

Holy Cross College (Autonomous)
Accredited with A⁺ by NAAC (CGPA 3.35)
Nagercoil, Kanyakumari District, TamilNadu, India.
Website: www.holycrossnagl.edu.in

Affiliated to
Manonmaniam Sundaranar University, Tirunelveli



Learning Outcomes-based Curriculum Framework (LOCF)
with Choice Based Credit System (CBCS)

GUIDELINES FOR POSTGRADUATE PROGRAMME

2023- 2026

Issued from
THE DEANS' OFFICE

Vision

Imbibing the Spirit of the Holy Cross, the institution envisions a harmonious society by empowering young women for global competency and ecological sustainability through holistic approach with innovative skills.

Mission

1. To provide quality education and to promote scholarly activities catering to global competency.
2. To nurture participatory leadership to enhance social consciousness and social responsibility.
3. To uphold ethical values of honesty, personal accountability and transparency through professional commitment.
4. To create global professionals and entrepreneurs with innovative spirit and zeal.
5. To create empowered women of competence, commitment and compassion.
6. To instill in students the awareness of inter connectedness between human and nature.

Graduate Attributes

Graduates of our College develop the following attributes during the course of their studies.

➤ **Creative thinking:**

Equipping students with hands-on-training through skill based courses and promote startup.

➤ **Personality development:**

Coping with increasing pace and change of modern life through value education, awareness on human rights, gender issues and giving counselling for the needful.

➤ **Environmental consciousness and social understanding:**

Reflecting upon green initiatives and understanding the responsibility to contribute to the society; promoting social and cultural diversity through student training and service learning programmes.

➤ **Communicative competence:**

Offering effective communication skills in both professional and social contexts through bridge courses and activities of clubs and committees.

➤ **Aesthetic skills:**

Engaging mind, body and emotions for transformation through fine arts, meditation and exercise; enriching skills through certificate courses offered by Holy Cross Academy.

➤ **Research and knowledge enrichment:**

Getting in-depth knowledge in the specific area of study through relevant core papers; ability to create new understanding through the process of critical analysis and problem solving.

➤ **Professional ethics:**

Valuing honesty, fairness, respect, compassion and professional ethics among students. The students of social work adhere to the *National Association of Social Workers Code of Ethics*

➤ **Student engagement in the learning process:**

Obtaining extensive and varied opportunities to utilize and build upon the theoretical and empirical knowledge gained through workshops, seminars, conferences, industrial visits and summer internship programmes.

➤ **Employability:**

Enhancing students in their professional life through Entrepreneur development, Placement & Career guidance Cell.

➤ **Women empowerment and leadership:**

Developing the capacity of self-management, team work, leadership and decision making through gender sensitization programmes.

PG Programme Educational Objectives (PEOs) ARTS & SCIENCE

PEOs	Upon completion of M.A./ M. Sc. /MSW Degree Programme, the graduates will be able to:	Mapping with Mission
PEO1	apply scientific and computational technology to solve socio ecological issues and pursue research.	M1, M2
PEO2	continue to learn and advance their career in industry both in private and public sectors	M4 & M5
PEO2	develop leadership, teamwork, and professional abilities to become a more cultured and civilized person and to tackle the challenges in serving the country.	M2, M5 & M6

PG Programme Educational Objectives (PEOs) – COMMERCE

PEOs	Upon completion of M.Com Degree Programme, the graduates will be able to:	Mapping with Mission
PEO1	utilize computational technology to solve social and financial issues and to pursue research.	M1 & M2
PEO2	exercise professional skills, values, team spirit and leadership to face challenges and to contribute building the nation.	M2, M4 & M5
PEO3	continue to learn and advance their career in industry both public and private sectors, government and academia.	M5 & M6

PG Programme Outcomes (POs) -SCIENCE

POs	Upon completion of M.Sc. Degree Programme, the graduates will be able to:	Mapping with PEOs
PO1	apply their knowledge, analyze complex problems, think independently, formulate and perform quality research.	PEO1 & PEO2
PO2	carry out internship programmes and research projects to develop scientific and innovative ideas through effective communication.	PEO1, PEO2 & PEO3
PO3	develop a multidisciplinary perspective and contribute to the knowledge capital of the globe.	PEO 2
PO4	develop innovative initiatives to sustain ecofriendly environment	PEO1, PEO2
PO5	through active career, team work and using managerial skills guide people to the right destination in a smooth and efficient way.	PEO 2
PO6	employ appropriate analysis tools and ICT in a range of learning scenarios, demonstrating the capacity to find, assess, and apply relevant information sources.	PEO1, PEO2 & PEO3
PO7	learn independently for lifelong to execute professional, social and ethical responsibilities promoting sustainable development.	PEO3

PG Programme Outcomes (POs) - ARTS

POs	Upon completion of M.A./MSW Degree Programme, the graduates will be able to:	Mapping with PEOs
PO1	enhance in-depth learning by using innovative technological	PEO1

	sources	
PO2	design and undertake individual research which will contribute to the future ideological and societal development	PEO1, PEO2 & PEO3
PO3	integrate various theories and methodologies relating to social and environmental contexts.	PEO 2
PO4	excel in competitive examinations, face interviews and handle real life situations.	PEO 2& PEO3
PO5	articulate critically to address the emerging national and global challenges with an ethical outlook.	PEO1, PEO2 & PEO3
PO6	perform the professionalism and team spirit and exhibit leadership, communication and managerial skills.	PEO 2& PEO3
PO7	learn independently for lifelong to execute professional, social and ethical responsibilities promoting sustainable development	PEO3

PG Programme Outcomes (POs) - COMMERCE

POs	Upon completion of M. Com Degree Programme, the graduates will be able to:	Mapping with PEOs
PO1	apply high level knowledge and skills in various fields of commerce	PEO1
PO2	Obtain opportunities in research, writing, communication and publication skills.	PEO2 &PEO3
PO3	identify and analyse functional management issues at various levels of career advancement	PEO2
PO4	develop competency and skills to pursue higher level programmes in commerce and industry	PEO2 &PEO3
PO5	function effectively as a member or leader in teams by demonstrating soft skills, coping skills and human values	PEO1, PEO2 & PEO3
PO6	sensitize professional ethics and societal needs which lead them for holistic development	PEO2 &PEO3
PO7	learn independently for lifelong to execute professional, social and ethical responsibilities promoting sustainable development	PEO3

Regulations for the PG Programme

1. Eligibility

(i) For Admission: A candidate who is a graduate of this college or any other recognized University in the main subject/subjects as given below against each or who has passed an examination accepted as equivalent thereto by the Syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

ARTS

S.No.	Name of the Programme	Eligibility	Medium of Instruction
1.	M.A. English (Aided & Self-Financed)	A pass in B.A. English	English
2.	M. A. History (Self-Financed)	A pass in B. A. History	English
3.	M.A. Economics (Self-Financed)	A pass in B.A. Economics	English
	M.Com.	A pass in B. Com. / Bank Management /Computer Applications/ Financial	

4.	(Self-Financed)	Management/B.Com. (Applied) /CA-Operation/ B.B.A. and other related Programmes equivalent to B.Com.	English
5.	MSW (Social Work) (Self-Financed)	A pass in any degree	English

SCIENCE

S.No.	Name of the Programme	Eligibility	Medium of Instruction
1.	M.Sc. Mathematics (Aided & Self-Financed)	A pass in B.Sc. Mathematics	English
2.	M.Sc. Physics	A pass in B. Sc Physics/ B.Sc. Electronics/ Applied Physics / Four year Physics (Honours)	English
3.	M.Sc. Zoology	A pass in B.Sc. Zoology	English
4.	M.Sc. Chemistry (Self-Financed)	A pass in B.Sc. Chemistry	English
5.	M.Sc. Botany (Self-Financed)	A pass in B.Sc. Botany	English
6.	M.Sc. Computer Science (Self-Financed)	A pass in B.Sc. Computer Science	English

ii) Degree

The candidates shall have subsequently undergone the prescribed Programme of study in Holy Cross College (Autonomous) affiliated to the Manonmaniam Sundaranar University for a period of not less than two academic years comprising four semesters, passed the examinations prescribed and fulfilled such conditions as have been prescribed there of.

2. Duration

The duration of PG Programme is for a period of two years. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd semester shall be from June to October / November and Even Semester shall be from November / December to April. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each Semester (excluding the days for the conduct of end-semester examinations).

3. LOCF with CBCS

Learning Outcomes-based Curriculum Framework is a student-centric teaching and learning methodology where the course delivery and assessment are planned to achieve, stated objectives and outcomes. It focuses on measuring performance of the student i.e. outcomes at different levels. The main feature of the CBCS is to make postgraduate education student centric, allowing students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

In keeping with the spirit of CBCS based on the norms of UGC, the curriculum has been restructured once in every three years since the college was conferred with the autonomous status in 2007- 2008.

A PG student may take up an Internship/ Summer Training Programme relevant to the subject in any reputed institution for a period of twenty-five days, in order to develop knowledge and skills, and equip for career. This programme was included within the curriculum with one credit under curriculum restructuring from 2011-12.

4. Courses

I. Curricular Courses:

The following are the various categories of courses offered in the PG programme:

(i) Core Courses & Core Lab Course:

These courses should compulsorily be studied by a candidate as a core requirement. Lab Courses are integral for science disciplines They provide basic understanding of the main discipline.

(ii) Elective Courses:

The college provides all information to students regarding Elective Courses as to enable them to choose the relevant ones.

(iii) Core Research Project:

Each candidate shall be required to take up an individual project of regional relevance and submit it at the end of the third semester. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. The Project will be evaluated by an internal and an external examiner nominated by the Controller of Examinations. The candidate concerned will have to defend her Project through a Viva-voce.

(iv) Skill Enhancement Course (SEC):

These courses focus on developing skills or proficiencies in the student, and aim at providing hands-on training.

(v) Internship:

Internship during the first year vacation, i.e. during summer vacation between semester II and III for at least twenty five days, will help the students gain valuable work experience, that connects classroom knowledge to real world experience and to narrow down and focus on the career path. Internship Report should be submitted to the Controller of Examination through respective departments.

II. Co-curricular Courses:

(i) Life Skill Training I & II: (1 credit each)

Life Skill Training is offered to the PG students in order to mould them into responsible individuals. External Examination is conducted at the end of the II & IV Semesters.

(ii) Field Project:

Minimum seven days with one credit is mandatory for all I PG students to undertake at the end of semester I which has to be relevant to society.

(iii) Specific Value-added Courses:

Students have to undergo the courses in the discipline.

(iv) Generic Value-added Courses:

Students can choose the courses offered by the institution.

(v) Massive Open Online Courses (MOOCs):

The students have to undergo any 4 weeks course of their choice to earn the mandatory 1 credit. They can earn extra 2 credits by completing 8 or 12 weeks course (maximum 2 courses).

(vi) Community Engagement Activity (UBA)

This extension activity is offered for 30 hours.

(vii) Library Hour:

One hour per week is allotted as library hour which can be allocated by the departments.

5. Course Coding and Classification:

The following code system (11 alphanumeric characters) is adopted for Post Graduate courses:

Department Code	PG	Year of Revision	Semester	Course Specification	Course number
X	P	23	1-4	CC/CP	1,2,3 etc

Course Specifications:

CC - Core Course

IS- Internship

CP- Core Practical

SE – Skill Enhancement

RP- Research Project

FP- Field Project

6.Course Classification

The courses offered are classified as New Courses, Multidisciplinary, Interdisciplinary and Industry 4.0, as courses catering to Employability, Entrepreneurship and Skill Development, as courses of local, national, regional and global relevance and, as courses based on Cross Cutting Issues such as Gender Equity, Environment and Sustainability, Human Values, Professional Ethics and Indian Knowledge System.

7.Course Structure**(i) Curricular Courses:****Distribution of Hours and Credits**

Course	SEMESTER				Total	
	I	II	III	IV	Hours	Credits
Core Course & Core Lab Course	7(5) + 7(5) + 6(4)	6(5)+ 6(5) + 6(4)	6(5) + 6(5) + 6(5)	6(5) + 6 (5)+ 6(5)	74	58
Elective Course	5 (3) + 5 (3)	4 (3) + 4 (3)	4(3) -	4 (3) + 4(3)	30	21
Core Research Project		-	5(4)		5	4
Skill Enhancement Course		4 (2)	3 (2)	4 (2)	11	6
Internship			(2)		-	2
Total	30 (20)	30 (22)	30 (26)	30 (23)	120	91

Total Number of Hours =120**(ii) Co-curricular Courses**

Course	SEMESTER				Total
	I	II	III	IV	Credits
Life Skill Training –I	-	(1)	-	-	1
Life Skill Training –II	-	-	-	(1)	1
Field Project	(1)		-		1
Specific Value-Added Courses	(1)		(1)		2
Generic Value-Added Courses		(1)		(1)	2
Massive Open Online Courses (MOOCs)		(1)		(1)	2
Community Engagement Activity (UBA)		(1)			1

Total Number of Credits = 91 + (10)

Non-academic courses are mandatory and conducted outside the regular working hours.

8. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and a quantum of work a student is required to put in for a particular course. The credits of a Course should be less than the hours allotted to it. The total minimum credits, required for awarding PG Degree is 91 + (10).

9. Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

i. **MOOCs / Self –Learning Courses**

1 credit for a course (Maximum 2 credits)

ii. **Sports Representation** – (Maximum 5 credits)

International level	- 5 Credits
National level	- 4 Credits
State level	- 3 Credits
University level	- 2 Credits
District level	- 1 Credit

iii. **Research Articles:**

Publication in Journals (International/National) (max.3 papers)

Peer-reviewed journals or any journal with ISSN/ ISBN - 1 credit.

SCOPUS / Web of Science (Science Disciplines) and UGC Care List – Category II (Arts and Humanities Disciplines) - 2 credits

Presentation in Seminars/ Conferences/ Workshops/ Webinars

1 credit for a research paper (Maximum 2 credits)

iv. **Entrepreneurship Initiatives:**

Founders of Start Steps: 2 extra credits

Co-Founders of Start Steps: 1 extra credit

Udhayam/MSME Registered Start Steps and Small Scale Industries: 3 extra credits

Innovative Start Steps with Successful Business Scaling (turnover of ₹1 lakh or more per year): 5 extra credits

10. CBCS for PG Programme

Components	No. of Courses	Credit/Course	Total
Core Course/Lab Course	12	4-5	58
Elective Course	7	3	21
Core Research Project	1	4	4
Skill Enhancement Course	3	2	6
Internship	1	2	2
Co-curricular Courses			
Life Skill Training	2	1	2
Field Project	1	1	1
Specific Value-added Course	2	1	2
Generic Value Added Courses	2	1	2
Massive Open Online Courses	2	1	2
Community Engagement Activity (UBA)	1	1	1
Total			91 + 10

11. Pedagogy

Each Course is designed with Lectures / Tutorials / Laboratory or Field Work / Seminar / Practical Training / Assignments or Report Writing/ Book review / Group Discussion/Flipped / Blended/ Open Book test/ Problem Solving/ Inquiry based Learning/ Debate/ Experiential Learning etc. to meet effective teaching, learning and evaluation requirements.

12. Examination Pattern

Curricular Courses:

i) **Core Course / Elective Course**

Internal: External–25:75

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

Components	Marks
Internal test (2) (40 marks)	10

Quiz (2) (20 marks)	5
Seminar (10 marks)	5
Assignment: (Model Making, Exhibition, Role Play, Group Discussion, Problem Solving, Class Test, Open Book Test (Minimum three items per course) (30 marks)	5
Total	25

Question Pattern

Internal Test	Marks	External Exam	Marks
Part A 4 x 1 (No choice)	4	Part A 10 x 1 (No choice)	10
Part B 2 x 6 (Internal choice)	12	Part B 5 x 6 (Internal choice)	30
Part C 2 x 12 (Internal choice)	24	Part C 5 x 12 (Internal choice)	60
Total	40	Total	100

ii) Core Lab Course:

Ratio of Internal and External= 25:75

Total: 100 marks

Internal Components and Distribution of Marks

Internal Components	Marks
Performance of the Experiments	10
Regularity in attending practical and submission of records	5
Record	5
Model exam	5
Total	25

Question pattern

External Exam	Marks
Major Practical	75
Minor Practical / Spotters /Record	
Total	75

iii) Core Research Project:Ratio of Internal and External **25: 75**

Internal (Supervisor)	Marks
I Review	5
II Review	5
Report	15
External (External Examiner)	
Report	40
Viva-voce (individual, open viva-voce)	35
Total	100

iv) Skill Enhancement CourseRatio of Internal and External = **25: 75****Internal Components and Distribution of Marks**

Components	Marks
Internal test (2) – (40 marks)	10
Quiz (2) – (20 marks)	5
Assignment: (Model Making, Exhibition, Role Play, Album, Group Activity (Mime, Skit, Song) (Minimum three items per course)	10
Total	25

Question Pattern

Internal Test	Marks	External Exam	Marks
Part A 2 x 2 (No Choice)	4	Part A 5 x 2 (No Choice)	10
Part B 3 x 4 (Open choice Three out of Five)	12	Part B 5 x 4 (Open choice any Five out of Eight)	20
Part C 1 x 9 (Open choice One out of Three)	9	Part C 5 x 9 (Open choice any Five out of Eight)	45
Total	25	Total	75

v) Internship

Components	Marks
Industry Contribution	50
Report & Viva-voce	50
Total	100

Co-Curricular Courses:**(i) Life Skill Training****Internal Component**

Components		Marks
Life Skill Training -I	Album (20 pages)	30
	Group Activity (Group of 5 students)	20
	Total	50
Life Skill Training -II	Case Study (30 pages)	50
	Total	50

External Component

Written Test		Marks
	Five out of Seven (5 x 10)	50
	Total	50

(ii) Field Project:

Components	Marks
Field Work	50
Field Project Report & Viva-voce	50
Total	100

(iii) Specific Value-Added Courses & Generic Value-Added Courses:

Components	Marks
Internal	25
External	75
Total	100

(iv) Community Engagement Activity-UBA

Internal Component	
Component	Marks
Attendance (Field Work)	30
Participation	20
Total	50

External Component

Component	Marks
Group Project Report/ Case Study (10-15 pages in print)	50
Total	50

13. OBE**(i) Knowledge levels for assessment of Outcomes based on Blooms Taxonomy**

S. No.	Level	Parameter	Description
1	K1	Knowledge/Remembering	It is the ability to remember the previously learned
2	K2	Comprehension/Understanding	The learner explains ideas or concepts
3	K3	Application/Applying	The learner uses information in a new way
4	K4	Analysis/Analysing	The learner distinguishes among different parts
5	K5	Evaluation/Evaluating	The learner justifies a stand or decision
6	K6	Synthesis /Creating	The learner creates a new product or point of view

(ii) Weightage of K – levels in Question Paper**Number of questions for each cognitive level:**

Assessment	Cognitive Level	K1			K2			K3			K4, K5, K6			Total
		A	B	C	A	B	C	A	B	C	A	B	C	
Internal Test	Part	A	B	C	A	B	C	A	B	C	A	B	C	
	No. of Questions	1	1	-	-	-	-	1	-	1	2	1	1	8
External Examination	Part	A	B	C	A	B	C	A	B	C	A	B	C	
	No. of Questions	3	-	1	3	1	1	1	2	1	3	2	2	20

The levels of assessment are flexible and it should assess the cognitive levels and outcome attainment.

14. Evaluation

- The performance of a student in each Course is evaluated in terms of percentage of marks with a provision for conversion to grade points.
- Evaluation for each Course shall be done by a Continuous Internal Assessment (CIA) by the Course teacher as well as by an end semester examination and will be consolidated at the end of the semester.
- There shall be examinations at the end of each semester, for odd semesters in October / November; for even semesters in April / May.
- A candidate who does not pass the examination in any course (s) shall be permitted to re-appear in such failed course (s) in the subsequent examination to be held in October / November or April / May. However, candidates who have arrears in Practical Examination(s) shall be permitted to re-appear for their arrears only along with Regular Practical examinations in the respective semester.
- Viva- voce: Each candidate shall be required to appear for Viva-voce Examination in defense of the Project.
- The results of all the examinations will be published in the College website.

15. Conferment of the Master's Degree

A candidate shall be eligible for the conferment of the Degree of Master of Arts / Science/ Commerce only if the minimum required credits for the programme thereof (91 +10 credits) is earned.

16. Grading System

For a semester examination:

Calculation of Grade Point Average for End Semester Examination:

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the course}}{\text{Sum of the credits of the courses (passed) in a semester}}$$

For the entire programme:Cumulative Grade Point Average (CGPA) $\frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

where

 C_i - Credits earned for course i in any semester G_i - Grade point obtained for course i in any semester n - semester in which such courses were credited**17. Final Result****Conversion of Marks to Grade Points and Letter Grade**

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0	U	Re-Appear
ABSENT	0.0	AAA	ABSENT

Overall Performance

CGPA	Grade	Classification of Final Results
9.5-10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

*The candidates who have passed in the first appearance and within the prescribed semester are eligible.

18. Mapping of Vision /Mission /Programme Education Objectives of the Institution

Vision	Mission	Programme Education Objectives
Imbibing the Spirit of the Holy Cross, the institution envisions a harmonious society by empowering young women for global competency and ecological sustainability	<ol style="list-style-type: none"> To provide quality education and to promote scholarly activities catering to global competencies. To nurture participatory leadership to enhance social consciousness and social responsibility. To uphold ethical values of honesty, personal 	<ol style="list-style-type: none"> The graduates will apply appropriate theory and scientific knowledge to participate in activities that support the humanity and economic development, nationally and globally, developing as leaders in their fields of expertise. M1 & M2

through holistic approach with innovative skills.	accountability and transparency through professional commitment. 4. To create global professionals and entrepreneurs with innovative spirit and zeal. 5. To create empowered women of competence, commitment and compassion. 6. To instill in students the awareness of interconnectedness between human and nature	2. The graduates pursue life-long learning and continuous improvement of the Knowledge and skills with the highest professional and ethical standards. M3 & M4 3. The graduates will develop strong and competent knowledge with diversified professional skills in accordance with dynamic real-time challenges and career opportunities. M5 & M6
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Mapping of PEO'S and PO'S SCIENCE

PEOs	PO1	PO 2	PO3	PO4	PO5
PEO 1	S	S	S	M	S
PEO 2	M	S	M	S	S
PEO 3	M	S	M	S	S

Strong -S (3), Medium – M (2), Low – L (1)

ARTS

PEOs	PO1	PO 2	PO3	PO4	PO5	PO6
PEO 1	S	S	S	S	S	S
PEO 2	S	S	M	M	S	S
PEO 3	M	M	S	S	S	S

Strong -S (3), Medium – M (2), Low – L (1)

COMMERCE

PEOs	PO1	PO 2	PO3	PO4	PO5	PO6
PEO 1	S	S	S	S	S	S
PEO 2	S	S	M	M	S	S
PEO 3	M	M	S	S	S	S

Strong -S (3), Medium – M (2), Low – L (1)