



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		HOLY CROSS COLLEGE (AUTONOMOUS)
Name of the head of the Institution		Dr. Sr. Christina Bridget A.
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0431-2700637
Mobile no.		9600388007
Registered Email		office@hcctrichy.ac.in
Alternate Email		sr_biji@yahoo.com
Address		HOLY CROSS COLLEGE (AUTONOMOUS) TEPPAKKULAM POST TIRUCHIRAPPALLI - 620 002
City/Town		TIRUCHIRAPPALLI
State/UT		Tamil Nadu
Pincode		620002

2. Institutional Status																															
Autonomous Status (Provide date of Conformant of Autonomous Status)	24-Jul-1987																														
Type of Institution	Women																														
Location	Urban																														
Financial Status	state																														
Name of the IQAC co-ordinator/Director	Dr. A. Turin Martina																														
Phone no/Alternate Phone no.	04312704343																														
Mobile no.	9943584602																														
Registered Email	office@hcctrichy.ac.in																														
Alternate Email	iqac@hcctrichy.ac.in																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	http://www.hcctrichy.ac.in/Content/IQAC/AQAR/AQAR-2017-2018.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.hcctrichy.ac.in/IQAC/Academiccalendar																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>88.5</td> <td>2005</td> <td>20-May-2005</td> <td>14-Sep-2012</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.5</td> <td>2012</td> <td>15-Sep-2012</td> <td>15-Sep-2017</td> </tr> <tr> <td>4</td> <td>A++</td> <td>3.75</td> <td>2020</td> <td>14-Feb-2020</td> <td>13-Feb-2025</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	A	88.5	2005	20-May-2005	14-Sep-2012	3	A	3.5	2012	15-Sep-2012	15-Sep-2017	4	A++	3.75	2020	14-Feb-2020	13-Feb-2025
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3	A	3.5	2012	15-Sep-2012	15-Sep-2017																										
4	A++	3.75	2020	14-Feb-2020	13-Feb-2025																										
6. Date of Establishment of IQAC	10-Jul-2003																														
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation on Library Usage - I UG/PG/M.Phil Students	02-Jul-2019 3	1462
NAAC Sponsored National Workshop on Comprehension & Interpretation of the New Framework of NAAC	29-Mar-2019 1	60

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	CPE (Phase I)	UGC	2019 365	240000
Institution	CPE (Phase II)	UGC	2019 365	2712000

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

7

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

50000

Year

2019

12. Significant contributions made by IQAC during the current year(maximum five bullets)

o Workshops and Seminars on Quality related themes for Faculty, Administrative Staff and Students

o Facilitation and Creation of learner-centric environment and promotion of knowledge and technology and training for ICT based teaching and learning

o For improving the Quality of Teachers, Faculty Performance Index is derived from ? Online Feedback from Students, Peers, HoDs, Deans, Principal ? Online Self-Appraisal For improving the quality of achievements and progress of the Departments and College, ? Feedback collected from Examiners, Alumnae, Parents, Employers, is analysed and the necessary measures are taken.

o Conduction of Academic Audit and follow-up

o Preparation and Submission of AQAR as per the guidelines and parameters of NAAC and participation in the NIRF Ranking of Arts and Science Colleges

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

Plan of Action	Achivements/Outcomes
To plan and consolidate SSR to be submitted to NAAC for the 4th Cycle of Accreditation.	The Sub-committees according to NAAC Criteria consolidated the data from the year 2014 to 2019 according to the IIQA & SSR format.
To consolidate the data for AQAR report for the year 2018 - 2019	Organized Core committee meetings on 18th June, and from 25th June - 9th July, 2019

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Staff Council	23-Jul-2019

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission	21-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>HCC had a functionary MIS on SEDNA and BOSCO Network till 2017 2018 Enterprise resource planning (HCC ERP) software came into existence since 2017, which is the integrated realtime management of various processes mediated by software and technology using common databases maintained by a database management system. ERP integrates all facets of operation comprising • Online Admission Processing • Online HCC Calendar • Online Attendance Management • Online Timetable Generation • Online NME Registration • Online CIA Processing • Online Exam Registration • Online Hall Ticket Generation • Online Feedback Collection from students • Online Transfer Certificate/ Conduct Certificate/ Course Certificate Generation • Online Result Publication • Online Fee Payment Processing • Online Hostel Admission • Online Hostel Renewal Application for 2nd and 3rd year students • Online Faculty Performance Index (FPI) • Online quiz, Online Assignment • Online Certificate Course Registration • Online Internal Seating allotment • Online External Seating allotment • Online task management • Online grievance for students • Online Internal and External Exam For students (eg: Foreigners..ext.) • SMS notification to students and parents(for Attendance, ext.,) • Online Activity to staff • Online External Assessment Report (Individual, Consolidated, Supplementary mark sheets) • Online External Mark Entry • Online Assessment Report for University • Course Completed Report for University • Online Convocation registration • Online Convocation fee Payment • Online feedback Collection from out gone Students, parents, Staffs • Online Alumnae Registration and Payment • Online Hostel Fee Payment. • Library Management with RFID system</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

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

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BCom	UCO	Computer Applications	04/04/2018
BCom	UCO	Business Process Outsourcing	04/04/2018

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

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BSc	Biotechnology (UBT)	20/06/2018	Cell Biology (U18BT1MCT01)	04/07/2018
BSc	Biotechnology (UBT)	20/06/2018	Biological Techniques (U18BT2MCT04)	04/07/2018

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	(Vocation in Banking, Financial Services and Insurance)	07/04/2018
BCom	BPO	07/04/2018

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	BIOCHEMISTRY	27/06/2018
BCom	BPO	18/06/2018
BCom	BFSI	18/06/2018
MLibISc	LIBRARY SCIENCE	27/06/2018
BSc	BIOTECHNOLOGY	18/06/2018
BA	TAMIL	18/06/2018

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Women and Law	11/08/2018	60
Art and Craft	07/09/2018	257

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Chemistry	336
BASLP	Audiology	94

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

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

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Biotechnology	44	237	43
BASLP	Audiology	25	131	25

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4625	611	80	19	165

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
264	264	5	135	20	7

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

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

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

Mentoring system is a student centric practice followed in the College. Mentors meet their mentees twice or thrice a semester according to the schedule given in the College academic calendar. The mentees share their academic needs and difficulties with their mentors. Mentoring system provides an opportunity for identifying the varied academic /personal /financial needs and the difficulties faced by the students. The needy students are helped through guidance and suggestions. Students who are in need of psychological counselling are addressed by the counsellor in the counselling centre of the College. Mentor maintains the record of the mentees for all the three years. Mentee's record is a self-evaluative record maintained by the mentee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5273	264	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
268	264	4	37	127

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Vasumathi	Assistant Professor	TARE fellowship from SERB
2018	Dr. A. Leema Rose	Associate Professor	1. Doctor of letters from Ashcraft universty, London
2019	Dr. A. Leema Rose	Associate Professor	2. Bhartiya Udyog Ratan Gold Medal Award from GEPR, New Delhi

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BBA	UBA	I , III , V	20/11/2018	03/12/2018
BCom	UCO	I , III , V	20/11/2018	03/12/2018
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
3	5273	0.057

2.6 – Student Performance and Learning Outcomes

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

http://www.hcctrichy.ac.in/Academics/PO_PSO_CO

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UBA	BBA	Business Administration	55	52	94.55
UCO	BCom	Commerce	112	110	98.21
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2.7 – Student Satisfaction Survey

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

<http://www.hcctrichy.ac.in/Content/IOAC/AOAR/AOAR%20-%202018-2019%20-%20Student%20Satisfaction%20Survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

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

No
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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	Dr. V. Priya	Bose Science Society Fellowship No. (F585/BSS/2019)	22/06/2019	Bose Science Society
International	Dr.Sr.Isabella	Study Tour On History And	25/04/2019	College of Humanities and

	Rajakumari	Culture of UAE		Sciences Ajman University, Ajman
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3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	ICSSR/IMPRESS-Seminar	350000	350000
International Projects	365	UBCHE- Bamboo Grant	152670	152670
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

4

3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
One day seminar on Intellectual Property Rights and startups	Center for Research and Development	18/02/2019
Workshop on Web of Science and Remote X	Center for Research and Development	06/02/2018
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Outstanding effort in receiving a patent on A Novel compound and a process for preparation	Dr. Rajalakshmi	Holy Cross College (Autonomous), Tiruchirappalli, Trichy	15/03/2019	Staff
Bhartiya Udyog Ratan Gold Medal Award	Dr. A. Leema Rose	The Global Economic Progress and Research Association(GEPRA), New Delhi	27/10/2018	Staff
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
	Holy Cross	MHRD	Arts Wave	Recording,	21/06/2018

Institution Innovation Cell	Incubation Innovation Centre		Media	Music Programming, Capturing, RR Jingles, Dubbing, Voiceover, Karaoke, Cover Songs, Stereo 5.1 and 7.1, Mixing and Mastering	
Institution Innovation Cell	Holy Cross Incubation Innovation Centre	MHRD	Jaya Special School and Service Centre	To Serve Persons with Special Needs	25/06/2018

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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Zoology	6

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Audiology and Speech Language Pathology	4	2.52
International	Rehabilitation Science	15	2.52

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

Department	Number of Publication
Biotechnology	1
Economics	3

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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Process For Preparation Of A Novel Compound 17-[(E)-1,5 - Dimethyl-2-Hexenyl]-11-Hydroxy-5-(Hydroxymethyl)-13,14-Dimethyl-5,6,7,11,12,13,14,15,16,17-Decahydr	Published	305967	21/01/2019

o-3hcyclopenta[A]Phenanthren-3-One From Cassia Fistula Stem Bark With Anti- Diabetic Activity			
Process for preparation of a Novel Compound 17-[(2E,5E)-4,7-diethyl -1,8-dimethyl-2,5-n onadienyl]-11-hydro xy-5-(hydroxymethyl)-13,14-dimethyl-5, 6,7,11,12, 13,14,15 ,16,17-decahydro-3H -cyclopenta[a]phena nthren-3-one from Cassia fistula stem bark with anti- diabetic activity	Published	2881/CHE/2012.	14/12/2018
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Metabolism-dependent cytotoxicity of citrinin and ochratoxin A alone and in combination as assessed adopting integrated discrete multiple organ co-culture (IdMOC)	Gayathri L., Karthikeyan B.S., Rajalakshmi M., Dhanasekaran D., Li A.P., Akbarsha M.A.	Toxicology in Vitro	2018	2	Holy Cross College (Autonomous), Tiruchirappalli	2
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Experiment	Aloysius	Egyptian	2018	1	1	Holy

ntal and theoretical studies on the corrosion inhibition of vitamins "Thiamine hydrochloride or biotin in corrosion of mild steel in aqueous chloride environment	A., Ramanathan R., Christy A., Baskaran S., Antony N.	Journal of Petroleum				Cross College, Tiruchirappalli
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	56	39	102	38
Resource persons	15	15	44	122
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Dr. Viji Eugene	NCC, Best Cadet Training (Multiple Sessions)	3 TN AIR SQN (TECH) NCC, No.7, Emily Street, Gandhi Nagar, Crawford Colony, Trichy 620012	3000
PG Research Department of Rehabilitation Science	Therapeutic Interventions for Children with Special Needs	Rainbow Therapeutic Centre, Ph. No: 91 8940792352 E-Mail: srlourdes77@gmail.com	332000
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Dr. P. Swarna Kumari	Establishing Physiotherapy	MAX CARE Hospital, Anna	245000	600

	Intervention Programme for Children and Special Need	Malai Nagar, Tiruchirappalli, Phone No: (91) 94434 12395 E-Mail: maxcaretrichy@gmail.com		
Dr. Mary Jayanthi.M	Training CA Aspirants in Communication and Reading skills	The Institute of Chartered Accountants of India (ICAI) Bhawan, No.24, Lawsons Road, SBI Officers Colony, Tiruchirappalli- 620 001, Phone No: 0431 -2463166 E-Mail: tiruchirappalli@icai.org Website: www.trichyicai.org	5000	60
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3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Uyyakondan River Cleaning	Tiruchirappalli City Corporation	1	60
Consciousness on Good Touch Bad Touch for Govt. School Children	Young Indians, Trichy Chapter	1	7
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Participation in all round development of Local community and surrounding rural areas	Certificate of Appreciation	Office of the Commissionerate of GST and Central Excise	5236
Removing creepers from Keelavaladi pond	Certificate of Appreciation for Removing the creepers in the pond	Panchayat Secretary, Waladi Panchayat, Trichy	47
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swatch Bharat	Trichy Corporation	Swatch Bharat Summer Internship Program	5	94
Health and Hygiene	Joseph s Eye Hospital	Eye Screening Camp	2	4

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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
In-Plant training on "Ayurvedic Methodologies"	18 Students from II- M.Sc	Self	7
Collaborative Workshop on Career Guidance	III.B.COM - A: 56, III B.COM B : 57, III BCOM C - 58, III BCOM D - 46	Self	7

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
To impart clinical experience	Internship	Madras ENT Research Foundation- Chennai, Sankalp Learning Centre-Chennai, National Institute of Speech and Hearing- Trivandrum, HCC - Audio, HCC - Speech, MRM-7th Cross-Trichy, HCC Outreach-Trichy (11 Institutes)	05/07/2018	06/05/2019	AUDIOLOGY UG STUDENTS Abinaya, Sundari, Vinci, Priyanka, Ganga Devi, Veena, Janani, Sreeja, Jamima

To give hand on training in Media Exposure	Internship	Sapp Creations-Trichy, Kaviri Television-Trichy, Shine-Trichy, Blue Stary Studio and Framework-Trichy, S Television-Trichy, Inout Studio-Trichy, V2 Studio Film Makers-Trichy, Mirthi Media Center-Trichy, Al T elevision-Trichy, THE HINDU- Trich	22/02/2019	16/03/2019	VISUAL COMMUNICATION UG PG STUDENTS Abinaya, Abinisha, Aktchaya, Tarini, Jansi, Roshni, Vishnu, Janani, Muthu Thaiyal Nayagi, Arthy, Heera, Renuka, Revathi, etc., (64 STUDENT
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Tie- up with Hope for the Hopeless Home, Trichy-102	07/08/2018	Speak English with Confidence	25
District Central Library	12/04/2018	Workshop on Career Guidance	114

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
30417000	30417694

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	128405	2016611	2217	1173745	130622	3190356
Weeding (hard & soft)	29700	730000	210	55000	29910	785000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. (Sr.) Christina Bridget	Production and operations Management	CEC, MOOC	10/09/2018
Dr. Mary Mejrullo Merlin	Graph Theory	CEC, MOOC	10/10/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	612	11	1	2	0	2	21	100	3
Added	49	0	1	18	0	0	5	40	25
Total	661	11	2	20	0	2	26	140	28

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

140 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
eLibrary	http://library.hcctrichy.in:8082/Library/smiles/index.html

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6069000	6825803	7033000	7033301

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

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

<http://www.hcctrichy.ac.in/Content/IQAC/AQAR/Procedures%20for%20maintaining%20and%20utilizing%20Physical.%20Academic%20and%20Sports%20Facilities.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1.Management Scholarship and Support	1379	4081362
Financial Support from Other Sources			
a) National	Kalam Trust, Lions Club, ..	281	186052
b)International	International	1	11217
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Career Counselling	19/09/2018	910	Kaarlo training and HR Solutions, Pvt Ltd, Trichy.
Soft Skills Development	20/06/2018	340	Rexona Confidence Academy, Trichy.
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Coaching for NET/SLET and IAS	5081	Nil	Nil	Nil
2019	Department level Guidance for Competitive exams and Career Counselling	Nil	3708	12	366
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
WIPRO, Karvy,..	1755	338	Vinayak Infotech, LITTLE FLOWER HR.SE C.SCHOOL	102	28
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	B.Sc.	Chemistry	Gandhigram Rural University, Dindigul	PG Diploma in Sanitary Inspector
2018	5	BBA	Business Administration	SASTRA Deemed University	MBA
View File					

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

Items	Number of students selected/ qualifying
NET	9
GATE	1
Civil Services	1
View File	

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

Activity	Level	Number of Participants
Chem Fest (Chemistry) - Inter Collegiate Competition	State Level	275
DELANTERO' 19 (BBA)	State Level	350
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	37th National	National	1	1	17Z9060	M.Viji II B.Sc

	Senoir KYO RUGI10th National Senior POOMASE TAEKWONDO Championsh ip-2018					Zoology
2018	Invited for National Cultural Folk Festival at Udaipur- Silpagram Utsav 2018, Udaipur	National	1	1	16E4058	Violetma ry, III B.A
View File						

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

The College has an active Student Council and dynamic representation of students on academic and administrative bodies and committees of the institution. Student Council and Student Forum: The Student Council body constituted through a democratic selection process is an active bridge between the Management and Students. The Student Council Members (SCMs) work along with the rest of the Student Forum which includes the Fine Arts and Sports Secretaries, Part VI leaders of the Service Oriented Courses and other student leaders in the conduct of all the campus activities and major celebrations. They play a vital role in the conduct of the Student- Initiated Campaigns, Scintilla-Fresher's Day, Talentia-Fine Arts Festival, Annual Sports Day, General Assemblies, regional and national festivals, Inter-Departmental Competitions, Inter-Collegiate Events, Seminars and Conferences. The Council Members network effectively with the students through the class representatives and the leaders of the clubs and service organizations. The SCMs have frequent meetings on all matters regarding College activities with the Principal, Vice-Principals and Dean of Students. The Student Forum is conducted periodically where the students' suggestions and requirements are represented. The Student Council Members have a voice in the quality matters of the College.

Departmental Board of Studies (BoS): Every Department has a BoS which has, among others, maximum of two student members. This BoS is responsible for forming the curriculum / syllabus and the associated revisions/amendments. Student Representatives are encouraged to give suggestions in academic bodies like Board of Studies and Academic Council. Their feedback is taken into account in the upgradation of the Curriculum, Teaching-Learning Process and Infrastructure based on the need of present higher education, research and placement scenario. IQAC: Two students are members of IQAC and they contribute in the quality assurance process in academic and other related areas. Creative Campaigns: The Student Forum meet and interact periodically to represent suggestions and grievances to enhance the campus environment. The Student Council Members initiate creative campaigns to create awareness and productively address student related irregularities. To effectively and productively bring in change, the following campaigns and procedures are initiated by the students. The Council members conducted the 1. Anti-Ragging campaign to create awareness on zero tolerance to ragging in the campus 2. Anti-

Child labour campaign 3. Eco-friendly Initiatives such as Dim and Dip Day and No Vehicle Day to conserve energy. The Council Members along with 120 student volunteers reached out to the affected people through the Gaja Cyclone Relief in 2018. They did a damage assessment survey of the disaster and volunteered in the Rehabilitation process in the villages of Naduvasal and Thirumangudi. The Student Forum dynamically helps in enabling a student-friendly campus and work hand-in-hand with the management to develop and build Holy Crossians of Excellence.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

7365

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

847250

5.4.4 – Meetings/activities organized by Alumni Association :

Year	Alumni association meetings	Dates of meetings	No of members attended	
2018-2019	General Alumnae Meet	08.12.2018	443	
2018-2019	Malaysian Alumnae Chapter Meeting	13.11.2018	5	
2018-2019	Singapore Alumnae Chapter Meeting	15.11.2018	50	
2018-2019	Alumnae Meet @ Bangalore	06.05.2018	4	
2018-2019	Alumnae Reunion -Audiology	21.09.2018	10	
2018-2019	Alumnae Meet-Audiology	09.02.2019	16	
2018-2019	Alumnae Meet-BioChemistry	09.02.2019	32	
2018-2019	Alumnae Meet-Biotechnology	09.02.2019	10	
2018-2019	Alumnae Reunion -Botany	24.10.2018	6	
2018-2019	Alumnae Meet-Botany	09.02.2019	57	
2018-2019	Alumnae Reunion -Business Administration	24.10.2018	5	
2018-2019	Alumnae Meet-Business Administration	09.02.2019	96	
2018-2019	Alumnae Reunion -Chemistry	13.10.2018	41	
2018-2019	Alumnae Meet-Chemistry	09.02.2019	136	
2018-2019	Alumnae Meet -Commerce	09.02.2019	236	
2018-2019	Alumnae Reunion -Computer Science	20.10.2018	50	
2018-2019	Alumnae Meet -Computer Science	09.02.2019	113	
2018-2019	Alumnae Meet-Economics	09.02.2019	35	
2018-2019	Alumnae Reunion -English	13.10.2018	11	
2018-2019	Alumnae Meet-English	09.02.2019	92	
2018-2019	Alumnae Reunion -Maths	03.11.2018	11	
2018-2019	Alumnae Meet-Maths	21.09.2018	152	
2018-2019	Alumnae Reunion -Physics	27.10.2018	25	
2018-2019	Alumnae Meet -Physics	09.02.2019	70	
2018-2019	Alumnae Meet -Rehabiltation Science	09.02.2019	35	
2018-2019	Alumnae Reunion -Viscom	29.11.2018	8	
2018-2019	Alumnae Meet -Viscom	09.02.2019	20	
2018-2019	Alumnae Reunion -Zoology	08.09.2018	21	
2018-2019	Alumnae Reunion -Zoology	23.11.2018	33	
2018-2019	Alumnae Meet -Zoology	08.12.2018	26	
2018-2019	Alumnae Meet -Zoology	09.02.2019	34	
2018-2019	A Program on "Marital Counselling"	29.01.2019	30.01.2019	1150
2018-2019	Outreach Activity-I- For Rural School Students	08.06.2019	35	
2018-2019	Outreach Activity-II- Invited talk on "sound mind sound body"	29.06.2019	35	
	Supporting Staff			

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. Various academic duties and responsibilities are shared by staff who occupy important administrative positions such as Vice Principals and Deans. As part of participative management academic responsibilities are shared by staff who serve as Vice Principals and Deans. Till 2011-2012 there were only two academic

deans. Deans of Student Affairs and Extension were appointed in 2012- 2013 to strengthen participative management. The various Deans carry out their duties systematically. The Academic Dean take responsibility for academic planning and academic audit of the programs. They also restructure the curriculum and course pattern based on changing needs of the educational scenario. The Dean of Student Affairs monitors the student activities and supports the student welfare measures in the college. The Dean of Extension coordinates and monitors all the extension activities to create social awareness among students. To enhance research and consultancy the Dean of Research was appointed in 2017-18 and Centre for Research and Development was started and seed grant for research is provided to the self finance staff by the management. Research mentoring and plagiarism check are also facilitated. To facilitate international collaboration the Dean of International Affairs was appointed in June 2019. 2. Students also play an important role in the participative management and decision making for academic and other activities of the college. The student council members are allotted various portfolios such as Go-Clean Minister, Finance Minister, Information and Networking Minister, Discipline Minister, Women Empowerment Minister, Welfare Minister, Health Minister, HRD Minister and Education and Current Affairs Minister, to work on different aspects for the welfare of the students and the institution

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Nil	NA

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

E-governance area	Details
Nil	NA

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Sr. Christina Bridget	Principals Meeting, Bangalore	Management	11398
2018	Mr.. Suntharesan	RCI meeting, New Delhi	Management	8167
View File				

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

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2018	Two day training on Being a Holy Cross Leader of Excellence " .	00	11/06/2019	12/06/2019	64	Nil
2018	00	Training on Library Documentat ion of Records	19/09/2018	19/09/2019	Nil	13
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Training Programme on NAAC Process	233	15/06/2018	16/06/2018	2
UGC-HRDC, Refresher Course in Chemistry, Pondicherry University	2	08/06/2018	28/06/2018	20
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
264	264	127	127

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Teaching PROFESSIONAL • All benefits provided by the government given to aided staff (teaching and non-teaching)- Pongal bonus, DA arrears, health insurance, medical leave/maternity leave • Staff of the aided stream are encouraged to go for FDP, Orientation and Refresher programmes • On Duty leave/permission to attend Seminars/Workshops</p>	<p>Non teaching PROFESSIONAL • Recognition of achievements - Cashawards for 100 attendance and for 25 years service in the college. • All Government sanctioned benefits • Workshop on Safety measures • Training programme on Team Building • Allowed to pursue higher studies through distance</p>	<p>Students • Noon meal Scheme • Fee concession • Management Scholarship • Free education and free food for selected sports students • Loan books</p>

/Conferences at the National and International Level and as Resource

Persons/Consultancy within the campus and to other organizations • SEED money allocated for Research work for Self Financing staff, and financial support for aided self financing staff to attend seminars and Conferences (travel and registration expenses) • Recognition of achievements - cash awards for 100 attendance and for 25 years service in the college, and also for Ph.D.'s produced, major and minor projects received, awards received, book publication, patent received PERSONAL • A scheme of provident fund (EPF) was introduced for the teachers who work in the self financing stream, with the management contribution.

Henceforth they are eligible for pension and can avail loans. • Approval of extension of leave after Medical/Maternity leave for eligible staff • Counseling • Legal Aid • Health Insurance • Staff Tour once a year sponsored by the Management • Christmas Get together • In 2017 salary increase for self financing staff • Training in the language lab to hone their LSRW Skills • Permission to avail leave on loss of pay for Ph.D work. • Need based loan facility for management staff • Group insurance scheme for management staff • Maternity leave facility • Medical leave

education mode • Training for improving computing, communication skills and office filing systems. • Staff encouraged to write group IV exams for career promotion. PERSONAL • Counseling • Legal Aid • Health Insurance • Tour once a year sponsored by the Management • Loan Facility • Financial aid for their Children • Leave privileges • Christmas Get together • In 2017 salary increase for non-teaching staff • Language Lab coaching for children of Non teaching staff • Group insurance scheme for management Non teaching staff • Maternity leave facility • Medical leave

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Ms. Maimoona Begum (Chemistry)	50000	Endowment scheme
View File		

6.4.3 – Total corpus fund generated

286785

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Experts	Yes	IQAC team
Administrative	Yes	AG Chennai RJD Trichy	Yes	Samy Raju Audit Office Trichy

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

• Department level Parent Teacher Meetings are organised every semester where the Class Teacher informs the Parents about their wards progress and suggestions are invited from Parents. • Feedback from Parents are collected during the Parent Teachers Parent Forum Meet and responses are analysed for further action. • ASession on the topic "Parental Counseling" was conducted on 20thSeptember, 2018, for the parents of I year UG and PG students. Business Meeting of Parents Forum to elect the Office bearers of the Forum was held on 12th January 2019. (around 200 parents attended Parents Forum arranged a meeting on "Laws Pertaining to Women", on 27th February 2019 for final year UG Students.

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

• Workshop on Uploading and Maintenance Documentation of Databases • Training on Library Documentation • Orientation Programme on Simple Secrets of Happy Living - Motivational Talk

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• New Programmes introduced U.G: Biotechnology and Tamil, B. Com – BPO, B.Voc (BFSI) P.G: Biochemistry, Library and Information Science, Psychology, History M. Phil: Mathematics Ph.D: History, Economics, Visual Communication PG Diploma: Medical Laboratory Technology Add on courses: Medicinal herbs and mass cultivation, Event Management and Ecotourism • Establishment of Centre for Research and Development • A full-fledged Central Instrumentation Facility • Increased broad band lease line from 50 mbps to 140 mbps and campus Wi-Fi connectivity • Digitalization of library

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NAAC Sponsored National Workshop on Comprehensive Interpretation of the New Framework of NAAC	29/03/2019	29/03/2019	29/03/2019	60
2019	Post Test question analysis for alliance with Revised Blooms Taxonomy	18/02/2019	18/02/2019	18/02/2019	260

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Programme on Know Yourself	12/03/2019	12/03/2019	37	3
International Women's Day Celebration	08/03/2019	08/03/2019	5279	27
Basic Legal	20/02/2019	20/02/2019	37	2

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

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

Annual power requirement met by renewable energy resources -----
----- X 100 Annual
Power Requirement 186500 X 100 59 316100

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	85
Provision for lift	Yes	85
Braille Software/facilities	Yes	4
Rest Rooms	Yes	85
Scribes for examination	Yes	6
Special skill development for differently abled students	Yes	63
Any other similar facility	Yes	139
Ramp/Rails	Yes	85

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	10/03/2019	1	Removing Creepers in the Pond at Keela valadi, Lalgudi	Environmental Cleaning	48
2018	2	Nil	13/09/2018	1	Distribution of Palm Seeds at Taluthala patty village	Importance of Growing Palm Seeds	61

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
NA	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness Programme on Indian Laws	20/02/2019	20/02/2019	12
National Deworming day	10/02/2019	10/02/2019	250

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

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

- No Vehicle Day: Anti Pollution Activity** No Vehicle Day is planned on the last Tuesdays of every month where staff and students are encouraged to take up public transport and bicycles. The pollution in the campus to a considerable extent.
- Dim and Dip Day- Energy Conservation Activity** To create awareness on energy conservation Dim and Dip Day was observed on 27th March 2019 in Holy Cross College, Tiruchirappalli. At 9 a.m. the college implemented a power shut down for half an hour in the campus. Dim and Dip Day is conducted at regular intervals.
- Plastic Free Campus- Protecting Ecology** The use of Plastic is banned inside the campus. Instead Jute, Cloth or Paper bags, Files and banners are in vogue here. The college conducts awareness rallies regarding the harmful effects of plastic in the neighbourhood.
- Paperless Office and Classrooms** Through Enterprises Resource Planner ERP used for Staff and Students. Admission for College, Hostel and Hostel Renewal and Payment of fees done. Students can register Feedback, Grievances and Complaints. Students can view their calendar, Day order, Timetable and Notice Board. Students can register for various courses. They can attend quiz and download their Internal and External Hall Ticket through Online. The staff encourages submission of Assignments, field work and many research reports through Email, Blogs, Google Classroom and Smart Social Worker APP. Sharing files stored in the E-Mails. Nurturing Nature
- Saplings: Every year outgoing students are presented saplings of plants as mementoes and this year 1777 saplings were distributed to them.**
- Forest Day: World Forest Day was celebrated on March 21st 2019 by planting trees in the campus grounds.**

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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

Best Practice 1

- Title of the Practice: Question Bank for Summative Evaluation**
- Objectives of the Practice** What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)? The Question Bank is followed to Ensure quality, objectivity, reliability and validity of testing. Give adequate importance to significant concepts in the syllabus. Maintain novelty in question papers and avoid repetition of questions. Test all levels of intelligence. Enhance the teaching learning and evaluation process Avoid delay in the procurement of questions for setting. Be genuinely autonomous in evaluation process. Principle: Till 2017-2018 the question bank was prepared according to the Bloom's Taxonomy of intelligence and from 2018-2019 question bank is reframed according to the Revised Bloom's Taxonomy. When the syllabus is changed, necessary changes are

made in the question bank also. 3. The Context The practice of Holy Cross College is to spell out the Specific Outcome of Learning and prepare the question paper as per the Blue print. The college decided to prepare and use question bank for Major Courses for some UG Programmes. Challenges /Issues needed to be addressed during the preparation and implementation of the Question Bank: • Confidentiality of questions needs to be maintained. • Accessibility to the question bank should be limited to the CoE. • Software should be efficient and user friendly. • Questions must be error free. • Repetition of questions and questions that are out of syllabus should be avoided. • Challenging and mentally stimulating questions using the key words of Revised Bloom's Taxonomy are included. 4. The Practice Rigorous training has been given to the teachers in the process of framing questions for the Question Bank by the evaluation experts in their respective area of study. The questions are meticulously prepared by the subject teachers, verified by the peers and the Head of the Department and the soft copy of the same is handed over to the Controller of Examinations. No copies of question banks, either hard or soft, are kept in the departments. Every semester, the departments submit the syllabus and blue print for retrieving the questions from the question bank. Every year Question banks of Major courses are updated. Constraints - It requires dexterity on the part of the teacher to make appropriate use of this method. 5. Evidence of Success There were no complaints from students regarding use of question banks for external evaluation. Questions from every unit of the syllabus focuses on testing all levels of hierarchical thinking .Since answer keys are provided with the questions in the question bank, evaluation is objective. For revaluation for the examinations using question banks, the revaluation results show zero discrepancy. Since there is no repetition of questions, the novelty and the element of unexpectedness make the students study intensively and extensively .Students find the experience of writing these examinations using question banks challenging and rewarding. 6. Problems Encountered and Resources Required The practice of question Bank followed in the past was according to the Bloom's Taxonomy .With the introduction of the Revised Bloom's Taxonomy in 2017-2018 in the preparation of Lesson Plan and teaching learning situation the blue print also is also revamped to the Revised version of the same . As many staff who had received rigorous training in the setting of the question bank have retired, orienting the new staff in the college in the appropriate creation of the Question Bank is needed. Updating the syllabus according to recent developments also demands frequent changes in the question Bank. Best Practice 2 1. Title of the Practice: Holy Cross College Outreach Programme -RESCAPES (Rural Enrichment through Students Community Action Participation for Environmental Sustainability) RESCAPES is Holy Cross College's outreach Programme developed and designed in line with the institution's Vision and Mission. 2. Objectives and Principles: Objectives: • To train the students in multiple skills such as Resource mapping, Project planning, Designing and execution, Survey and Impact analysis, Report writing and interpersonal and team activity. • To encourage creativity in students and develop them into committed leaders for societal and environmental development. • To be a link between the Government authority and village community. • To enable the village community to become self reliant and sustain the eco system. • To materialize "Classroom to the Land" policy of Education. • To awaken Social and Eco Consciousness among students and rural community Principles: This Programme was successfully designed involving all the staff and students and was integrated into the curriculum. The UG students are given theoretical input, practical exposure and reporting through two SBE Courses and field work in the villages and PG students have 8 hours for field work to execute the project with appropriate strategies developed. In the curriculum two credits for the two SBE Courses and one credit for the field work is allotted for RESCAPES. 3. The Context RESCAPES emerged out of an interaction with experts in the International Conference on Sustainable Development and Management of

Natural Resources held from 15th to 17th March 2003 at Holy Cross College (Autonomous) Trichy. Experts' recommendations were on the conservation of ecosystem and their sustainability in India. This ignited the launching of the RESCAPES program on 06.07.2004 The issues addressed are: • Water and soil Conservation • Tree plantation • Kitchen gardening • Herbal Plants and Mushroom cultivation • Sustainable agricultural practices - Vermi compost, Panchagavya, Azolla cultivation • Health, Hygiene and Sanitation. The strategies adopted for village rejuvenation are: • Watershed and soil management. • Eco-friendly agricultural practices. • Use of non conventional energy. • Promotion of food security and • Development of infrastructure and easy access to markets. 4. The Practice: The college has adopted 23 villages in Manachanallur Block in Tiruchirapalli District. The UG students of Holy Cross College and the vulnerable and marginalized groups such as youth and children, women, farmers, unorganized labourers and Dalits from these villages were the target group for RESCAPES activities . The RESCAPES activities are planned for students in 3 stages viz., 1. Orientation, learning and training to the I UG students, 2. Field application and reaching out to the communities where the Second Year students spend 32 hours in field work in the adopted villages. The activities include exposure to the realities of rural environment, sensitization to special needs of the local communities. 3. Impact study and documentation were Third Year UG students undertake an impact study and prepare a report on the outcomes of the projects implemented in the village. Uniqueness of RESCAPES The RESCAPES program is 1. Institutionalized and inbuilt in the academic curriculum. 2. Involves the students and staff. 3. Integrates other extension services and clubs such as NSS, EXNORA, ROTARACT and RED CROSS and UGC funded major and minor Research Project for RESCAPES. 4. Links RESCAPES programmes to villages. 5. Evidence of Success Performance against targets: Target Group Performance oriented Activities College students Educational Camps, Terrace Gardening , Agricultural Farm Visit Rural school students Integrated Health Screening (BMI , HB, Speech and Hearing) Motivational Programme e.g. Your Dreams have power Awareness Programme on health , hygiene, environment etc. Youth Computer Literacy , Self employment training Rural Women Kitchen Gardening, Adult Education , Menstrual Hygiene , Breast Cancer Screening, Importance of Breast Feeding Rural Men Adult Education , De-addiction Programme, Training for Farmers Eco System Around 6,410 trees planted, Solid waste management , Eradication of Prosopis Julifera, Cleaning of Rivers 6. Problems Encountered and Resources Required • Availability of villagers only in the evening poses problems for the students to meet them as the students visit the villages only at day time. • Visit of the students to the villages is not a continuous process due to their academic schedule. • Difficulty in getting permission from the Government Officials and Village Administrative heads slows down the prompt delivery of the services. Resources required: • Financial aid for frequent transportation for taking students to and fro. • Human Resources (Coordinators) for execution of projects.

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

<https://www.hcctrichy.ac.in/NAAC/>

7.3 – Institutional Distinctiveness

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

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words Institutional Distinctiveness - The programme of Rehabilitation Science The Institution of Rehabilitation Science, directly works for towards the welfare of the differently abled thereby

fulfilling the vision and mission of Holy Cross College. In 1983, Christoffell Blinden Mission, an international Organization, which provides support to people with disabilities, chose Holy Cross College as its mission partner.

Subsequently, Holy Cross College worked with Bharathidasan University to develop programmes to produce professionals in the field of rehabilitation and special education. In 35 years, the Department grew substantially to offer UG, PG, MPhil, Ph.D and a number of need based certificate and diploma programmes recognized by the Rehabilitation Council of India becoming the first of its kind in Asia and was awarded the Special Grade Performance Rating in the area of Multiple Disability by RCI. It is a nodal agency for offering Bachelor in Special Education in distance mode for Tamil Nadu Open University and for a number of Governmental and Non-Governmental agencies for training personnel and undertaking services. Holy Cross Blossom Opportunity School and Rainbow Therapeutic Unit, are part of the Institute and serve as labs for practical training. The Institute -

- Provides quality education in the area of rehabilitation of disabled persons.
- Prepares skilled rehabilitation professionals.
- Sensitizes society about disability issues.
- Empowers disabled children /persons.
- Networks with Government and Non-Governmental Organizations.

Outstanding features of the Institute:

- Compulsory internship during the summer vacation for UG students.
- Students also get hands on training through Blossoms Opportunity School and Rainbow Therapeutic Unit.
- Blossoms school accommodates nearly 100 children with developmental disability.
- Rainbow Therapeutic Unit provides intervention, counselling and therapeutic services to children with special needs.
- Conducts many community awareness programmes and screening camps.
- Organises training programmes under the Sarva Shiksha Abhiyan.
- Staff and students exchange programmes with institutes abroad prove their quality.
- Edu-Tech Lab of the Institute, set up in association with the HEPSN Project of the Ministry of HRD, Government of India provides services to the disabled.
- Candidates from India and Abroad have registered for Doctoral degree under the Faculty. Many of the alumnae have established centres catering to all categories of disability in various parts of the country. They are also special educators, SSA co-ordinators, vocational and remedial instructors, low vision consultants, counsellors, psychological assessors etc.
- The alumnae are also in leading positions in Christoffell Blinden Mission and also work overseas.
- Many of them own their creative start-ups. An alumnae, Ms.Praveena has three schools and a success story of innovations.
- Indigenously designed sensory autos, other motivational and instructional innovations are aptly integrated in the start-up with modernized apparatus.
- The Institute's faculty are regular consultants to various organizations. In line with the mission of Holy Cross College the institute offers honorary consultancy services to set up organizations.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

Considering the feedback from the stakeholders, recommendations from the IQAC and the current faculty potential, the College has specific plans for future development in different areas as follows. 2. The Board of Management proposes to introduce MBA, BSc Food Technology and BSW programmes in the coming years. 3. The College considers further updating of its curriculum and syllabi to international standards. One of the means of achieving this is by setting up Boards of Studies with international experts. Provision for their participation will be made through video-conferencing. 4. The College is aware of the need for further updating the teaching learning process in line with the advancing IT technology. So far the ICT lessons were prepared on MOODLE template. The College is now considering the use of software with advanced facility to prepare ICT lessons. This would enable to design online courses. 5. The College is now considering on

line courses for interdisciplinary subjects. 6. Measures are to be taken through the Departments and Dean's office to encourage more students to avail the scope for credit accumulation and credit transfer within and outside the country. 7. Proposals are there to introduce examination reforms such as online examination in order to expose students to this practice and correspondingly to use OMR sheets for evaluation. 8. Efforts are to be taken to encourage faculty for publication in high indexed journals, apply for patents and copy rights and use their research outcomes for innovations and start ups. 9. All eligible departments are to be upgraded as recognized research centres and more faculty to become recognized guides so that more faculties will be able to qualify themselves with doctoral degree. 10. At least 5 Of the faculty are to be motivated to attain international recognition in teaching and research. 11. A comprehensive impact study is to be carried out in the adopted villages on the College extension project, RESCAPES to assess the achievement of the targets and to move to new villages, if necessary. 12. Faculty is to encouraged to undertake more consultancy service and generate resources. 13. Measures are to be taken to motivate and prepare students for national eligibility tests. 14. The College proposes a strategic plan of action to double the number of registered alumnae to start at least 5 more chapters. 15. Efforts are to to be initiated to mobilize resources from alumnae for their solid visible contribution to the College.