decided on the basis of his educational qualification and work experience.

File Description	Documents
Paste link for additional information	https://www.holycrosscollege.in/files_uploaded/Welfare%20Measures%2010-Sep-2021%2012-22-03.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

39

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Holy Cross College is in the processs of developing a system for Performance Appraisal System for teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Yes. Holy Cross College conducts internal and external financial audits regularly.

The Governing body has constituted the finance committee of Holy Cross College to take decisions on fiscal aspects. The committee prepares the institutional budget for every academic year and submits to the approval of the Governing body and Holy Cross Education Foundation. The financial statements are also certified by the Audit Firm and the Audit reports are issued every year. The accounts are regularly audited and whenever there are audit objections, systematic follow-up actions are initiated with the funding agencies to resolve the audit objection. The college conducts internal audit regularly in four quarters by constituting committee. The members of the committee meticulously conduct the internal audit of the departments, library and laboratory and submit the respective reports. The stock verification is carried out physically by the auditing team. The science and computer laboratories are also verified and need based inventory replenishment takes place to meet the demands. The funds received through various projects/schemes/programmes are channelized constructively and the utilization certificate is submitted to the funding agency with audited statements of accounts. The scholarship accounts are maintained by the college office. The college makes a transparent financial transaction through cheques, DD or NEFT.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Holy Cross College is able to implement various quality enhancement activities with its ability to mobilize resources with integrity in its functioning since its inception.

Mobilization of Grants

The college receives funds from various sources through an appropriate and feasible system.

- Management Grants
- Student fees
- Project funds received from funding agencies

Utilization of Fund

The grants received from various sources are used towards infrastructure augmentation. Specific Fund is used for giving prizes and scholarships and also for providing management scholarships for poor students. Funds specified for conducting Seminars/Endowments lectures, Workshops, extension activities, maintenance of the campus and improving the infrastructure facility. Welfare measures for the both teaching and nonteaching is also given by the management from the collected funds every year.

Remuneration and Reward

The salary for the self-financed staff is paid by the management. The funds are allocated to each department for organizing various academic activities such as conferences, seminars, workshops, training programmes and orientation programmes. The staff members are rewarded for the outstanding performance in academics, research, teaching, extension and in other academic facets (as per the institutional policy).

Annual Stock Verification

To verify all equipment purchased, management funds the annual stock verification is done with the finance committee. The laboratories are periodically inspected and a record of instruments is maintained.

Review of Policy

The finance policy framed states the channels and systems of governing the financial aspects of the institution by taking the growing needs of the institution. The finance committee host meetings periodically to assess the outcomes of the fiscal activities. The policy on fund mobilization and feasible allocation of resources is appraised every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Details of programmes conducted by the IQAC:

Name of the programme

Type of participants (teaching/ non-teaching/ admin/ students)

No. of participants

Name of resource persons

Period (date and year)

International webinar on Post Covid 19 HE System Teaching and Student 130

Prof Satyadeo Poddar, VC, MBBU &

Prof. Chandrika. B. Majumder, Dean, faculty of Arts and Commerce, TU &

Prof. Cristofer Scarboro, King's College, USA

Prof. Daniel Clasby, Chair of Faculty Council, King's College, PA, USA &

Prof. Marcin M, Poznan University of Medical Sciences, Poland

Prof. Seema Dhawan, HNB Garhwal university, Uttarakhand 22 July, 2020 Webinar on NEP 2020 Teaching 51

Dr. Fr. Benny K. John, CSC, Principal, HCC

Dr. Pankaj Chakraborty, Academic Dean, HCC

Dr. Sushobhan Sengupta, Head, BBA Dept, HCCA

Dr. Sandeep Roy Sarkar, Head, H. Phy, HCCA

Dr. Tomina NS, Head, B.Ed, HCCA 11 Nov, 2020 Two day Faculty Development Programme Teaching 45

Prof M.M. Semwal, HNB garhwal University, Uttarakhand &

Dr. Manish Das, Tripura University 16-17 July, 2021 Two Day National Level Workshop on IPR Teaching 222

Dr. Biswajit Ghose, Asst Prof, tezipur University,

Dr. B.K. das, Asst. Prof., MizoramUniversity,

Dr. Abhishek Chakraborty, asst. Prof, Christ University, Bangalore 30-31 July, 2021

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of Holy cross College continuously reviews and takes necessary steps to upgrade the teaching-learning process. The Academic Calendar is well prepared in advance for the ready reference of teachers and students which is displayed in the Institute website and being followed. For all newly admitted students, college IQAC organizes Orientation Programme, in which they are made aware of the college philosophy, the uniqueness of the education system, the teaching learning process, the system of continuous evaluation, compulsory courses, various co- curricular activities, discipline and culture of the institute, rules and regulations of institute, etc. All students are provided with the Student Diary that provides all details relevant for students. Department-wise timetable are submitted to the IQAC and further processed for circulation among the Students. Important announcements are made in the morning hours. Attendance and conduct of classes are monitored by the Academic Dean and HODs. Feedback from students is also taken individually by IQAC. Students are also free to use complaint box for any grievances, can approach the Department Head, Academic Dean as well as Principal. Feedback is properly analyzed and shared with the Dean, HODs and individual faculty members as and when required by the principal of holy cross college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

C. Any 2 of the above

**improvements Collaborative quality initiatives with other institution(s)
Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Holy Cross College accords utmost priority to the safety and security of not only the students but also of the staff, and ensures a vigilant system so that every student, especially girl students, will feel secured and protected to pursue their educational endeavors. In this regard myriad initiatives have been taken by the institution to foster gender equality and gender sensitization programs, thereby to ensure safety of girl students. The College has taken several measures to enhance safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing round the clock security. The ICC ensures that posters promoting gender equity & sensitization are placed on the Notice Boards. A Complaint Box is placed outside the office. Telephone / Mobile numbers of the ICC Chairperson and members are made available on the Notice Board, Directory & Website. Strict confidentiality is maintained by the ICC to encourage the complainant to lodge complaint without fear.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Holy Cross College facilitates several techniques for the management of degradable and non-degradable waste with a focus to reduce, reuse and recycle the waste. The college management has also advised to refuse anything which is not needed. The college has different dustbins to segregate the different waste like wet, solid, biomedical, etc from the science laboratories. Every day the waste is collected in separate bins and disposed to a place where it can be converted into manure. The college administration stressed that we should avoid plastic items to the best possible capacity and was suggested use utensils made of glass and metal.

For solid waste management different bins have been placed at different departments. This ensures that solid and wet waste is segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour.

For biomedical waste there is segregation of the waste as hazardous and non-hazardous or infectious and other hazardous wastes like plastic disposables, liquid waste, syringes, chemical reagents, biological wastes etc. For the personal protection it has been advised to use masks while handling the waste. Moreover, wearing head gears, eye covers, apron, gloves and boots as they help in fighting the transmission of infection.

The college has organized Swachh Bharat Abhiyan, and under this banner, the utility of recycling the solid and biomedical waste has been elaborated. People from different aspects of life delivered their talks about the proper usage of waste. Moreover, the NSS volunteers and NCC cadets have also demonstrated the proper procedure of disposing the waste in selected villages near the college.

The college is trying to get in touch with the state-level administration and their support to ensure that the waste is properly recycled. Rotaract Club has been formed to sensitize the public regarding waste management and disposals.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.holycrosscollege.in/files_uploaded/hcc_facilities.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College always encourages the students to organise and participate in different programmes organised by college, inter-college, university and other Government or nongovernment organization to make them sensitize towards cultural, regional, linguistic, communal and socio economic diversities. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities are celebrated. Students from various regional and cultural backgrounds participate in such programs and present their regional or cultural folk songs and dances.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation. The institution takes pride of raising up successful leaders among the students by conducting the Student Council election every year. The elected representatives are given leadership training and delegate the responsibilities of organising college programmes with the support of other student volunteers. Various departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are given below:

Blood donation camp; Van Mahotsav day; financial awareness interactive session; Swach Bharat Abhiyan; International Human Rights Day; World water day.

Apart from that, the counselling psychology center of the college constantly trying to help the students in different ways.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every culture has number of festivals and celebration has become a vital activity. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. The College makes tremendous efforts in celebrating the national and international days, events and festivals throughout the year. Throughout session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. Republic day is celebrated every year on 26th January in the college with great enthusiasm and pride. Independence Day is also celebrated on 15th August in the college with great enthusiasm. International Women day is also celebrated in our college on 8th March every year. International Yoga day is also celebrated on 21st June

every year in the college. The day aims to raise awareness of many benefits of practicing yoga. It is celebrated to spread awareness about importance and effects of yoga on the health of the people. Teachers day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. This day is celebrated to promote the values and principles of a true teacher. Holi, Diwali, Eid, Buddha-Jayanti, Gurunanks Birthday and Christmass are also celebrated every year in the college to decode the spirit of patriotism, ethics and moral values, duties and responsibilities, humanity, respect of teachers, cleanliness and health awareness, physical and mental fitness etc. among the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice: COUNSELING AND MENTORING SYSTEM FOR STUDENTS

2. Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counseling.

3. The Context

The administration of holy cross college, since its inception, have identified the students undergo various problems of stress- personal, academic, physical, mental, irrespective of their socio-economic background. Students are new to college life, culture and customs, It creates a lot of stress, especially to the students who are away from family for the first time, Students from educationally weak background feel complex and hesitations in class and unable to perform well due

to inhibitions. Considering the student-teacher ratio in classrooms, it is mostly difficult at times to give personal attention to students in class. One solution therefore, is a 'Teacher-Mentor' and a trained counselor who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

In Holy Cross College, center of counseling psychology headed by Smt Moushumi Jena, is taking care of those students who need expert help for different matters. The center of counseling psychology is an added support to the students so that they can overcome from any psychological obstacles.

4. The Practice.

- Each teacher is assigned around 7-8 students (varies from department to department) for the complete duration of their study.
- They meet at least once a month to discuss, clarify and share various problems which may be personal or academic, etc.
- The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.
- Their academic performance and other activities are all recorded.
- The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc on weekly basis
- The mentors also counsel the students in need of emotional problems.
- When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.
- Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.
- Chief Mentor of department takes the progress of counseling of students by mentors.

- Students problems are discussed with the departmental heads, other faculties and necessary action taken to solve it.

5. Evidence of Success

Evidence of success of the practice includes university ranks holders(three Gold Medalist; four Silver and two Bronze Medalist from different departments), better results in the examinations, improved attendance, less drop outs, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

6. Problems Encountered and Resources Required

This practice requires committed teaching staff that has the siren to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

1. Title of Best Practice - TEACHING - LEARNING PROCESS

2. Goal

- To ensure the completion of syllabus according to the academic calendar of College
- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching
- To improve pass percentage, average marks in each semester and enhance the number of ranks bagged by the college at the university level examinations
- To increase the placement of college as quality of students would be improved

3. The context

When the teacher and the student share a good bond and the

teacher understands the essence of education, the teaching learning process becomes more efficient and effective. Different teachers use different methods to teach in class. The learning environment and learning experience should be positive and this plays an important role in the teaching learning process. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adapt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching - learning needs to bridge.

4. The practice

- Academic calendar is planned by the respective department under the instructions of principal, vice-principal, academic dean and IQAC coordinator.
- Academic calendar is uploaded on the website for information to students, teachers and others.
- On the basis of that, every faculty prepares themselves in order to complete the syllabus which is monitored by the department head.
- The heads of different departments monitor the pace of coverage of the syllabus and other academic events.
- Timely Feedback (unstructured) is obtained from students regarding the content delivery by different teachers.
- Assignments, tests and evaluation are conducted at scheduled dates to improve performance in the semester - end examinations.
- Timeline of Assignments, syllabus coverage is monitored by Academic Dean at regular intervals
- Most of the class rooms are ICT ready and all the departments adapted their class room teaching with the help of ICT.

5. Evidence of Success

- All teachers have adopted modern pedagogic styles and ICT in their classes.

- Appropriately paced and timely completion of syllabus
- Increased attendance in the classes
- Improvement in results.
- Every year we have branch toppers and university toppers.

6. Problems encountered and Resources required.

This practice requires a monitoring system which can show the progress and gaps at each point of time. The institute ERP is serving the purpose but it needs up-gradations as the time changes.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Holy cross college believe that the colleges are not seats of learning but also promoters of cultural, social, spiritual and moral values of the country so as to enable the students to acquire a good character and a balanced personality. Holy cross college is a 1st private English medium college in the state of Tripura founded, animated and enlivened by the congregation of Holy cross with an aim to educate the whole personality of the youth, educating their hearts and minds. The quality education is provided through regular classes and by conducting various programs where students are fully involved. Various cleaning and awareness programs are conducted by the NCC and NSS unit of the college. Various Social Programs like Fresher's Welcome Teachers' Day and various Games Sports events like College Week, Inter class basketball tournament, volleyball, inter-class singing and dancing competitions etc, are organized with the help of students themselves. Staff and Students are sent to visit other institutions, colleges and industries through various Student Exchange programs, Field Trips etc.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future plans of the institute are primarily aiming at scaling the intellectual environment of the institute. This includes aiming at inducting a better quality of students, faculty and intellectual output. The institution plans to host conferences, seminars and workshops in the upcoming year. College is also preparing for Atal Ranking of Institutions on Innovation Achievements. Keeping the importance of online teaching in future in view, the IQAC is planning to make available the e-Content useful to the students by improving facilities of e-Content development. Community engagement on wide range of social issues through department-led field projects (students). To sign MoUs with various universities and institutions of India. The college plans to lay emphasis on the enhanced participation of the students in sports at national and international level.