

**Holy Cross College (Autonomous), Nagercoil.**

*Annual Quality Assurance Report*  
*(AQAR)*  
*2015 – 2016*

*Submitted to*  
*National Assessment and Accreditation*  
*Council, Bangalore.*

**Accredited by NAAC with A Grade – CGPA 3.34**

**Accreditation Date : 05-01-2013**

**Valid upto : 04-01-2018**

## **HOLY CROSS COLLEGE (Autonomous), Nagercoil -4**

### **AQAR 2015 -2016**

#### **Vision**

We the Crossians believe in sculpting the outside, in the light of that which is within. We strive towards a healthy and harmonious society envisioned by our foundress mother Claudine Echernier – an unlettered shepherdess who in her understanding and pure awareness established a direct contact with life. In tune with God's self emptying love (Kenosis) which is co-extensive with life, we groom our children to live in tune with existence, to build their homes on the bedrock of truth, to grow in universal consciousness, to witness things with an all comprehensive intelligence, to work with unbounded sensitivity, to act with a spirit of inquiry and to have a deeper perception of the unity of all knowledge, of life and love.

#### **Mission & Goal**

It is only in this state that they would be able to take a stand in the struggles of the disadvantaged and the marginalized. Higher education at our institution aims at tuning the heartbeats of our students with the pulse beats of the entire universe. They learn to enhance life, to create something new and beautiful, and to take their rightful place and responsibility in society.

#### **Objectives**

By tracing the underlying inner principle of unity of all knowledge, we offer roadmaps to our students in their journey towards building a new harmonious and sustainable society.

The two major Christian principles of seeing the kingdom of God within oneself, and being the light of the world have become our inspiration for social, ecological, psychological and economic regeneration. Our students move from character to consciousness, from competence to commitment and from sympathy to compassion. The all-round formation helps them transcend barriers with a cosmic view. Their knowledge expands to understanding. They learn to relate their knowledge to totality in every sphere – physical, mental, intellectual, supra-mental, personal and social.

# The Annual Quality Assurance Report (AQAR) of the IQAC

**2015 - 2016**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2015 to June 30, 2016)*

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

HOLY CROSS COLLEGE (AUTONOMOUS),  
NAGERCOIL

1.2 Address Line 1

KURUSADY

Address Line 2

ROCH NAGAR

City/Town

NAGERCOIL

State

TAMIL NADU

Pin Code

629 004

Institution e-mail address

holycrossngc@yahoo.com

Contact Nos.

04652 - 261473

Name of the Head of the Institution:

Dr. Sr. M.R. BASIL ROSE

Tel. No. with STD Code:

04652 - 261473

Mobile:

09487416509

Name of the IQAC Co-ordinator:

Dr. G. LEEMA ROSE

Mobile:

09791996553

IQAC e-mail address:

crossiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

13451

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

Ec/62/RAR/039 dated 5-1-2013

1.5 Website address:

www.holycrossnsl.in

Web-link of the AQAR:

http:// [www.holycrossnsl.in/AQAR](http://www.holycrossnsl.in/AQAR) 2013-14.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	***		1-2-1999	5 years
2	2 <sup>nd</sup> Cycle	B++		20-5-2005	5 years
3	3 <sup>rd</sup> Cycle	A	3.34	5-1-2013	5 years

1.7 Date of Establishment of IQAC: DD/MM/YYYY

18-06-2001

1.8 AQAR for the year (for example 2010-11)

2015 - 2016

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR \_\_\_\_27-7-2015\_\_\_\_ (DD/MM/YYYY)

#### 1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☒

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☐ No ☒

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

#### 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

MSW

#### 1.12 Name of the Affiliating University (*for the Colleges*)

Manonmaniam Sundaranar  
University, Tirunelveli, Tamil Nadu.

### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

UGC

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

✓

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

✓

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

13

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

23

2.10 No. of IQAC meetings held : 47

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff, Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ **Workshops**/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

- Two day workshop on Value Education
- One day workshop on Autonomy Extension
- One day national seminar on Teaching and Learning in 21<sup>st</sup> Century

2.14 Significant Activities and contributions made by IQAC

- Organized two day workshop on Value Education
- Organized a one day workshop on Autonomy Extension
- Organized a one day National Seminar on “Teaching and Learning in the 21<sup>st</sup> Century”
- Released the biannual newsletter.
- AQAR was sent to NAAC
- Formulated benchmarks on quality sustenance.
- Organized endowment lectures

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Outcome
English speaking as campus culture	Training given to the UG students on Communicative English. The art of reading English Newspaper is given to students. Every class is provided with The Hindu
Strengthening IQAC	Members from all departments are included and Infrastructure added
SWOC analysis	SWOC Analysis was carried out and the consolidated report was prepared in July
AQAR report to NAAC (2014-2015)	The AQAR report was sent on 27-07-2015
Proposal to UGC seeking financial assistance for organizing seminar	Proposal sent
Meeting the alumnae and other stakeholders	Had a meeting with the PTA and the alumni
Preparation for autonomy extension	Organized a workshop on Autonomy Extension
Consolidating the activities of departments and clubs and committees	Consolidated the activities during November 2015
Releasing the IQAC Newsletter for odd semester	Released the IQAC Newsletter on 23-12-2015
Analysing the odd semester result	The result analysis was done with the HOD's, Principal and COE
Feedback from alumni, parents and students	Consolidated the feedback from alumni, parents and students
Internal audit as per NAAC instruction	The Audit was conducted from 8 <sup>th</sup> Feb. to 12 <sup>th</sup> Feb. 2016
Periodical reminders and motivation to the staff on the activities	Received and verified the data on the activities
To get ready the AQAR and the even semester Newsletter	Consolidated the data for the AQAR and the Newsletter was released on 04-07-2016.

*\* Attach the Academic Calendar of the year as Annexure - attached*



2.16 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☐      Syndicate ☐      Any other body ☐      **Governing body**

Provide the details of the action taken

- Steps were taken to promote English as campus culture.
- Provided platform for E-learning
- Special training programmes and motivation talks were given to hone their skills and make them saleable in the job markets.
- Research activities were enhanced
- Regular intensive coaching for low achievers during the remedial programme.
- Based on SWOC analysis reforms were made
- Motivation and training for the staff on value education

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	4	-	-	-
M.Phil	4	-	4	-
PG	10	-	6	-
UG	12	-	6	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	-	1
Certificate	13	-	-	2
Others (Satellite)	-	-	-	-
<b>Total</b>	<b>44</b>	<b>-</b>	<b>16</b>	<b>3</b>
Interdisciplinary	2	-	2	2
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG – 12; PG – 10 M.Phil – 4 } 26
Trimester	-
Annual	COP (Certificate, Diploma, Advanced Diploma) - 15

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☒ Students ☒  
(On all aspects Annexure attached)

Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- M.A Business Economics and M.Sc Biotechnology are now renamed as M.A Economics and M.Sc Botany respectively. Special board of studies and an extra ordinary academic council meeting were convened for the same.
- Extra credits to students for active participation in clubs and committees, presenting papers in National and International seminars and also representing sports at State, National and International levels.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

M.Sc Mathematics

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
85	38	29	-	Librarian -1 Physical Director - 1

2.2 No. of permanent faculty with Ph.D.

48

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	16	0	0	0	0	0	0	1	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

6

0

68

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	55	137	39
Presented papers	22	42	0
Resource Persons	2	5	31

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Here in Holy Cross College we help the students to expand the horizon through digital, print and human resources. Smart classes, E-learning, ICT based teaching and learning, Exhibition, Power point presentation, Self learning course and Journalism –preparation of documentary, Internship program related to curriculum, Enacting literary works, composing poem, Lab to land projects, Biodiversity studies, field trips, industrial visits, Practical's both live and virtual mode, Skill based learning, Creative thinking, Group and individual projects, Quiz, Assignments, Group discussion, Role play, Peer review and peer teaching, Guest lectures, Endowment lectures, Training in labs outside the institution, pursuing high quality on line courses (MOOCs) and on line discussions.

2.7 Total No. of actual teaching days during this academic year

190

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double valuation  
Online multiple  
choice questions

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

137

2.10 Average percentage of attendance of students

90 %

2.11 Course/Programme wise distribution of pass percentage :

### Under Graduate

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Mathematics (Aided)	43	72.09	27.91	0	0	100.00
Mathematics (S.F.)	44	22.72	52.27	15.91	0	90.91
Physics	43	41.86	55.81	0	0	97.67
Chemistry	42	42.86	52.38	0	0	95.24
Botany	39	5.12	43.59	25.64	0	74.36
Zoology	40	12.5	40.0	25.0	0	77.50
Computer Science	46	26.09	73.91	0	0	100.00
History	31	6.45	22.58	19.36	3.23	51.61
Economics	37	8.11	35.14	27.03	2.70	72.97
English	47	10.64	74.47	14.89	0	100.00
English (S.F.)	54	3.70	46.30	46.30	0	96.30
Tamil	45	26.67	53.33	6.67	0	86.67
Commerce(Aided)	59	10.17	35.59	33.90	11.86	91.53
Commerce(S.F.)	56	0	23.21	33.93	0	57.14
Commerce with C.A.	42	0	47.62	28.57	0	76.19

## Post Graduate

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Mathematics	25	64.0	32	4.0	0	100.00
Physics	20	30.0	55	0	0	85.00
Chemistry	20	30.0	65	0	0	95.00
Zoology	18	38.89	55.55	0	0	94.44
Biotechnology	2	100	0	0	0	100.00
History	4	0	75	25.0	0	100.00
English(Aided)	24	20.83	79.17	0	0	100.00
English(S.F.)	29	34.48	82.76	13.79	0	100.00
Business Economics	5	40	60.0	0	0	100.00
M.Com.	28	3.57	89.29	7.14	0	100.00
M.S.W.	2	50	50.0	0	0	100.00

## M.Phil

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Physics	9	44.44	55.55	0	0	100.00
Zoology	4	75	25.0	0	0	100.00
English	15	66.67	33.34	0	0	100.00
Commerce	15	20.0	73.33	0	0	93.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- By Organising workshop/seminars to enhance
  - ICT enabled teaching
  - Teaching and learning in the 21<sup>st</sup> century
  - E-learning

- Obtaining self appraisal from the teachers to enhance teaching and learning
- Teachers are evaluated through feedback from students
- Learning is monitored through continuous assessments and low achievers are given extra coaching through remedial classes after their working hours.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	4
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	3
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	11
Others- Counselling	3

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	55	10	0	0
Technical Staff	1	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Promotion of quality research through “Crossian Research Forum”.
- Publication of Multi disciplinary bi-annual research journal – Crossian Resonance.
- Financial support to the students to present research papers outside the college.
- Extra credits for students who publish papers.
- PG students pursuing research projects in reputed institutions.
- Fixing benchmarks for all research related activities.
- All eligible staff to apply for guideship.
- Organizing International/National seminars by all the departments and publishing the proceedings.
- Honouring faculty who publish papers with high impact factor.
- Honouring guides when their scholars are awarded Ph.D.
- Staff members are motivated to author books and publish papers in International peer refereed journals.
- Both staff and students are encouraged to attend International and National Seminars.
- Eminent resource persons from reputed institutions address faculty to promote research.
- Our faculty serve as eminent resource persons in other institutions.
- Students are encouraged to do projects and publish their findings in seminars and journals.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	1
Outlay in Rs. Lakhs	-	-	-	35,78,500

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6	11	-	11
Outlay in Rs. Lakhs	24,000	26,58,000	-	46,60,300

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	59	53	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	31	63	2

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	U.G.C.	26,58,000	21,52,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy



### 3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1	9	4	1	1
Sponsoring agencies	-	-	-	-	-

### 3.12 No. of faculty served as experts, chairpersons or resource persons

43

### 3.13 No. of collaborations

International

-

National

6

Any other

3

### 3.14 No. of linkages created during this year

14

### 3.15 Total budget for research for current year in lakhs :

From Funding agency

13,30,000

From Management of University/College

Total

13,30,000

### 3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

### 3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
20	3	3	-	-	-	14

### 3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

21

59

### 3.19 No. of Ph.D. awarded by faculty from the Institution

6

### 3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="6"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="23"/>	Any other <input type="text" value="-"/>

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- ❖ Financial aid given to orphanage children through H. Share
- ❖ Projects on environment issues through Environmental Studies.
- ❖ Awareness given to students on social issues through clubs and committees and departmental associations.
- ❖ Awareness on childline & child protection
- ❖ Reaching the Unreached Neighbourhood programme for all II years forming children parliament in villages to enhance leadership qualities.
- ❖ Periodical visit to care homes.
- ❖ Knowledge through All India Radio
- ❖ Blood group identification camps, awareness and demonstration camps on – blood pressure, diabetes, stroke, cancer, pollution and adulteration of food to the local people.
- ❖ Human chain for HIV awareness
- ❖ Rally in view of the Road Safety Week
- ❖ Celebrated ‘Youth Awakening Day’
- ❖ National Voters day, EPIC enrolment carried out in the campus
- ❖ Green initiatives both inside and outside the college.
- ❖ Collection of ball point pens and safe disposal through the municipalities

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20	-		20
Class rooms	78	-	-	78
Laboratories	25	-	DST-FIST	25
Seminar Halls	3	-	-	3
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	60	-		61
	-	1	Autonomy	
Value of the equipment purchased during the year (Rs. in Lakhs)	32	8	Autonomy	40
Others	-	2 Lakhs	UGC XII Plan	2 Lakhs

#### 4.2 Computerization of administration and library

##### **Administration**

- Fully automated administrative system
  - Registration of application through software.
  - Online certificate verification system.
  - Scholarship through online
  - Computerized Accounting

##### **Library**

- Giving training regarding e-learning, e-reference to staff and students.
- Books bar-coded through Libware Software.
- Training on usage of Inflibnet and OPAC to the students and the faculty.
- Adequate, easy and fast access to the library's information resources.
- Computers with OPAC and internet connection.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44363	7827815	345	114511	44708	7942227
Reference Books	1987	668313	-	-	1987	668313
e-Books	75000	5000	11379	5000	86379	5000
Journals	6607	-	109	216759	6716	-
e-Journals	5000	5000	1247	5000	6247	5000
Digital Database	-	-	-	-	-	-
CD & Video	206	-	31	-	237	-
Others (specify)						
CCTV	15	-	-	-	15	-
Xerox Machine	1	-	1	89250	2	-
Bar Coder	2	28000	-	-	2	28000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	378	87	169	45	31	7	33	6
Added	39	-	4	-	-	3	19	13
Total	417	87	173	45	31	10	52	19

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- ICT enabled workshop and seminar
- Smart Class rooms, Wi-Fi facility.
- Training on usage of Infflibnet
- Internet Access and Training

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	1.2
ii) Campus Infrastructure and facilities	3.8
iii) Equipments	-
iv) Others	-
<b>Total :</b>	5

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

##### Awareness given to the students through Clubs and Committees:

- Providing platform for hone their skills both in the academic and non-academic arena
- Career Oriented Programmes
- Weekly Value Education classes
- Financial support to students who participate in intercollegiate competitions and national seminars
- Tapping skills through Certificate Courses
- Preparation for competitive and Bank Examinations
- Employment information and placement services
- Orientation to the freshers
- Take off with Spoken English offered for the I year UG students
- Communicative English classes
- Remedial coaching and peer teaching
- Intercollegiate cultural and quiz competitions
- Student administration day
- Daily newspaper(The Hindu – English edition) supplied to all the classes
- Summer training and internship programmes
- Freeship and tuition fee waiver
- Updated information to students on scholarship and Government schemes
- Psychiatric Counselling and medications
- Mentor ward system
- Staying in touch with the parents of wards
- Home visits by class teachers and principal and vice principal
- Prizes awarded to students for 100% attendance
- Buses, cafeteria, chapel, hostel, vehicle shed facilities
- Freeship for sports students

#### 5.2 Efforts made by the institution for tracking the progression

- Continuous Internal Assessment
- Sending report cards to parents
- Soft skill checklist
- Mentor ward record
- Award for the best usage of library
- Remedial programmes
- Guidance and counselling
- Multi-pronged feedback
- Periodical PTA meetings
- Quality circle meeting

5.3 (a) Total Number of students

2105	387	44	44
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(b) No. of students outside the state

5

(c) No. of international students

Nil

Men	No	%
	-	-

Women

No	%
2536	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
46	80	7	2324	9	2457	50	85	3	2398	8	2536

Demand ratio 1: 2.84

Dropout % - 0.03%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching in quantitative aptitude  
Coaching for Bank Examinations  
Giving awareness about IAS examinations  
Preparation for TNPSC and other Competitive Examinations  
Preparation for UPSC Exams  
NET/SLET/TET – coaching for PG students

No. of students beneficiaries

579

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

1

CAT

-

IAS/IPS etc

-

State PSC

-

UPSC

-

Others

-

## 5.6 Details of student counselling and career guidance

- Counselling on personality development, sex education etc.
- Personal psychiatric counselling and guidance
- Self awareness programmes to face the life's challenges
- Guidance and coaching to face competitive examinations
- Campus interview both within and outside the institution
- Skill based courses woven into the curriculum - Non major elective course and Skill Based Course
- Certificate courses to promote skill
- Career Oriented Programme on Journalism and Mass Communication and Clinical Chemistry
- Student Counselling centre

No. of students benefitted

1110

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	92	55	13

## 5.8 Details of gender sensitization programmes

- Awareness on Cyber Crime
- Awareness on the Constitutional Provisions for violence against women
- Awareness on the concept and achievements of feminism.
- Celebration of Women's day

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

20

National level

-

International level

-

No. of students participated in cultural events

State/ University level

86

National level

-

International level

-



5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	119	181650
Financial support from government	2055	9312448
Financial support from other sources	249	180000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_

- Quality of food in the hostel mess.
- Quality is improved by changing the menu and the catering service.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

- Empowered by the self emptying love of God and inspired by our mother Foundress Claudine Echernier the crossian family envisions a just and harmonious society, wherein all people live life to its fullness.

##### **Mission**

- Holy Cross College aims at forming well integrated persons who will strive to transform society, by meeting the challenges of life and taking a stand in the struggles of the poor and the marginalised.

#### 6.2 Does the Institution has a management Information System - Yes

- Administration procedures including finance.
- Student admission, student records, evaluation and examination procedures, research, results

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

- Curriculum revision is an ongoing process
- Board of studies and Academic council meetings
- Skill development programmes, orientation programmes and training programmes to enhance skills
- Executive skill development programmes
- Job oriented courses
- Need based revamping of syllabi
- NET, SET based syllabi
- Department wise training programmes to keep the teachers updated
- Internship programmes
- Lateral mobility where students get the taste of academic contacts entirely new to their major field of study.
- Vertical mobility through elective courses by all departments
- COP- Career oriented programmes.
- Quality sustenance through periodical audit
- Literary works capable of translating literature into purgative, redemptive, biospheric actions are prescribed
- World Literature introduced

- Seed money given by management for chosen curricular development programmes
- Roping in Industrialists and stakeholders in the board of studies
- Enrichment Courses
- Connecting theory with praxis through field trips, environmental related topics for research and hands on training programme.
- Salvaging our culture and way of life from crisis through value education classes

### 6.3.2 Teaching and Learning

- Smart class, ICT enabled teaching
- Tapping into multiple intelligences
- Group discussions, Peer teaching
- Text related films
- Conducting quiz / exhibitions / viva voce examinations.
- Seminars / Workshops / Symposia
- Remedial coaching
- Online quiz and assignments.

### 6.3.3 Examination and Evaluation

- Internal question setting.
- Central valuation
- Door valuation for Skill based course, Non major elective course, Human right education, Women studies and Group study.
- Capstone Project Evaluation
- Group study and team teaching
- Online quiz, open book examinations
- M.Phil. dissertations evaluated by internal & External examiners, Pre Viva-Voce review by a panel of faculty
- Publication of results within a month after the end semester examinations.
- Supplementary exam for backlog papers at the end of even semester. UG students (6 theory papers), PG students (4 theory papers)
- One CIA mandatory for sports students

#### 6.3.4 Research and Development

- Bi-annual peer reviewed research journal 'Crossian Resonance'
- Seminar organised by the Crossian Research Forum
- Release of seminar proceedings
- Research articles published as books
- Guiding UG, PG, M.Phil. and Ph.D scholars.
- Minor/major research projects freshly applied
- Staff and students presenting papers in seminars (National / International).
- Publishing papers in peer reviewed International journals
- Research as campus culture
- Research worthy theses of our staff digitized and uploaded by the respective research centres.
- Updation & revision of curricula carried in terms of current knowledge, National and International developments, social relevance and research development.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- 345 books worth Rs. 114511 are added to the library
- 109 journals worth Rs. 216759 added to the library
- One more CCTV installed in the library.
- Book bank facility in the library
- LCD TV installed.
- CCTV in the main block and in the bus stand
- Latest books on coaching for entrance services, remedial programmes, career oriented programme added.
- E-learning through e-portal.
- The quality and depth of our library resources are also a determinant of our research.
- An active readers forum and the annual 2 day celebration keeps the library vibrant.
- Our library has a new facelift with additional lighting, designer finish and lamp poles.

### 6.3.6 Human Resource Management

- Human resource team is responsible for the selection, training, assessment and rewarding of employees
- Orientation and counselling to staff (both teaching and non teaching)
- Staff as resource persons / selection /interview committee members/seminars
- Soft Skill Development
- On & off campus interview
- Personality Development programmes
- Orientation/Refresher courses
- Consultancy services
- Renewal programme for outgoing students
- Student administration practice

### 6.3.7 Faculty and Staff recruitment

Well qualified and committed faculty and staff are recruited as per the norms of the Directorate of Collegiate Education and the UGC. New recruits are given orientation programmes spoken English classes and technological training

### 6.3.8 Industry Interaction / Collaboration

- Summer Internship Programmes
- Industrial visits
- Talks by industrialist / visit to reputed institutions and industries.
- Capacity building programmes through various NGOs by MSW department
- MOU with IOB
- Collaboration with Oasis college for training
- Collaboration with Daffodils
- Collaboration with LEXETA
- Collaboration with VIT

### 6.3.9 Admission of Students

- Admission of students are made as per the Government norms for minority institution

#### 6.4 Welfare schemes for

Teaching	PF, Gratuity, Medical insurance,
Non teaching	Medical insurance, PF, Gratuity
Students	Merit cum means – scholarship, freeship, book bank, library loan book Student welfare schemes

#### 6.5 Total corpus fund generated

Rs.11,63,880/-

#### 6.6 Whether annual financial audit has been done

Yes

☒

No

☐

#### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	yes	IQAC
Administrative	-	Government	Yes	Provincial and her team

#### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

☒

No

☐

#### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Internal question setting and valuation for Part – IV papers
- Transparency in evaluation
- Only one CIA mandatory for sports students

#### 6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Freedom to start new courses
- University representatives for
  - Governing body,
  - Academic council Planning and evaluation committee,
  - Board of studies and award committee

#### 6.11 Activities and support from the Alumni Association

- Four executive meetings
- Target fixed for Golden Jubilee Rs. 10,00,000

#### 6.12 Activities and support from the Parent – Teacher Association

- Medal for Rank holders
- Meetings at regular intervals
  - 2 common meetings with the parents / wards.
  - 5 separate meetings with the parents / wards.

#### 6.13 Development programmes for support staff

- Personality Development Programmes
- Digital Literacy Programmes
- Renewal programmes

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Zero plastic campus and clean class rooms
- Students are instructed to bring lunch in boxes
- Zero plastic canteen
- During get-together banana leaves, steel plates and paper cups are used.
- Optimum use of one side used papers
- Enough and more dust bins to collect garbage in the campus
- Planting trees by the retirees.
- Distributing saplings to expand the green cover in the neighbourhood.
- Digital circulars to avoid the use of paper
- Eco-spirituality fed along with the academic program.
- Water conservation (rain water harvesting tanks)
- Energy conservation (solar electricity )
- Incinerator
- Dust bins in every class room
- Environmental audit/waste audit
- Data collected for fuel consumption in college buses.
- Vermi composting

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Department magazines and newsletters that display the innate talents of students. This venture helps our students see the strength with which they are blessed, without getting stuck to their limitations.
- Systematic and safe disposal of non-bio-degradable pens to prevent soil pollution.
- Tapping into salesmanship skills by organizing sales
- Faculty seeking to top up their skills and competencies through MOOC's.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- A sizeable portion of our faculty has published papers in peer reviewed, national and International journals.
- Paper presentations are on the rise. Stakeholders as well as outsiders seek expert opinion from our faculty. They go as resource persons to schools, colleges and other academic institutions.
- Instrumentation centre catering to public needs on demand.
- Every classroom provided with the English daily
- English speaking campus
- Executive skill developed through a week's programme by Lexican academy
- Staff and students clearing NET and SET.
- Remedial coaching
- Intensive E-teaching and E-learning

7.3 Give two Best Practices of the institution

- Mentor ward system
- Internship programmes, MOUs and tie-up with industries to meet employability demands

*\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)*



#### 7.4 Contribution to environmental awareness / protection

- Annual environmental audit, sapling distribution, expanding the green cover in the campus are regular features.
- Our motto is “Less cementing, more greening”.
- EVS paper mandatory for II UG students
- Eco spirituality taught in classrooms and lived by us.
- Placards with inspirational captions to instill ecosophy in young minds
- Eco texts prescribed for study. Capstone projects are mostly done on ecological issues.
- Eco-poetics and Bio-centric literature taught in humanities.
- Oxidation ponds, rain water harvesting tanks and litter free campus.
- Herbal garden to conserve endangered plant species.
- Safe disposal of non biodegradable waste.
- Planting trees.

7.5 Whether environmental audit was conducted?      Yes ☒      No ☐

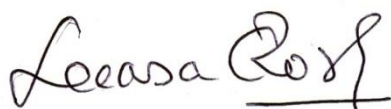
#### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Inter faith dialogues. Tie up with IWPG (International Women’s Peace Group) and Thiruvavur Peravai (A forum for peace harmony and tolerance).
- Synthesis of science and religion in research endeavours. Celebration of all National and religious festivals.
- Our golden jubilee key theme is “Education for peaceful co-existence”.
- Making students alive to the redemptive possibilities of the wild through wild life week celebrations.
- Multi-pronged feedback system to ensure peace and stability in the campus.
- Awareness on Multiple organ donation.
- Events and re-unions through alumnae association
- Freshmen acclimatization programmes and take off with spoken English classes for freshmen students to help them pick up transferable skills.
- Parent and community involvement during cultural extravaganza
- Retirees supporting the young work force
- Soft skills to enhance the core competence and confidence of the students.
- Free text books, tuition fee waiver, home-visits student welfare scheme, free concessions and endowment scholarships for needy students.
- Retreats and renewal programmes
- Staff and students pursuing high quality courses online with prestigious universities (MOOC’s). Also some have completed 2 to 3 courses.

## 8. Plans of institution for next year (2016-2017)

- Spoken English classes for all stake-holders in the campus.
- ICT enabled teaching learning
- CSIR, NET, SET coaching by respective departments.
- Construction of the Golden Jubilee Block
- Construction of guest rooms
- Archives in the library
- Appointing a full time technician for instrumentation centre
- Bank coaching for aspiring students
- Car pooling day and vehicle free day.
- Waste Audit
- *Parthenium hysterophorus* eradication in the campus
- Expansion of herbal garden
- Apiculture and Moriculture in the campus
- Planting reeds (*Typha* and *Canna indica*) to absorb detergent effluents in the campus

Name : Dr. G. Leema Rose



Signature of the Coordinator, IQAC

Name : Dr. Sr. M.R. Basil Rose



Signature of the Chairperson, IQAC

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## ANNEXURE – I

### Academic Calendar of the College

Month	Activity
June	<ul style="list-style-type: none"> <li>Recruitment of teachers</li> <li>Admission Committee meet</li> <li>Selection and admission process for the I UG and I PG</li> <li>Renewal programme for the faculty and the supportive staff</li> <li>Odd semester begins</li> <li>Result analysis was done with the HOD's, Principal and COE</li> <li>Orientation to the parents of freshers (I UG and I PG)</li> <li>Take off Spoken English</li> <li>H.share scheme</li> </ul>
July	<ul style="list-style-type: none"> <li>Orientation on Anti –eve teasing and Anti ragging</li> <li>M.Phil Viva Voce</li> <li>Classes begin for I PG and M.Phil</li> <li>Election of Student Council members</li> <li>Inauguration of clubs and committees</li> <li>Release of Crossian Resonance Biannual Journal</li> <li>Release of IQAC Newsletter</li> <li>SWOT Analysis</li> <li>Proposals to the UGC seeking Financial Assistance for seminars and projects</li> <li>Continuous Internal Assessment – I</li> <li>Submission of marks to Controller of Examination Office</li> <li>Reaching the Unreached Neighbourhood (RUN) programme commences - II UG classes</li> <li>Certificate course for the I UG classes</li> <li>Annual Quality Assurance Report to NAAC</li> </ul>
August	<ul style="list-style-type: none"> <li>Library Day Celebration</li> <li>Fine Arts Week Celebration</li> <li>Celebration of Founders day</li> <li>Independence day celebration</li> <li>Meeting with the PTA and alumnae</li> </ul>
September	<ul style="list-style-type: none"> <li>Continuous Internal Assessment – II</li> <li>Submission of marks to Controller of Examination Office</li> <li>Celebration of teachers day</li> <li>Institutional celebration</li> <li>Educational Tours for III UG and II PG</li> <li>Industrial visits</li> <li>Departmental seminar/ workshop/symposia</li> <li>Muthamizh vizha</li> </ul>
October	<ul style="list-style-type: none"> <li>Continuous Internal Assessment – III</li> <li>Submission of marks to Controller of Examination Office</li> <li>Intercollegiate Quiz</li> <li>Summative Examination begins</li> <li>Preparation for Autonomy Extension</li> <li>Departmental seminar/ workshop/symposia</li> </ul>
November	<ul style="list-style-type: none"> <li>Valuation of answer scripts</li> <li>Renewal programme for the faculty</li> <li>Even semester begins</li> </ul>

December	<ul style="list-style-type: none"> <li>• Award Committee meet</li> <li>• Examination Committee meet</li> <li>• Publication of results</li> <li>• Board of studies meet</li> <li>• Visit to the less fortunate and marginalized people in view of Christmas</li> <li>• Release of Crossian Resonance Biannual Journal</li> <li>• Release of IQAC Newsletter</li> <li>• NSS camp</li> </ul>
January	<ul style="list-style-type: none"> <li>• Result analysis was done with the HOD's, Principal and COE</li> <li>• Republic day celebration</li> <li>• Pongal celebrations</li> <li>• Continuous Internal Assessment – I</li> <li>• Submission of marks to Controller of Examination Office</li> <li>• Departmental seminar/ workshop/symposia</li> </ul>
February	<ul style="list-style-type: none"> <li>• Continuous Internal Assessment – I</li> <li>• Submission of marks to Controller of Examination Office</li> <li>• Graduation day</li> <li>• Sports day</li> <li>• Internal Audit</li> <li>• Departmental seminar/ workshop/symposia</li> </ul>
March	<ul style="list-style-type: none"> <li>• Women's day celebration</li> <li>• Continuous Internal Assessment – III</li> <li>• Submission of marks to Controller of Examination Office</li> <li>• College day</li> <li>• Endowment lectures</li> <li>• Green audit and waste audit</li> <li>• Feedback from all the stakeholders</li> </ul>
April	<ul style="list-style-type: none"> <li>• Valedictory of clubs and committees</li> <li>• Receiving data on the activities of the department and clubs and committees.</li> <li>• Summative Examination begins</li> <li>• Planning and Evaluation Committee</li> <li>• Finance Committee meet</li> <li>• Governing body meet</li> <li>• Preparation of annual plan for the year 2016-2017</li> </ul>
May	<ul style="list-style-type: none"> <li>• Valuation of answer scripts</li> <li>• Examination Committee meet</li> <li>• Award Committee meet</li> <li>• Publication of results</li> <li>• Preparation of AQAR</li> </ul>

**ANNEXURE - II**  
**Analysis of feedback from the stakeholders**

Sl. No	Stake holder	Aspect	Excellent (%)	Good (%)	Average (%)	To be improved (%)
1	Alumni	Curriculum	22	72	6	-
		Library	30	64	3	3
		Research	24	70	3	3
		Discipline	26	68	3	3
		Laboratory	24	64	6	6
		Canteen	-	30	45	25
2	Parents	Curriculum	20	60	10	10
		Teaching and Learning Evaluation	40	42	4	14
		Infrastructure	24	46	16	12
		Transportation	18	47	15	20
		Discipline	40	40	16	4
		Celebrations	30	40	16	14
3	Employer	Curriculum	10	75	10	5
		Skill	30	40	15	15
4	Students	Curriculum	10	70	15	5
		Teachers and Teaching	60	40	-	-
		Library	10	50	30	10
		Discipline	20	70	10	-
		ICT enabled	10	50	10	30
		Laboratory	-	50	20	30

## **ANNEXURE – III BEST PRACTICES**

### **1. Best Practices – Mentor Ward System**

#### **Goal**

In view of the vision statement we tune students to stay in touch with their existential intelligence so that they respond to life in a limitless way and live life in fullness.

Also the aim is to help them establish a just and harmonious society and live in peaceful co-existence. Our goal is to move from ambition to vision. Ambition is about more. But vision is about all.

#### **The context**

Education is a holistic concept. Dogmas, creeds and ideologies have only divided people. Our students are not automatons. Here at Holy Cross College we give information with awareness about self-knowledge. Mere information without self knowledge can be very destructive. We want our children to live in a war free society. Rigid discipline had always led to resistance and had built walls. Corrections through punishments are forceful, frightening and limiting.

In this context, we have introduced the Mentor – Ward System where mentors tutor students with understanding care and compassion. They travel along with them in their academic, personal, psychological and spiritual journey. No child is forcefully made to fit into any set pattern. Every student is allowed to blossom in her own way. Accessibility is ensured for dyslexics and the differently abled. We sculpt individuals integrated through intelligence. Discipline simply happens with empowerment throughout our three year long engagement with them.

#### **The Practice**

Each student entering the first year is assigned a faculty mentor who records her wards details in a mentor-ward record. Each member of the faculty has 10 students and she guides her ward into achieving her artistic goals and the goals of the programme.

The mentors meet their wards periodically, help them identify their intelligences and work towards materializing their goals and objectives. Guidance is given with regard to academic matters and if needed personal counselling is also given. Psychiatric counselling is also given, based on the need.

Parents are called for interactive sessions. With great intelligence, alertness and affection every child is studied and therefore this method does not follow any rigid system. High achievers are directed to gather and discuss data via face book, mobiles, twitter, crowd sourcing etc. Also they are encouraged to discuss online programmes, validate synthesize, leverage and communicate information. They share their ICT skills with students whose learning skills are slightly challenged.

## **Evidence of Success**

1. The overall performance of every student shows a phenomenal growth curve.
2. Optimum use of search engines to navigate information.
3. They learn to live in tune with consciousness in an expanded state of consciousness.
4. Boundaries blur and they realize their own potential. They seek the higher dimensions of life.
5. Morality disappears as consciousness flowers resulting in good health, happiness and harmony.

## **2. Internship programmes, MOUs and tie-up with industries to meet employability demands**

### **Goal**

In the present scenario where the skill-sets required for jobs are ever changing, it is the collective responsibility of both the academia and the industries to bridge the skill gap and promote Nation building. Our goal is to analyse and understand the market place requirements, pick the most important skill sets which can be incorporated in the curriculum and formulate methodologies to develop the skills through academic activities.

### **The Context**

The academia and the industries are playing the blame game saying that only 25% of the graduates are employable. Training graduates to suit industry needs is a shared responsibility. Both should work together for bridging the skill gap. Also additional qualifications to their CVS through several co-curricular and skill enhancement programmes could meet the employability requirements.

With this in view, Our college encourages students to take up internship programmes, has tie up with industries for hands – on- training, ropes in industrialists while framing the syllabi and also has MOU's with other Universities and organizations. Also there are a number of certificate courses, soft skill learning programmes, research paper presentations in reputed conferences along with faculty guide, publication of journal papers along with faculty guide, pursuing MOOC's certificates and taking part in national and inter-collegiate level competitions. During vacation students get hands on experience of working with industries and institutions and they produce their certificates in college. They serve as office bearers in clubs or societies and take part in team projects. Also they have a good working knowledge of communicating in English as they also go in for immersion programmes.

## **Evidence of Success**

1. Adaptive thinking and adaptability
2. Critical thinking and innovative skills, organization skills.
3. Communication skills and leadership qualities.
4. Saleability in the job market.
5. Campus placement on the rise.