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ADMINISTRATIVE AUDIT REPORT
OF
HOLY CROSS COLLEGE, AGARTALA, TRIPURA

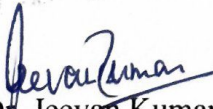
The Administrative Audit of HOLY CROSS COLLEGE, AGARTALA, TRIPURA was conducted from October 4-8, 2021. The team comprised

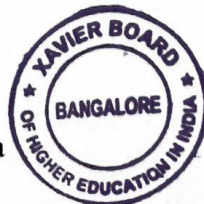
- Dr. D. Jeevan Kumar, former Professor of Political Science, Bangalore University, Bangalore, Karnataka, and Hon. Prof., Rural Development and Panchayat Raj University, Gadag, Karnataka, and
- Dr. Ms. Ordetta Mendoza, Member, Co-ordinator of Programmes, XBHEI and former Head, Post Graduate Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, XB-Administrative Audit, St. Xavier's College, Mumbai.


Prior to the visit, the College completed and submitted the Administrative Audit manual developed and deployed by Xavier Board of Higher Education in India, Bangalore.

Xavier Board of Higher Education in India records its gratitude to the Management of the College, The Holy Cross Educational Foundation, Tripura for the initiative to undertake the Administrative and Academic Audit of the College. The team places on record the tremendous work done by the Principal, the Vice-Principal, IQAC co-ordinator, faculty, administrative and supportive staff, students, alumnae and parents, in providing all the information required and continuing to keep the name of the College flying high.

The Audit was done ONLINE and began with a meeting with Principal, Dr. Fr. Benny K. John, who made a PPT presentation about the institution followed by an interaction with the audit team members. This was followed by meetings with the IQAC, Faculty members, Administrative and supportive staff, students, alumnae and a parent (Management Committee member) as well as a virtual tour of the various infrastructural facilities of the College.


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Holy Cross College, Agartala, Tripura, established in 2009 is affiliated to Tripura University (A Central University) and is situated on a verdant campus covering 10 acres. Additional land has been acquired and the institution is in the process of developing the same including setting up of a boys' hostel.

Governance and Management

It is owned and run by the Holy Cross Educational Foundation Tripura and is a minority, private, self-financing institution. The Institution is recognized by the UGC under 2(f) and 12B and was awarded 'A' grade (CGPA of 3.14 on a 4-point scale) by the NAAC in 2017.

The team noted the progress the College has made since the last accreditation in terms of increase in the number of new programmes, infrastructure/ number of faculty and students and the overall functioning of the college, quality initiatives and quality sustenance measures, in response to the recommendations of the NAAC Peer team in 2017.

The College has a campus area of 10 acres with a total built-up area of 7654.58 sq mts. The land area assigned for playgrounds is 1076.45 sq mt. The Institution has also purchased additional land of 27328 sq. mt. adjacent to the main campus, since the last accreditation?

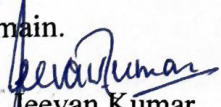
Infrastructure:

The College has sufficient number of rooms for the teaching- learning-evaluation process: 39 classrooms of which 17 have LED/LCD projectors, 01 computer laboratory, 07 science laboratories, 02 seminar / conference halls, and 09 examination halls. There is a common - rooms with separate cabins for faculty members, sufficient rest rooms, as well as a common hall for students.


Internal Complaints Cell (ICC) – Anti Sexual Harassment Committee, Anti-Ragging Committee and Grievance Redressal Committee have been set up and are functional. Information regarding these committees is available on the website of the College.

Programmes relating to Gender Sensitization are conducted regularly by the college.

The college publishes a Diary every year with all the necessary information regarding the academic functioning of the institution for the use of all stakeholders. The College Website is comprehensive and has information for faculty, students and public put forth in this public domain.


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Finance Committee

The College has a functional Finance committee which is a statutory body. The institution's Financial aspects are audited both by internal and external auditors and audit objections dealt with by the Management.

Examination system

The College has set up an Examinations Office with sufficient secretarial assistance. The testing and evaluation system follow a Continuous Internal Assessment (CIA) and External End Semester examination (ES) pattern as decided by the parent University. The pass percentage for the academic year 2019-2020 is 100% in all the branches of study except BA where it is 96%.

Faculty Profile

The college has a total strength of 39 faculty members (2019-2020) as against a sanctioned strength of 61, the percentage of full-time faculty thus being 63%. A good number of teachers have less than 3 years of service in the same institution.

Faculty support:

Faculty development programmes and workshops are conducted to improve faculty competence and functioning. Faculty are permitted to attend workshops and conferences /seminars outside the institution /state. They are given free WiFi connectivity; IT support and other facilities to pursue research.

Programmes in the institution


The college currently offers students 10 Undergraduate programmes in Arts, Science, BBA, B.Ed. and Commerce. Since the last accreditation the college has started 3 Undergraduate programmes.

Students Admission and Discipline

The College has an Admission Committee which meets whenever required. It plans and ensures implementation of the admission process as set out by the institution. There has been an


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increase in the number of students being admitted from 2017-18 and with the starting of new programmes. The number of sanctioned seats are not filled to capacity in many of the programmes.

Library and Learning Resources

The college Library houses several sections such as the stack room, reading and reference room, internet browsing section, etc. It uses the ILMS Libnet V.20 which was installed in 2016. It currently subscribes to the e-journals and other resources (NLIST and INFLIBNET). The Librarian is assisted by 2 library assistants. Over Rupees 20 lakhs has been invested in 2020-2021 buying books and journals as well as upgradation of library facilities.

Scholarships and Freeships for students.

The College disburses a huge amount of money as scholarships and freeships. Students also receive government scholarships. Fee waiver varies from 25% to 50% and is given on a case-to-case basis.

LMS and ERP


The college is currently setting up an ERP which will be made functional in the near future. There is no dedicated LMS in the institution.

Incinerator, barrier free walkways, ramps and lifts, alternate energy, sanitation and hygiene


The college has not installed incinerators but has barrier free walkways, a ramp at the main entrance and lifts for the use of staff and students and differently abled persons respectively.

The institution has set up alternate source of clean energy. It harnesses solar power and has adopted several energy conservation measures. LED bulbs have been installed in all the buildings to save energy. A number of programmes are organized for the students on this subject of environmental conservation.

There are sufficient washrooms available for the use of the faculty members, administrative and supportive staff, and students (separate for male and female). A few more need to be set up as the number of faculty members, non-academic staff and students is increasing.


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The institution also has several other amenities such as the Canteen, Bank and Wi Fi access. Internet access is through an Internet Leased Line of 100Mbps speed. The IT infrastructure in terms of hardware (servers, CPU's, storage, etc), and software (security firewall, etc.) are good.

Counselling Centre

The institution has set up a counselling centre and has appointed a full-time, qualified counsellor to cater to students' needs. This is the pride of the college and a good practice over the last many years.

Sports and games facilities

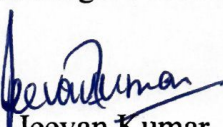
The institution has the space and provision with all amenities and facilities for sports and games such as basketball, throwball, volleyball and athletics. There is a fulltime sports director who is attached also to the Department of Teacher Education. Thus, students are equipped to participate in intercollegiate and university tournaments. A gymnasium is available for the students' use.

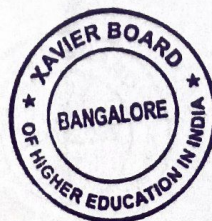
Extension Activities


The college lends itself to numerous extension activities. Student training programmes such as NCC and NSS are vibrant and active in the college. The NCC cadets have participated in several programmes including campaign against Plastics, Commemoration of important days of India's Freedom Struggle, etc. The students are not given any allowance towards participation in parades or for uniforms. The NSS volunteers undertake several activities pertaining to the betterment of society including a recently held State Youth Festival and distribution of health foods to COVID 19 victims. Yoga is another activity in which students participate actively.

Co-curricular activities

Numerous workshops, seminars and other programmes have been conducted in areas such as training in soft skills, personality development, career guidance, etc., by the various units of the college. Feedback from the students have been very positive on these initiatives.


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IQAC

The college has a functional IQAC. The Cell is set up as per the guidelines of NAAC and has students and alumni as members. The co-ordinator and deputy co-ordinator along with the other members meet regularly and organise programmes pertaining to internal quality assurance and sustenance in the institution.

Placement cell

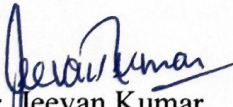
There is a placement cell in the college through which the college has taken the initiative to get students placed in jobs. About 3% - 5% of final year students have been placed in the last few years.

Alumni Association


The College has an alumni association named 'Basilians'. All final year students passing out from the College are given membership in the association. The College alumni association is an active and organizes several programmes. Its activities include annual meeting, celebration of Basilians night, and interactive sessions with the freshers during the orientation programmes as well as career guidance programmes. The Association functions from an office within the college premises.

Commendations


- The institution functions in keeping with its Vision and Mission statement and has a participative style of management.
- Management is financially sound and invests 100% of what it receives into the institution. It is also financially supported by the Holy Cross Educational Foundation.
- Programmes and other courses offered in the institution are relevant and in keeping with the Vision and Mission of the College.
- Well-developed infrastructure which is made use of to the maximum.
- Three new programmes and courses have been started on the recommendation of the last NAAC Peer team members.
- IQAC that has been set up as per the norms of NAAC and which is functional.
- Management encourages faculty to acquire higher degrees / additional qualifications.

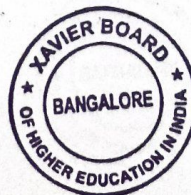

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- Professional development programmes for faculty, administrative and supportive staff are organised periodically
- Functional Admissions committee
- ERP is currently being developed and implemented with the help of a third party.
- Infrastructure facilities are being upgraded from time to time including a new 5-storied building.
- Counselling Psychology centre with professional counselling services which attracts a large number of students annually.
- Anti- ragging committee, anti-sexual harassment committee and other Grievance redressal mechanisms are in place.
- Several security measures including CCTV for women faculty members and students are in place and functional.
- Several scholarships and freeships (including free transport) have been instituted by the Management for Students.
- Welfare measures for non-teaching staff such as interest free loans and financial support for education of children have been set up and are being administered.
- Value education for students.
- Institution has to the best extent possible made its campus friendly for differently abled students with ramps and a lift.
- Environment conservation and sustainability measures have been implemented including alternate sources of energy, rain water harvesting, etc.
- Use of public and personal transport minimized with the institution having deployed 11 buses for transport of faculty and students.
- Canteen /Cafeteria, Banking and DTP centre were available on campus until recently when a portion of the campus was taken by the NHAI. The same are being relocated in alternative places on the campus.
- Sufficient toilets that are neat and clean and potable water for faculty and students.
- Sanitary napkin dispensers have been installed in relevant areas.
- Internet facilities for faculty (speed can be increased and extended to students)
- Dedicated administrative and supportive staff


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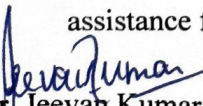



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- Availability of the faculty for students academic needs at all times.
- College has a Campus Maintenance Officer (Administrator) to takes care of the infrastructural facilities including landscaping, segregation of garbage, etc.
- Hostel facility for girl students.
- Yoga classes for girl students.
- Good rapport with the Alumni association.

Recommendations

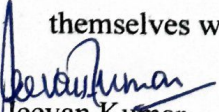
- HR and other policy decisions to be finalized and followed.
- Organizational structure maybe relooked at based on the suggestions given by the audit team during the interaction with the Management and other committees.
- Roles and function of various authorities in the college to be spelt out.
- All sanctioned teaching posts need to be filled up with persons having qualifications as per UGC's regulations.
- A planning and evaluation committee can be set up.
- More visibility for Anti-Ragging cell, and prevention of sexual harassment cell with contact phone numbers. Notices should be placed in strategic places on the campus.
- Institution must conduct programmes pertaining to gender equity and gender sensitization and put an annual gender sensitization plan in place as soon as possible.
- Women's Development Cell and a career guidance cell to be set up.
- Dept. of B.Ed. to be shifted to the main campus as soon as possible.
- Integration of the books and journals from the B.Ed. dept. with the main library to be done.
- Holdings in the main library to be substantially increased.
- Manual catalogue to be retained in the Library.
- Footfall to be increased in the library of both faculty and students. A Library hour may be assigned in the weekly class timetable.
- Internet speed to be a minimum of 50Mbps.
- Decrease the number of non-teaching staff in the institution, especially secretarial assistance for departments.

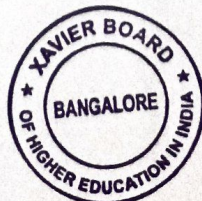

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- More programmes for professional development and welfare of non-teaching staff.
- More extension and outreach programmes to be initiated for students who are not in the NSS /NCC since all students need to be in some extension programme or the other.
- Two TV screens can be installed midway in the Auditorium to take care of the visual effect due to the length of the facility.
- Sports and games facilities to be improved.
- Examination office needs to be fully automated. An examination manual has to be written with all regulations of the University printed for the use of faculty and students.
- Continuous Internal Assessment marks of students need to be shown to the students before the final end semester exams.
- Begin a book bank scheme if possible, with the help of Alumni.
- Green audit to be conducted by the college in a systematic manner.
- IQAC to take care of quality initiatives and quality sustenance measures as proposed by NAAC. Action taken reports to be minuted at the meetings.
- IQAC Co-ordinator not to take up any additional position (Currently functioning as Academic Dean).
- The institution needs to request the University to compulsorily include Internship / field work / project as part of the course work in relevant courses and opportunities to be made available to the students for the same.
- More Science equipment needed in the departments of Botany, Human Physiology and Zoology.
- Computer Lab is not being made use of fully. The hardware needs to be maintained properly.
- Computer: Student ratio needs to be improved.
- Students require practical field experience, teachers may motivate students take up small projects beyond their curriculum.
- Inter-Department and Inter-Collegiate activities may be organized.
- Student journals for budding student writers.
- Student Satisfaction survey to be conducted every semester to help students familiarize themselves with objective assessment of the teaching-learning-evaluation process.


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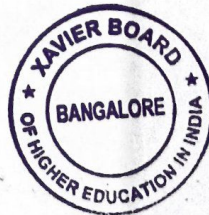

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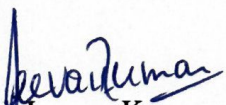
- Use of multimedia / ICT for teaching to be increased.
- Internet connectivity to be increased to >50Mbps.
- MOU's /agreements with other institutions need to be taken up on an urgent basis for both faculty members and students and activities conducted as soon as possible.
- Students need to be motivated to apply and participate in the government scholarship schemes.
- Faculty members need to increase research output and apply for grants / funding from government and external agencies.
- Use of alternate energy sources (solar) need to be implemented.
- More ramps and lifts need to be installed.
- Adequate number of toilets to be provided for students.
- A Gym lady instructor to be employed at least on a part-time basis.
- Placement cell to be made more functional and vibrant.
- ERP to be completed and implemented as soon as possible.
- NAAC Steering Committee to be set up as soon as possible. The chairperson to be a senior faculty member and not the IQAC co-ordinator.
- College to write to the Director General of NCC regarding providing refreshments and uniforms for cadets as well as commissioning of an officer.

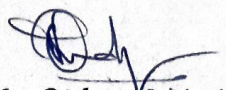
XBHEI congratulates and places on record the tireless services of the Management, Principal, IQAC, Faculty, students and other stakeholders without whom such progress of the college would not have been accomplished.

Date: Oct. 08, 2021

Place: Bangalore




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