

PLANNING, REVIEW AND EVALUATION COMMITTEE

Minutes of the Planning, Review and Evaluation meeting held on 20th February, 2024

Members of the Planning and Evaluation Committee:

S.No	Name	Designation
1	Dr. Sr. S. Sahayaselvi	Principal
2	Dr. Sr. M. Mary Hilda	Secretary
3	Dr. Sr. Leema Rose	Vice Principal 1
4.	Dr. P. Sathya	Vice Principal 2
5.	Dr. J. Vinoliya Josephine Mary	Controller of Examinations
6.	Dr. H. Jimsy Asha	IQAC Director
7.	Dr. Virgin Nithya Veena	Dean of Academic Affairs
8.	Dr. S. Mary Mettilda Bai	Dean of Research
9.	Dr. Mabel Edel Queen	Dean of Student affairs
10.	Dr. V. Antony Prakash Babila	Dean of Extension
11.	Dr. R. Abilasha	Dean of External affairs
12.	Dr. Jeni Chandar Padua	Dean of Entrepreneurial Development
13.	Ms. P.T. Anbu Hannah Dora	Senior Faculty
14.	Dr. S.J. Jenepha Mary	Coordinator of RUN
15.	Dr. Panimaya Mercy	Coordinator of UBA
16.	Dr. V. Sujin Flower	Coordinator of Placement and Career Guidance Cell
17.	Dr. Sheeba Daniel	IIC Convenor
18.	Dr. J. Christy Celine Mary	Physical Education Directress
19.	Mr. M. Johnson Paulraj	Non-teaching staff representative
20	Ms. F. Shimarna	Student Representative

The members of the Planning and Evaluation Committee came together for a meeting on 20th February 2024. The meeting commenced at 2.00 p.m. with a short prayer.

The chairperson welcomed the members. Dr. P. Sathya, the Vice Principal read the minutes of the previous meeting and it was approved by the members.

Dr. Sr. Sahayaselvi, the Principal presented the report of the action taken on the recommendations of the previous meeting.

S. No.	Recommendations	Action taken
	Principal	
1.	Set up eco-park behind the library with Alumni contribution	An eco – park is being set up with the Alumni contribution for Rs. 3, 84, 660
2.	Facelift the entrance of Library by the buffalo grass	The entrance of library has been face lifted with buffalo grass for Rs. 5,33,300/-
3.	Visit 3 colleges with the grade of A++ for exploring the ideas and implementation for the upcoming NAAC visit	A team of representatives from the Management and teachers visited Fatima College, Madurai; Sathakathullah Appa College, Tirunelveli and Rajagiri School of Social Sciences, Kochi.
4.	Strengthen social media platform for better visibility	Continuous efforts have been carried out to enhance the visibility of the college through social media platform especially in YouTube and LinkedIn
5.	Set up separate office for the Office of the Deans, Placement, CAT, CHRDC to promote better working culture	Separate offices have been set up for the Deans, Placement Office, CAT, CHRDC for Rs.
6.	Establish Common room and purchase materials for indoor games	A common room has been established and materials for indoor games are purchased for Rs. 2440/-
7.	Merging conference room and IQAC office for better working space.	Conference room and IQAC office are merged
8.	Appoint three tier counselling system so as to help students emotionally	Three tier counselling system has been instituted so as to help the students emotionally.
9.	Give an honorarium of 1% towards IIC and entrepreneurship related activities and 0.25 per cent for publication on the total income of the college to the contributors.	Honorarium of Rs. 4,45,000/- has been given towards IIC and entrepreneurship related activities and Rs. 1,10,000/- for publication on the total income of the college to the contributors
10.	Each department has to visit 5 schools to strengthen the admission for UG programme.	CHRDC organized school visit to give lecture of Academic Development and Emotional Wellbeing. Twenty faculty members from various disciplines served as resource persons.
11.	Set up a digital library	Digital library is set up for Rs. 62, 738
12.	PDP for Administrative Staff – Batch II will be organized in the month of August.	It will be done in the month of May
13.	Organize staff forum in the month of September and student forum in the month of October.	Staff forum was organized in October and the students forum in January.
14.	Motivate students to get Star Health Insurance policy.	It is under progress and it will be completed by the end of February
15.	The Principal would visit two schools and orienting the students in view of	Permission was denied

	admission. (Little Flower & St. Joseph's Convent Hr. Sec. School)	
16.	Provide score card for the faculty to excel in their teaching learning process.	Score card has been given to the staff and the assessment of the teaching learning process will be done at the end of the academic year
17.	Apply for NCC Navy unit.	NCC Navy unit was started in December
18.	Rename seminar hall I and II as Sr. Emile Koola Seminar Hall and Sr. Casilda Seminar Hall respectively	The seminar halls are renamed as Sr. Emile Koola Seminar Hall and Sr. Casilda Seminar Hall
19	Set up Miyawaki forest	Miyawaki forest has been set up near the Commerce block with a sum of Rs. 1,88,900
	Vice Principal	
1	PBOT – An initiative to motivate students to be on time to college. A PBOT award will be given to the department (in the Valediction) who have the maximum number of students being punctual at the end of the academic year 2023 -24	PBOT award is under progress. The same will be given at the end of the academic year
2	The absentees should get signature from their Parent/ Guardian, counter signed by the Class teacher, HoD and the Vice Principal	The absentees get signature from their Parent/ Guardian, counter signed by the Class teacher, HoD and the Vice Principal when they take leave
3	Students should fill the details in the Record of Misdemeanour, if any and get the signature from the Parent, Class teacher, HoD counter signed by the Vice Principal	The students engaged in misdemeanour have to fill the details in the Record of Misdemeanour, and get signature from the Parent, Class teacher, HoD counter signed by the Vice Principal
4	Mobile Control Campaign – A video will be displayed in the Digital Board and an awareness programme on the harmful effects of mobile addiction in October.	Mobile control campaign awareness will be done in March
	Examination Wing	
1	Workshop for staff on assessment (November) and course outcome attainment	Workshop on Outcome based Education was organized on 16 th December 2023 in collaboration with the Academic Deanery. Workshop on Outcome based Education was organized on 16th December 2023 in collaboration with the Academic Deanery.
2	Assessment pattern focusing on application and analytical skills.	Higher order thinking questions and skills are incorporated in Continuous Internal Assessment and Semester examination
3	Preparation of question bank based on course outcomes and revised Bloom's taxonomy in the academic year 2023 - 24	The faculty are given instruction to take questions based on course outcome and cognitive level
4	Centralization of Internal test.	Internal test is centralized
5	Upload the mark sheets in NAD.	ABC Id is created and the uploading of mark sheets are in progress
	IQAC	

1	July - AQAR 2022-23 Criteria 1, 2 and 7 SSR QnM Criteria 1	AQAR 2022-23 Criteria 1, 2 and 7 – Completed SSR QnM Criteria 1- Completed for 4 years
2	August - AQAR 2022-23 Criteria 3, 4, 5 and 6 SSR QnM Criteria 2, QIM Cri 1 and 2 IQAC Internal Meeting -1 (Review) Criteria 1 Dept. Files verification	AQAR 2022-23 Criteria 3, 4, 5 and 6 – Completed SSR QnM Criteria 2, QIM Cri 1 and 2- Completed for 4 years IQAC Internal Meeting -1 (Review) – Completed Criteria 1 Dept. Files verification
3	September - SSR QnM Criteria 3, QIM Cri 2 &3, NIRF, AISHE, Review Meeting -2, Criteria 2 Dept. Files verification	SSR QnM Criteria 3, QIM Cri 2 &3, AISHE – Ongoing NIRF- Completed Criteria 2 Dept. Files verification – Completed
4	October - SSR QnM Criteria 3 and 4 QIM Cri 4, Review Meeting -3, SSR Orientation -1, Criteria 3 & 4 Dept. Files verification, Evaluative Report of the Departments for SSR	SSR QnM Criteria 3 and 4, QIM Cri 4— Ongoing Criteria 3 & 4 Dept. Files verification, SSR Orientation -1– Completed Review Meeting -3, Evaluative Report of the Departments for SSR- Yet to complete
5	November - SSR QnM Criteria 5, and 6 QIM Cri 5 & 6, IIQA, FDP, Review Meeting -4, SSR Orientation -2 Internal Audit -1 Dept. Files verification Evaluative Report of the Departments for SSR	November - SSR QnM Criteria 5, and 6 QIM Cri 5 & 6- Ongoing IIQA- Yet to begin FDP- Completed Internal Audit -1 Dept. Files verification- Completed SSR Orientation -2- Not carried out
	Deans of the Academic Affairs	
1	Organise Curriculum-related FDP (November)	Workshop on Outcome based Education was organized on 16 th December 2023 in collaboration with the Examination wing.
2	Compile Criterion I Documents for both SSR and AQAR	Completed the syllabus compilation, Consolidated the curriculum feedback for odd semester and compiled the Academic council minutes
3	Periodical Curriculum Steering Meetings	Conducted two meetings on 20 th July, 2023 and 13 th October, 2023
4	Management of MOOCs	850 students have registered and 137 have completed from different disciplines
5	Value added courses and Certificate courses (November)	Completed the certificate courses and offline Generic value added courses from 20 th to 25 th of November. Also completed Specific value added courses.

	Crossian Centre for Research & Development	
--	---	--

1	A minimum of 30 in reputed journals indexed in Scopus/ Web of Science /SCI/ SSCI/ A&HCI and 20 in UGC care listed journals and 20 in other journals	45 research articles were published in UGC Care List II
2	Multidisciplinary research, Conference/ Seminar in collaboration	Two Days International Conference on Innovative Trends in Multidisciplinary Research was conducted on 07.07.2023 & 08.07.2023 in Collaboration with Research and Development Cell, Sree Ayyappa College for Women, Nagercoil.
3	All eligible faculties will apply to increase the strength of their research centres.	Five faculty members (Dr. Abilasha, Dr. Anitha, Dr. Delphin, Dr. Nangai, Dr. Ancymol) have received guideship from Manonmaniam Sundaranar University
4	Faculty will complete Ph.D. as assured during appointment.	Dr. Deva Vijila, Dr. Virgin Jeba, Dr. Nimesha, Dr. Jameela, Dr. Jenifer, Dr. Anne Mary Leema, Dr. Sahaya Venila, Dr. Shiny, Dr. Prinyanka Nair, Dr. Thanga Vinoja have completed their Ph.D. Others in progress.
5	Apply for funded projects/ partial financial support from renowned agencies.	Projects have been applied to various funding agencies. The project applied to TNSCST was not approved. Awaiting the response from others
6	International conference with paper presentation and proceedings with ISBN.	The proceedings of the International conference on Innovative Trends in Multidisciplinary Research was published with ISBN.
7	Release of the June issue of Crossian Resonance.	The June 2023 issue (Volume 14, Issue Number 1) of Crossian Resonance was released
8	Research colloquium/ Workshop/ Hands-on Training to Research Scholars.	- State Level Workshop on Art of Research Proposal for Tapping Research Grants was conducted on 07.10.2023 - Seminar on IPR in the Digital Era: Challenges & Opportunities for Researchers was organised to the research scholars on 12.12.2023 in association with IIC. - Research Colloquium on the topic Research Ethics was jointly Organised with Research and Development Cell, Sree Ayyappa College for Women, Chunkankadai on 14.02.2024.
9	Regular update of Research Database (October).	Research database is regularly updated
	Dean of External Affairs & MoU Nodal Officer	
1	Conducting a minimum of two collaborative activities by the departments of Arts and Science Stream in the months of January, February, March and April Respectively	Seminars, Conferences, Webinars, Skill Training, Career Guidance, Medical camps were conducted by the Placement Cell, Department of Zoology
2	Signing of a minimum of 8 MOUs with NGOs Industries by the Arts and Science departments during the months of January,	5 MoUs with NGOs by the Department of MSW and 5 MoUs with industries - Zoology - 2,

	February, March and April.	Computer Science - 1, HCIIC - 2, 1 MoU during the months of January, February, March and April with Nanjil Catholic College of Arts & Science Kaliyakkavila Commerce SF and 1 MoU with Govt. Museum Trivandrum by Dept. of History have been signed
3	To go for Foreign Collaboration in the month of March	The college signed an MoU with New Zealand based Institution aiming at Student Exchange Programme
	Dean of Student Affairs	
1	Documentaries will be screened once a month based on the values during HoB which will be shared to every department	The documentaries are not screened due to various other programmes
2	Organize a programme on code of conduct (Arts, Science and Commerce)	The programme will be conducted in February
3	Publish a magazine “Yuvathi” from the month of September to promote creativity among the students.	“Yuvathi” was published
	Dean of Extension Services	
1	Adopt five villages – Thollavilai, Mela Surankudy, Karthikaivali, North Konam, Naduvor to promote activities based on the needs of the people.	Five villages are adopted and the activities are carried out accordingly
2	YRC and RRC would organize blood donation camp, an awareness camp for breast cancer will be organized in the month of September	Instead of blood donation camp, Free Eye check up camp was organized at Naduvor
3	Eco Club would organize a one – day workshop on Vermi- compost and Kitchen garden in the five villages in the month of September	The workshop was organized in Thollavilai and Melasoorankudy
4	Consumer Club and Legal Literacy Club jointly organize Food Adulteration awareness camp in the month of October	It is not organized
5	Women’s Cell would organize a one – day workshop on preparation of Nalangu maavu to the Self Help Groups (SHGs) in the month of October	Instead of nalangu maavu, preparation of detergent powder, cleaning powder and phenyl was organized at Karthikai Vadali and Melasoorankudy
6	Rotaract Club would plant saplings in the canal near the villages in the October	25 saplings were planted in Melasoorankudy
	Dean of Entrepreneurship Development	
1	Identify students based on their aptitude and generate 50 entrepreneurs during the per semester	49 Student Entrepreneurs have been identified and their entrepreneurship ventures have been inaugurated. One faculty entrepreneurship (Hatchery) is to be inaugurated this month, hence the target has been achieved.
2	Organise 4 Start-up bazaars per semester to hone the business skills of the students	Startup bazaars were successfully conducted on December 12 and March 2nd, 2024

3	Incubate the startups in Innovation and Incubation Lab and help registered student entrepreneurs to work/earn during the HoB (In progress - Chess, Aari work)	The incubation process was started but could not be sustained due to disciplinary issues and lack of interest in students.
4	Invite Business Proposals from aspiring entrepreneurs and provide a total seed funding of Rs. 50,000 for kickstarting the ventures.	Business proposals have been received from student entrepreneurs. Seed funding of Rs. 2500/- has been sanctioned to 4 deserving students, which is scheduled to be awarded during the valedictory function.
5	Offer product-based training to 100 students in Jute Bag making, Vermiculture, Aquarium Management and fish culture, and Fish products and preservation	Free product based Skill development training-I was given to 100 students on July 26, 2024 with the help of funding of Rs. 50,000 received from Indian Academy of Sciences, Bengaluru. Women were trained in five parallel sessions on Vermiculture, Aquarium Management and fish culture, and also on Fish preservation
6	Conduct entrepreneurial training for 100 women/girls, aged 18 and above, from tribal, rural, and coastal villages to empower and uplift the community	Free hands-on Skill Development training-II was given to 100 students on August 26, 2024 with the help of funding of Rs. 50,000 received from Indian Academy of Sciences, Bengaluru. The women were trained in 5 parallel sessions on Apiculture, Jute Bag making, Vermiculture and Fish preservation.
	Parent-Teacher Association	
1	Organize Freshers' Day in collaboration with the Student Council in the month of June to make the students aware of the history, growth, rules and regulations of the institution.	Fresher's Day was organised in collaboration with the Student Council
2	Organise an awareness programme on "Emotional Wellbeing for Academic Excellence" for the parents of II UG, III UG and II PG students in the month of September. The parents would be asked to sign in the mark statements (I CIA) and to meet their teachers and discuss the academic growth of their wards. The parents of students from economically sound backgrounds will be invited for a meeting at St. Joseph's Hall on the same day to discuss the means to raise funds for the growth of the college.	An awareness programme on "Emotional Wellbeing for Academic Excellence" for the parents. They also met the respective teachers to know about their wards
	Placement Cell	
1	To sign a Memorandum of Understanding with St. Xavier's Catholic College of Engineering, Chunkankadai to organise a job mela in the even semester	Instead of signing an MoU with St. Xavier's College, we signed an MoU with Mar Ephraem College of Engineering and Technology, Elavuvilai
2	To organise a mega job fair in the even semester	A job fair is planned on 24th February, 2024 for the recruitment of teachers.

3	To conduct mock interviews in order to boost the self-confidence of the students in October	On 8th January, 2024, a Mock Group Discussion & Mock Interview event was conducted in partnership with Feather Softwares.
	Reaching the Unreached Neighbourhood (RUN)	
1	To focus on Sustainable Development Goals (SDGs) and extended our efforts to adopt villages in Kanyakumari district	Extension activities based on SDG goals have been carried out in the selected villages on Kanyakumari district
2	To ensure effective collaboration and coordination, planned to sign Memorandums of Understanding (MOUs) with the village authorities, local government bodies, and relevant NGOs.	The following activities were carried out with PROVISION (NGO) and King Gold Charitable Trust (NGO) Protecting the Environment, Gender equality, Good health and well-being and Life on land
3	To increase the number of MOUs between the institution and NGOs	The work is under progress
4	To implement extension activities and contribute to the betterment of society.	The activities are implemented for the betterment of the society
	UBA	
1	July – Organize a Workshop on Gram Panchayat Development Plan	Organized a workshop on July 31st, 2023
2	August – Gram Sabha meeting will be organized. Three project proposals will be submitted	Participated in the Gram Sabha meeting on 15th August, 2023. Proposals have been submitted to UBA and ICSSR
3	September – All the reports will be uploaded in the UBA portal	The uploading of all the reports in the UBA portal is under process
4	October – To enhance leadership qualities among students, Gram Sabha meeting will be organized	Participated in the Gram Sabha meeting on 2nd October, 2023
	Institution's Innovation Council	
1	June - Mentoring event for Patent Drafting and Filing.	Mentoring event on Patent Drafting and Filing was conducted from 05-06-2023 to 10-06-2023
2	June - Drafting and filing of 10 Patents, 3 Designs and 1 Trademark	Patent Filed - 3 Patent Published - 7 Design Filed - 3 Trademark – 1
3	Provide seed money for patent drafting and filing - (HCIIC provided Rs. 1,71,376/- as seed money for Patent drafting and filing) Seed money percentage: For two inventors - 50 % For three inventors - 33 % More than three inventors - 25 %	HCIIC provided Rs. 1,71,376/- as seed money for Patent drafting and filing
4	Provide assistance for Patents, Design, Copyrights and Trademarks.	Assistance for drafting 6 patents was provided
5	Signing of 3 MoUs with industries	Approached two industries for signing MoUs. MoU will be signed in the month of February

Recommendations:

Principal

1. To provide seed money to research scholars who publish their papers in the Scopus/Web of science/SCI/SCCI.
2. To set up 'Crossian Honesty Emporium' through which honesty attitude will be cultivated among students.
3. To motivate the students to apply for scholarship in Sitaram Jindal foundation and Reliance foundation.
4. To pool all the charitable activity in one umbrella term and name it.
5. To create employment opportunities and skills to local women who are school dropouts, illiterates, house wives and become entrepreneurs.
6. To give college calendar to all the students, staff and well-wishers in the month of January.
7. To reach the information on time to the students, the principal conveys the general assembly every month.
8. To bring archives and rare collection from the second floor of the library to the ground floor
9. To revamp the language lab
10. To set up solar panel in the main building
11. To construct the chemistry lab in the first floor
12. To purchase 33 more LCD projectors for various departments, IQAC and golden jubilee block
13. To apply for CSR funds
14. To motivate the non-teaching staff to prepare their log book.
15. To apply for 3 new courses – B.Sc Data Science and Artificial Intelligence, B.A. Literature and Media Communication and B. Com Corporate Secretaryship
16. To raise the compound wall
17. To set up the pedestrian path
18. To purchase the additional water purifier in each block
19. To setup focus light for the stage
20. To set up showcase near the Principal's office
21. To purchase the key board for the college choir
22. To fix the CCTV camera near the back gate.

Vice Principal

1. To organise activities for Anti – Drug Awareness Committee in February
2. To organize mobile control campaign awareness in March

Examination Wing

1. To organize a workshop for faculty members on latest UGC regulations on 'Evaluation and Micro Credentials'.
2. To generate internal question setting through software using question bank.
3. To upload the mark statement of all students in National Academic Depository (NAD).

IQAC

1. To get ready with the necessary documents for NAAC

Deans of the Academic Affairs

1. To prepare the format for Board of Studies
2. To prepare for the Academic Council
3. To consolidate the feedback for the academic year 2023 – 2024
4. To monitor the generic value added courses
5. To monitor the SWAYAM NPTEL courses

Crossian Centre for Research & Development

1. To monitor the progress of the Institutional seed money projects
2. To get ready with the relevant documents and prepare for the article processing for the next issue of the Crossian Resonance
3. To organize a collaborative Research colloquium/ Workshop/ Hands-on Training to Research Scholars
4. To complete the Criterion III research oriented files
5. To update the research database in the college website
6. To call for papers for June 2021 issue of the Crossian Resonance

Dean of External Affairs & MoU Nodal Officer

1. To go for two more industry based MoUs

Dean of Student Affairs

1. To conduct the student election through ERP in March
2. To publish YUVATHI magazine (2nd & 3rd edition) in January and March respectively
3. To organize a programme on code of conduct (Arts, Science and Commerce) in March

Dean of Extension Services

1. To organize a dental camp in March (by YRC & RRC)
2. To organize a workshop on kitchen garden in February (Eco club)
3. To organize a road safety campaign in February (Rotaract Club)
4. To organize a skill development programme in the adopted villages in February
5. To set up a vermi-compost pit in Kurusady in March (Eco club)
6. To organize an awareness camp on food adulteration in March (Consumer & Legal Literacy Club)
7. To arrange a visit to the district court in March (Consumer & Legal Literacy Club)
8. To coordinate the International Women's Day in March (Women's Cell)

Dean of Entrepreneurship Development

1. To incorporate 51 additional entrepreneurs to supplement the existing 49.
2. To recognize meritorious students and provide seed funding to qualified entrepreneurs among first and second-year undergraduate and first-year postgraduate students on campus.
3. To recognize and record alumni entrepreneurs from each department for documentation purposes.
4. To host two campus bazaars throughout the semester.

5. To organize workshops on Bonsai and garden art as part of Green Entrepreneurship initiative.

Parent-Teacher Association

1. To organize a General PTA meeting in February
2. To organize a career guidance programme for outgoing students in February
3. To collect feedback from parents in February

Placement Cell

1. To organize Teachers Recruitment Drive 50 + Schools in February
2. To organize a Campus drive with Interview Resbee Technologies Private Limited, Trivandrum, Techno Park, Trivandrum, TVS Training and Services, Chennai and Altruist Technologies, Bangalore in March
3. To organize a Job Fair in collaboration with Mar Ephraem College of Engineering in March

Reaching the Unreached Neighbourhood (RUN)

1. To carry out the SDGs focussing on quality education, energy conservation, gender equity, life on land and women empowerment

UBA

To organize programmes on the following:

February

1. Roadside Plantation
2. Talk Show on preventive measures of waterborne diseases
3. Cleanliness Awareness Drive
4. Wall painting on Child health
5. Terrace Garden
6. Talk show/ Film Show on Nutritional aspects
7. Orientation to water user and community groups
8. Campaigning on waste water management
9. Blood testing Camp for identification (Health Camp)
10. Solid Waste Management
11. GPDP Upload in e-gram portal

March

12. Installation of Pipe Composting
13. Creation of Miyawaki Forest
14. All the reports – website

Institution's Innovation Council

1. To provide assistance for drafting and filing patents
2. To provide seed money for patent drafting and filing - (HCIIC provided Rs. 27,300/- as seed money for Patent drafting and filing for 2 patents)
3. To provide assistance for drafting and filing of 10 patents in February and March
4. To sign MoUs with industries.

PLANNING, REVIEW AND EVALUATION COMMITTEE

Minutes of the Planning, Review and Evaluation meeting held on 20th February, 2024

Members of the Planning and Evaluation Committee:

S.No	Name	Designation
1	Dr. Sr. S. Sahayaselvi	Principal
2	Dr. Sr. M. Mary Hilda	Secretary
3	Dr. Sr. Leema Rose	Vice Principal 1
4.	Dr. P. Sathya	Vice Principal 2
5.	Dr. J. Vinoliya Josephine Mary	Controller of Examinations
6.	Dr. H. Jimsy Asha	IQAC Director
7.	Dr. Virgin Nithya Veena	Dean of Academic Affairs
8.	Dr. Gladis Latha	Dean of Academic Affairs
9.	Dr. S. Mary Mettilda Bai	Dean of Research
10.	Dr. Mabel Edel Queen	Dean of Student affairs
11.	Dr. V. Antony Prakash Babila	Dean of Extension
12.	Dr. R. Abilasha	Dean of External affairs and MOU Nodal Officer
13.	Dr. Jeni Chandar Padua	Dean of Entrepreneurial Development
14.	Dr. V. Shally	Coordinator - Crossian Centre for Human Resource Development
15.	Ms. P.T. Anbu Hannah Dora	Senior Faculty
16.	Dr. S.J. Jenepha Mary	Coordinator of RUN
17.	Dr. Panimaya Mercy	Coordinator of UBA
18.	Dr. V. Sujin Flower	Coordinator of Placement and Career Guidance Cell
19.	Dr. Sheeba Daniel	IIC Convenor
20.	Dr. J. Christy Celine Mary	Physical Education Directress

21.	Mr. M. Johnson Paulraj	Non-teaching staff representative
22	Ms. F. Shimarna	Student Representative

The members of the Planning and Evaluation Committee came together for a meeting on 20th February 2024. The meeting commenced at 2.30 p.m. with a short prayer.

The chairperson welcomed the members. Dr. P. Sathya, the Vice Principal read the minutes of the previous meeting and it was approved by the members.

Dr. Sr. Sahayaselvi, the Principal presented the report of the action taken on the recommendations of the previous meeting.

S. No.	Recommendations	Action taken
	Principal	
1.	Set up eco-park behind the library with Alumni contribution	An eco – park is being set up with the Alumni contribution for Rs. 5,33,300/-
2.	Facelift the entrance of Library by the buffalo grass	The entrance of library has been face lifted with buffalo grass for Rs. 2,91,650/-
3.	Visit 3 colleges with the grade of A++ for exploring the ideas and implementation for the upcoming NAAC visit	A team of representatives from the Management and teachers visited Fatima College, Madurai; Sathakathullah Appa College, Tirunelveli and Rajagiri School of Social Sciences, Kochi.
4.	Strengthen social media platform for better visibility	Continuous efforts have been carried out to enhance the visibility of the college through social media platform especially in YouTube and LinkedIn
5.	Set up separate office for the Office of the Deans, Placement, CAT, CHRDC to promote better working culture	Separate offices have been set up for the Deans, Placement Office, CAT, CHRDC
6.	Establish Common room and purchase materials for indoor games	A common room has been established and materials for indoor games are purchased for Rs. 2440/-
7.	Merging conference room and IQAC office for better working space.	Conference room and IQAC office are merged
8.	Appoint three tier counselling system so as to help students emotionally	Three tier counselling system has been instituted so as to help the students emotionally.
9.	Give an honorarium of 1% towards IIC and entrepreneurship related activities and 0.25 per cent for publication on the total income of the college to the contributors.	Honorarium of Rs. 4,45,000/- has been given towards IIC and entrepreneurship related activities and Rs. 1,10,000/- for publication on the total income of the college to the contributors.
10.	Each department has to visit 5 schools to strengthen the admission for UG programme.	It was difficult to obtain permission from the schools. Hence the CHRDC organized school visit to give lecture of Academic Development and Emotional Wellbeing.

		Twenty faculty members from various disciplines served as resource persons.
11.	Set up a digital library	Partition is done for setting up the digital library for Rs. 62, 738
12.	PDP for Administrative Staff – Batch II will be organized in the month of August.	It will be done in the month of May
13.	Organize staff forum in the month of September and student forum in the month of October.	Staff forum was organized in October and the students forum in January.
14.	Motivate students to get Star Health Insurance policy.	It is under progress and it will be completed by the end of February
15.	The Principal would visit two schools and orienting the students in view of admission. (Little Flower & St. Joseph's Convent Hr. Sec. School)	The Headmistress of the schools were delaying in giving permission. Hence the idea of visiting the schools is dropped.
16.	Provide score card for the faculty to excel in their teaching learning process.	Score card has been given to the staff and the assessment of the teaching learning process will be done at the end of the academic year
17.	Apply for NCC Navy unit.	NCC Navy unit was started in December
18.	Rename seminar hall I and II as Sr. Emile Koola Seminar Hall and Sr. Casilda Seminar Hall respectively	The seminar halls are renamed as Sr. Emile Koola Seminar Hall and Sr. Casilda Seminar Hall
19	Set up Miyawaki forest	Miyawaki forest has been set up near the Commerce block with a sum of Rs. 1,88,900
	Vice Principal	
20	PBOT – An initiative to motivate students to be on time to college. A PBOT award will be given to the department (in the Valediction) who have the maximum number of students being punctual at the end of the academic year 2023 -24	PBOT award is under progress. The same will be given at the end of the academic year
21	The absentees should get signature from their Parent/ Guardian, counter signed by the Class teacher, HoD and the Vice Principal	The absentees get signature from their Parent/ Guardian, counter signed by the Class teacher, HoD and the Vice Principal when they take leave
22	Students should fill the details in the Record of Misdemeanour, if any and get the signature from the Parent, Class teacher, HoD counter signed by the Vice Principal	The students engaged in misdemeanour have to fill the details in the Record of Misdemeanour, and get signature from the Parent, Class teacher, HoD counter signed by the Vice Principal
23	Mobile Control Campaign – A video will be displayed in the Digital Board and an	Mobile control campaign awareness will be done in March

	awareness programme on the harmful effects of mobile addiction in October.	
--	--	--

	Examination Wing	
24	Workshop for staff on assessment (November) and course outcome attainment	Workshop on Outcome based Education was organized on 16 th December 2023 in collaboration with the Academic Deanery. Workshop on Outcome based Education was organized on 16th December 2023 in collaboration with the Academic Deanery.
25	Assessment pattern focusing on application and analytical skills.	Higher order thinking questions and skills are incorporated in Continuous Internal Assessment and Semester examination
26	Preparation of question bank based on course outcomes and revised Bloom's taxonomy in the academic year 2023 - 24	The faculty are given instruction to take questions based on course outcome and cognitive level
27	Centralization of Internal test.	Internal test is centralized
28	Upload the mark sheets in NAD.	ABC Id is created and the uploading of mark sheets are in progress
	IQAC	
29	July - AQAR 2022-23 Criteria 1, 2 and 7 SSR QnM Criteria 1	AQAR 2022-23 Criteria 1, 2 and 7 – Completed SSR QnM Criteria 1- Completed for 4 years
30	August - AQAR 2022-23 Criteria 3, 4, 5 and 6 SSR QnM Criteria 2, QIM Cri 1 and 2 IQAC Internal Meeting -1 (Review) Criteria 1 Dept. Files verification	AQAR 2022-23 Criteria 3, 4, 5 and 6 – Completed SSR QnM Criteria 2, QIM Cri 1 and 2- Completed for 4 years IQAC Internal Meeting -1 (Review) – Completed Criteria 1 Dept. Files verification
31	September - SSR QnM Criteria 3, QIM Cri 2 &3, NIRF, AISHE, Review Meeting -2, Criteria 2 Dept. Files verification	SSR QnM Criteria 3, QIM Cri 2 &3, AISHE – Ongoing NIRF- Completed Criteria 2 Dept. Files verification – Completed
32	October - SSR QnM Criteria 3 and 4 QIM Cri 4, Review Meeting -3 , SSR Orientation -1, Criteria 3 & 4 Dept. Files	SSR QnM Criteria 3 and 4, QIM Cri 4— Ongoing

	verification , Evaluative Report of the Departments for SSR	Criteria 3 & 4 Dept. Files verification , SSR Orientation -1– Completed Review Meeting -3, Evaluative Report of the Departments for SSR- Yet to complete
33	November - SSR QnM Criteria 5, and 6 QIM Cri 5 & 6 ,IIQA, FDP , Review Meeting -4, SSR Orientation -2 Internal Audit -1 Dept. Files verification Evaluative Report of the Departments for SSR	November - SSR QnM Criteria 5, and 6 QIM Cri 5 & 6- Ongoing IIQA- Yet to begin FDP- Completed Internal Audit -1 Dept. Files verification- Completed SSR Orientation -2- Not carried out
	Deans of the Academic Affairs	
34	Organise Curriculum-related FDP (November)	Workshop on Outcome based Education was organized on 16 th December 2023 in collaboration with the Examination wing.
35	Compile Criterion I Documents for both SSR and AQAR	Completed the syllabus compilation, Consolidated the curriculum feedback for odd semester and compiled the Academic council minutes
36	Periodical Curriculum Steering Meetings	Conducted two meetings on 20 th July, 2023 and 13 th October, 2023
37	Management of MOOCs	850 students have registered and 137 have completed from different disciplines
38	Value added courses and Certificate courses (November)	Completed the certificate courses and offline Generic value added courses from 20 th to 25 th of November. Also completed Specific value added courses.
	Crossian Centre for Research & Development	
39	A minimum of 30 in reputed journals indexed in Scopus/ Web of Science /SCI/ SSCI/ A&HCI and 20 in UGC care listed journals and 20 in other journals	45 research articles were published in UGC Care List II
40	Multidisciplinary research, Conference/ Seminar in collaboration	The conference was conducted in July 2023
41	All eligible faculties will apply to increase the strength of their research centres.	Five faculty members (Dr. Abilasha, Dr. Anitha, Dr. Delphin, Dr. Nangai, Dr. Ancymol) have received guideship from Manonmaniam Sundaranar University
42	Faculty will complete Ph.D. as assured during appointment.	Dr. Deva Vijila, Dr. Virgin Jeba, Dr. Nimesha, Dr. Jameela, Dr. Jenifer, Dr. Anne Mary Leema, Dr. Sahaya Venila,

		Dr. Shiny, Dr. Prinyanka Nair, Dr. Thanga Vinoja have completed their Ph.D. Others in progress.
43	Apply for funded projects/ partial financial support from renowned agencies.	Projects have been applied to various funding agencies. The project applied to TNSCST was not approved. Awaiting the response from others
44	International conference with paper presentation and proceedings with ISBN.	The proceedings of the International conference was published with ISBN.
45	Release of the June issue of Crossian Resonance.	The June issue of Crossian Resonance was released
46	Research colloquium/ Workshop/ Hands-on Training to Research Scholars.	Workshop and Hands-on Training to Research Scholars were completed. A Research Colloquium is organized on 14 th February, 2024
47	Regular update of Research Database (October).	Research database is regularly updated
	Dean of External Affairs & MoU Nodal Officer	
48	Provide assistance in conducting a minimum of any two programs per department prescribed in the following Areas of Collaboration	Assistance is being provided to the departments in the areas of collaboration
49	Collaboration for Seminars/ Workshops/ FDPs Science Departments – During the month of September and October (1 program mandatory each month) Arts Departments - During the month of September and November (1 program mandatory each month)	Seminars were conducted as per schedule
50	Signing at least 2 new MoUs with industries/colleges/ universities during the month of October and November respectively.	MOUs were signed with colleges and Industries
	Dean of Student Affairs	
51	Documentaries will be screened once a month based on the values during HoB which will be shared to every department	The documentaries are not screened due to various other programmes
52	Organize a programme on code of conduct (Arts, Science and Commerce)	The programme will be conducted in February
53	Publish a magazine “Yuvathi” from the month of September to promote creativity among the students.	“Yuvathi” was published
	Dean of Extension Services	

54	Adopt five villages – Thollavilai, Mela Surankudy, Karthikaivadi, North Konam, Naduvor to promote activities based on the needs of the people.	Five villages are adopted and the activities are carried out accordingly
55	YRC and RRC would organize blood donation camp, an awareness camp for breast cancer will be organized in the month of September	Instead of blood donation camp, Free Eye check up camp was organized at Naduvor

56	Eco Club would organize a one – day workshop on Vermi- compost and Kitchen garden in the five villages in the month of September	The workshop was organized in Thollavilai and Melasoorankudy
57	Consumer Club and Legal Literacy Club jointly organize Food Adulteration awareness camp in the month of October	It is not organized
58	Women's Cell would organize a one – day workshop on preparation of Nalangu maavu to the Self Help Groups (SHGs) in the month of October	Instead of nalangu maavu, preparation of detergent powder ,cleaning powder and phenyl was organized at Karthigai Vadali and Melasoorankudy
59	Rotaract Club would plant saplings in the canal near the villages in the October	25 saplings were planted in Melasoorankudy
	Dean of Entrepreneurship Development	
60	Identify students based on their aptitude and generate 50 entrepreneurs during the per semester	49 Student Entrepreneurs have been identified and their entrepreneurship ventures have been inaugurated. One faculty entrepreneurship (Hatchery) is to be inaugurated this month, hence the target has been achieved.
61	Organise 4 Start-up bazaars per semester, to hone the business skills of the students	Successfully conducted
62	Incubate the startups in Innovation and Incubation Lab and help registered student entrepreneurs to work/earn during the HoB (In progress - Chess, Aari work)	The incubation process was started but could not be sustained due to disciplinary issues and lack of interest among students.
63	Invite Business Proposals from aspiring entrepreneurs and provide a total seed funding of Rs. 50,000 for kickstarting the ventures.	Business proposals have been received from student entrepreneurs. Seed funding has been announced.
64	Offer product-based training to 100 students in Jute Bag making, Vermiculture, Aquarium Management and fish culture, and Fish products and preservation	Successfully organised for 100 students
65	Conduct entrepreneurial training for 100 women/girls, aged 18 and above, from tribal, rural, and coastal villages to empower and uplift the community	Successfully organized for 100 young women of the district.

	Parent-Teacher Association	
66	Organize Freshers' Day in collaboration with the Student Council in the month of June to make the students aware of the history, growth, rules and regulations of the institution.	Fresher's Day was organised in collaboration with the Student Council
67	Organise an awareness programme on "Emotional Wellbeing for Academic Excellence" for the parents of II UG, III UG and II PG students in the month of September. The parents would be asked to sign in the mark statements (I CIA) and to meet their teachers and discuss the academic growth of their wards. The parents of students from economically sound backgrounds will be invited for a meeting at St. Joseph's Hall on the same day to discuss the means to raise funds for the growth of the college.	An awareness programme on "Emotional Wellbeing for Academic Excellence" for the parents. They also met the respective teachers to know about their wards
	Placement Cell	
68	To sign a Memorandum of Understanding with St. Xavier's Catholic College of Engineering, Chunkankadai to organise a job mela in the even semester	Instead of signing an MoU with St. Xavier's College, we signed an MoU with Mar Ephraem College of Engineering and Technology, Elavuvilai
69	To organise a mega job fair in the even semester	A job fair is planned on 24th February, 2024 for the recruitment of teachers.
70	To conduct mock interviews in order to boost the self-confidence of the students in October	On 8th January, 2024, a Mock Group Discussion & Mock Interview event was conducted in partnership with Feather Softwares.
	Reaching the Unreached Neighbourhood (RUN)	
71	To focus on Sustainable Development Goals (SDGs) and extended our efforts to adopt villages in Kanyakumari district	Extension activities based on SDG goals have been carried out in the selected villages on Kanyakumari district
72	To ensure effective collaboration and coordination, planned to sign Memorandums of Understanding (MOUs) with the village authorities, local government bodies, and relevant NGOs.	Six MOUs have been signed with the NGOs
73	To increase the number of MOUs between the institution and NGOs	It is not completed

74	To implement extension activities and contribute to the betterment of society.	The activities are implemented for the betterment of the society
	UBA	
75	July – Organize a Workshop on Gram Panchayat Development Plan	Organized a workshop in July
76	August – Gram Sabha meeting will be organized. Three project proposals will be submitted	Gram Sabha meeting was organized in August and proposals have been submitted
77	September – All the reports will be uploaded in the UBA portal	The uploading of all the reports in the UBA portal is under process
78	October – To enhance leadership qualities among students, Gram Sabha meeting will be organized	Gram Sabha meeting was conducted
	Institution's Innovation Council	
79	June - Mentoring event for Patent Drafting and Filing.	Mentoring event on Patent Drafting and Filing was conducted from 05-06-2023 to 10-06-2023
80	June - Drafting and filing of 10 Patents, 3 Designs and 1 Trademark	Patent Filed - 3 Patent Published - 7 Design Filed - 3 Trademark – 1
81	Provide seed money for patent drafting and filing - (HCIIC provided Rs. 1,71,376/- as seed money for Patent drafting and filing) Seed money percentage: For two inventors - 50 % For three inventors - 33 % More than three inventors - 25 %	HCIIC provided Rs. 1,71,376/- as seed money for Patent drafting and filing
82	Provide assistance for Patents, Design, Copyrights and Trademarks.	Assistance for drafting 6 patents was provided
83	Signing of 3 MoUs with industries	Approached two industries for signing MoUs. MoU will be signed in the month of February

Recommendations:

Principal

1. To provide seed money to research scholars who publish their papers in the Scopus/Web of science/SCI/SCCI.
2. To set up 'Crossian Honesty Emporium' through which honesty attitude will be cultivated among students.

3. To motivate the students to apply for scholarship in Sitaram Jindal foundation and Reliance foundation.
4. To pool all the charitable activity in one umbrella term and name it.
5. To create employment opportunities and skills to local women who are school dropouts, illiterates, house wives and become entrepreneurs.
6. To give college calendar to all the students, staff and well-wishers in the month of January.
7. To reach the information on time to the students, the principal conveys the general assembly every month.
8. To bring archives and rare collection from the second floor of the library to the ground floor
9. To revamp the language lab
10. To set up solar panel in the main building
11. To construct the chemistry lab in the first floor
12. To purchase 33 more LCD projectors for various departments, IQAC and golden jubilee block
13. To apply for CSR funds
14. To motivate the non-teaching staff to prepare their log book.
15. To apply for 3 new courses – B.Sc Data Science and Artificial Intelligence, B.A. Literature and Media Communication and B. Com Corporate Secretaryship
16. To raise the compound wall
17. To set up the pedestrian path
18. To purchase the additional water purifier in each block
19. To setup focus light for the stage
20. To set up showcase near the Principal's office
21. To purchase the key board for the college choir
22. To fix the CCTV camera near the back gate

Vice Principal

1. To organise activities for Anti – Drug Awareness Committee in February
2. To organize mobile control campaign awareness in March

Examination Wing

1. To organize a workshop for faculty members on latest UGC regulations on 'Evaluation and Micro Credentials'.
2. To generate internal question setting through software using question bank.
3. To upload the mark statement of all students in National Academic Depository (NAD).

IQAC

1. January AQAR uploading
SSR Cri1&2 - Data and Evidence 2023-24
collection
2. February SSR Criteria7 data collection
Cri1 QnM and QIM
Cri2 QnM and QIM
AISHE submission
AQAR data verification and finalizing
Cri5 QnM and QIM (4yr data consolidation)
Cri3 QnM and QIM (4yr data consolidation)
Cri6 QIM
3. March Cri 4 & 7 Geotagged photos
Cri6 QnM
Correction – SSR files
Best practices and Distinctiveness
4. April Evaluatory report of Departments
Criteria consolidation & Correction – SSR files
Executive Summary
Cri5 QnM – 2023- 24 data collection
5. May Department File updation - even semester
Academic and Administrative Audit
Presentation of Academic Plan
IIQA
Extended Profile

Deans of the Academic Affairs

1. February – Timetable for I Internal Test
Curriculum Steering Committee Meeting – Structure for
BoS
Consolidation of 2023-24 Feedback
2. March
Timetable for II Internal Test

Curriculum Steering Committee Meeting – Skeleton for

Syllabus and BoS Minutes

Presentation of Structure by HoDs

3. April

Board of Studies

4. May - Academic Council

Monitoring Generic Value-added Courses

Monitoring SWAYAM-NPTEL Courses

Crossian Centre for Research & Development

1. Article processing (corrections as per the comments of reviewers) and release of December 2023 issue.
2. Collaborative Research colloquium/ Workshop/ Hands-on Training to Research Scholars.
3. Monitoring the progress of Institutional seed money projects.
4. Announcement & Distribution of Endowment Prizes, Best Contributor(Research) Award and Incentives for 2023.
5. Completion of Criterion III research oriented files.
6. Research Database update in the College Website
7. Call for papers for June 2024 issue.

Dean of External Affairs & MoU Nodal Officer

1. To go for two more industry based MoUs

Dean of Student Affairs

1. To conduct the student election through ERP in March
2. To publish YUVATHI magazine (2rd & 3rd edition) in January and March respectively
3. To organize a programme on code of conduct (Arts, Science and Commerce) in March

Dean of Extension Services

1. To organize a dental camp in March (by YRC & RRC)
2. To organize a workshop on kitchen garden in February (Eco club)
3. To organize a road safety campaign in February (Rotaract Club)
4. To organize a skill development programme in the adopted villages in February
5. To set up a vermi-compost pit in Kurusady in March (Eco club)

6. To organize an awareness camp on food adulteration in March (Consumer & Legal Literacy Club)
7. To arrange a visit to the district court in March (Consumer & Legal Literacy Club)
8. To coordinate the International Women's Day in March (Women's Cell)

Dean of Entrepreneurship Development

1. Incorporating 51 additional entrepreneurs to supplement the existing 49.
2. Recognizing meritorious students and providing seed funding to qualified entrepreneurs among first and second-year undergraduate and first-year postgraduate students on campus.
3. Recognizing and recording alumni entrepreneurs from each department for documentation purposes.
4. Hosting two campus bazaars throughout the semester.
5. Organizing workshops on Bonsai and garden art as part of Green Entrepreneurship initiative.

Parent-Teacher Association

1. To organize a General PTA meeting in February
2. To organize a career guidance program for outgoing students in February
3. To collect feedback from parents in February

Placement Cell

1. February - Teachers Recruitment Drive 50 + Schools
2. March - Campus Interview Resbee Technologies Private Limited, Trivandrum.
3. March - Campus Interview TVS Training and Services, Chennai.
4. March Campus Interview Altruist Technologies, Bangalore.
5. March Mega Job Fair in collaboration with Mar Ephraem College of Engineering.
6. March Campus Interview Techno Park, Trivandrum.

Reaching the Unreached Neighbourhood (RUN)

1. To carry out the SDGs focussing on quality education, energy conservation, gender equity, life on land and women empowerment

UBA

To organize programmes on the following:

February

1. Roadside Plantation
2. Talk Show on preventive measures of waterborne diseases
3. Cleanliness Awareness Drive
4. Wall painting on Child health
5. Terrace Garden
6. Talk show/ Film Show on Nutritional aspects
7. Orientation to water user and community groups
8. Campaigning on waste water management
9. Blood testing Camp for identification (Health Camp)
10. Solid Waste Management
11. GPDP Upload in e-gram portal

March

12. Installation of Pipe Composting
13. Creation of Miyawaki Forest
14. All the reports – website

Institution's Innovation Council

1. January - Provided assistance for drafting and filing of 2 patents
2. Provide seed money for patent drafting and filing - (HCIIC provided Rs. 27,300/- as seed money for Patent drafting and filing for 2 patents)
3. February to March - Assistance for drafting and filing of 10 patents
4. Signing of MoUs with industries

PLANNING, REVIEW AND EVALUATION COMMITTEE

Minutes of the Planning, Review and Evaluation meeting held on 19th August, 2024

S.No	Name	Designation
1	Dr. Sr. S. Sahayaselvi	Principal
2	Dr. Sr. M. Mary Hilda	Secretary
3	Dr. Sr. K. Francy	Vice Principal 1
4.	Dr. P. Sathya	Vice Principal 2
5.	Dr. J. Vinoliya Josephine Mary	Controller of Examinations
6.	Dr. H. Jimsy Asha	IQAC Director
7.	Dr. V. Virgin Nithya Veena	Dean of Academic Affairs
8.	Dr. S. Mary Mettilda Bai	Dean of Research
9.	Dr. Mabel Edel Queen	Dean of Student affairs
10.	Dr. Selva Mary Gokila S. George	Dean of Student affairs
11.	Dr. V. Antony Prakash Babila	Dean of Extension
12.	Dr. R. Abilasha	Dean of External affairs
13.	Dr. Jeni Chandar Padua	Dean of Entrepreneurial Development
14.	Ms. P.T. Anbu Hannah Dora	Senior Faculty
15.	Dr. S.J. Jenepha Mary	Coordinator of RUN
16.	Dr. S. Panimaya Mercy	Coordinator of UBA
17.	Dr. V. Sujin Flower	Coordinator of Placement and Career Guidance Cell
18.	Dr. Sheeba Daniel	IIC Convenor
19.	Dr. J. Christy Celine Mary	Physical Education Directress
20	Mr. J. Jeevakarunyam	Non-teaching staff representative
21	Ms. Sandra	Student Representative

The members of the Planning and Evaluation Committee came together for a meeting on 19th August, 2024. The meeting commenced at 2.00 p.m. with a short prayer.

The chairperson welcomed the members. Dr. P. Sathya, the Vice Principal read the minutes of the previous meeting and it was approved by the members.

Dr. Sr. Sahayaselvi, the Principal presented the report of the action taken on the recommendations of the previous meeting.

S. No.	Recommendations	Action taken
1	Principal	
1.	To provide seed money to research scholars who publish their papers in the Scopus/Web of science/SCI/SCCI	Five research scholars received a seed grant of Rs. 10,000 each along with the necessary criteria mandating that they publish their findings in Scopus, Web of Science, SCI, and SSCI.
2.	To set up 'Crossian Honesty Emporium' to inculcate honesty among students	Crossian Honesty Emporium was established with Rs. 43 910 to inculcate the value of honesty among students
3.	To motivate the students to apply for scholarship in Sitaram Jindal foundation and Reliance foundation	Out of 15 students, 13 students received a sum of Rs. 1,45,000 as scholarship
4.	To pool all the charitable activity in one umbrella term and name it	"Angel Arms" – an initiative to pool all the humanitarian endeavours in the campus
5.	To create employment opportunities and skills to local women who are school dropouts, educationally disadvantaged and house wives and become entrepreneurs	Local women who are housewives, dropouts from school, educationally disadvantaged or who want to start their own businesses are provided access to the Women's Initiative Skill Enhancement (WISE) programme. Accordingly, Vermi Compost, DTP, Daily Articles in Chemistry (Dish Washing Liquid, Liquid Detergent), Herbal Cosmetics, Mushroom Cultivation, Tally/Typewriting, Embroidery, Advance Fashion Designing, Aari Work and Baking. 154 women were benefitted from this programme
6.	To give college calendar to all the students, staff and well-wishers in the month of January	A sum of Rs. 1,21,500 was spent towards the issuance of 2024–2025 Calendar
7.	To reach the information on time to the students, the principal conveys the general assembly every month	Regular General Assembly meetings are held at the Golden Jubilee Hall once a month.

8.	To bring archives and rare collection from the second floor of the library to the ground floor	The library's unique collection and archives are moved from the second floor to the ground floor, and Rs. 2,99,220 was spent on this project.
9.	To revamp the language lab	The software for the language lab has been updated and costs Rs. 5,35,750.
10.	To set up solar panel in the main building	26 solar panel system costing Rs. 12,68,417 was installed in the main building. On an average, it generates 15 KW every day
11.	To construct the chemistry lab in the first floor	A Ph.D. research lab and two postgraduate classrooms were built for the department of Chemistry amounting Rs. 52,33,424
12.	To purchase 33 more LCD projectors for various departments and IQAC	A total of Rs. 17,75,450 was spent on LCDs for 33 classrooms and the IQAC
13.	To apply for CSR funds	Twelve PCs for the Language Lab were purchased using CSR funds of Rs. 6,00,000 from Indian Rare Earth
14.	To motivate the non-teaching staff to prepare their log book	The non-teaching staff members maintain a log book and every day's activities are recorded which is verified by the respective heads of the departments and countersigned by the Vice Principal every month and also once a semester by the Principal
15.	To apply for 3 new programmes – B.Sc Data Science and Artificial Intelligence, B.A. Literature and Media Communication and B. Com Corporate Secretaryship	The three programmes - B.Sc Data Science and Artificial Intelligence, B.A. Literature and Media Communication and B. Com Corporate Secretaryship are introduced from the academic year 2024–2025
16.	To raise the compound wall	An amount of Rs. 3,82,450 was utilized to raise the compound wall behind the Golden Jubilee block
17.	To set up the pedestrian path	A total of Rs. 13,40,079 was spent on setting up the pedestrian path.
18.	To purchase the additional water purifier in each block	Six water purifiers providing hot, cold, and normal water were installed in each block (Administrative block-1, library-1, Mermier block-1, Claudine block-1, and Golden Jubilee block 1) amounting Rs. 4,02,935
19.	To setup focus light for the stage	A focus light system costing Rs. 4,94,000 was installed on the Golden Jubilee stage.
20.	To set up showcase near the principal's office	A sum of Rs. 1,93,000 is used to display the trophies, cups, and prizes in the showcase.
21.	To purchase the key board for the college choir	A key board for the college choir was procured for Rs. 62,500.

22	To fix the CCTV camera near the back gate.	Near the back gate, two CCTV cameras were installed for a total of Rs. 39,900.
----	--	--

2	Vice Principal	
1	To organise activities for Anti – Drug Awareness Committee in February	Awareness programmes were conducted in February and March respectively
2	To organize mobile control campaign awareness in March	Awareness was given to the students on the harmful effects of using mobile phones
3	Examination Wing	
1	To organize a workshop for faculty members on latest UGC regulations on ‘Evaluation and Micro Credentials’	Due to OBE and NAD related work, the workshop will be organized during the next semester
2	To generate internal question setting through software using question bank	Question generating software has been installed. Internal test questions will be generated from the next semester.
3	To upload the mark statement of all students in National Academic Depository (NAD).	A workshop was organized for the Examination section staff on NAD and the process of uploading of mark statement is under progress
4	IQAC	
1	To get ready with the necessary documents for NAAC	IIQA is approved and SSR files will be uploaded in the NAAC portal in the upcoming semester
5	Deans of the Academic Affairs	
1	To prepare the format for Board of Studies	Curriculum Steering Meeting was conducted on 12 th December, 2023 and the guidelines for preparing the syllabus were shared to conduct the Board of Studies to all the departments
2	To prepare for the Academic Council	The Academic Council Meeting was conducted on 23 rd July, 2024
3	To consolidate the feedback for the academic year 2023 – 2024	The consolidated curriculum feedback for the academic year 2023 – 2024 and submitted to the IQAC on 10 th May, 2024
4	To monitor the generic value added courses	Monitored the generic value added courses in both online and offline modes and all the courses were completed on 17 th May, 2024
5	To monitor the SWAYAM NPTEL courses	Monitored the enrollment and registration for exams of the SWAYAM NPTEL courses

6	Crossian Centre for Research & Development	
1	To monitor the progress of the Institutional seed money projects	Received the progress report from the Principal Investigators of Crossian Research Seed Money Scheme for Faculty (CRSMS-F) 2023-2024 batch and requested the progress report from the Principal Investigators of Crossian Research Seed Money Scheme for Scholars (CRSMS-S) 2023-2024 batch.
2	To get ready with the relevant documents and prepare for the article processing for the next issue of the Crossian Resonance.	Released the December 2023 issue (Vol 14, No 2) of “ <i>Crossian Resonance</i> ”, on 08 th April 2024.
3	To organize a collaborative Research colloquium/ Workshop/ Hands-on Training to Research Scholars	Conducted Research Colloquium on the topic “Research Ethics” in Collaboration with Research and Development Cell, Sree Ayyappa College for Women, Chunkankadai on 14 th February, 2024.
4	To complete the Criterion III research oriented files	The research-oriented files were collected and submitted to the IQAC
5	To update the research database in the college website	Updated the list of the supervisors, research scholars, Digital format of recent Crossian Resonance issue; the research and consultancy policy were revised and consolidated the reports of all the CCRD events.
6	To call for papers for June 2024 issue of the Crossian Resonance	The call for papers for June 2024 was announced during the month of April. The collected research articles were given to the reviewers for scrutiny
7	Distribution of Endowment Prizes, Best Contributor (Research) Award and Incentives for 2023.	Distributed Endowment Prizes, Best Contributor (Research) Award and Incentives for 2023 on 08 th April, 2024.

7	Dean of External Affairs & MoU Nodal Officer	
1	To go for two more industry based MoUs	Industry Based MOUs The following MoUs were signed from February 2024 to May 2024: 1. St. Devasahayam Institute of Fisheries Science and Technology (DIFST), Midalam HCIIC (29.05.24) 2. Edex Academy NZ Ltd. Foreign Collaboration HCIIC (07.03.2024) 3. Finura Bioteks - Department of Botany (22-05-2023) 4. Asha Tailoring Mart, Nagercoil - Department of Tamil SF (30-05-2023) 5. Scientific Research Association for Economics and Finance - Department of Economics (01-04-2024) 6. Inbox Info Solutions, Nagercoil, Tamil Nadu - Department of Computer Science (05-03-2024) Colleges/ Academy • St. Mary's College (Autonomous), Thoothukudi Botany Feb, 2024 • St. Mary's College (Autonomous), Thoothukudi - Department of French Feb, 2024 • Patrician College, Chennai by the Department of Economics Feb., 2024 • Amrita School of Arts, Humanities and Commerce Mysuru - March, 2024 • LEXETA English and Soft Skills Academy by the Department of Commerce May 2024 NGOs Kumari Mangrove Foundation, Nagercoil - IIC (23.05.24) RACE - Department of Social Work - March, 2024
8	Dean of Student Affairs	
1	Book Fair	Cultural activities were performed on 21 st February, 2024 in SLB Higher Secondary School, Nagercoil as a part of the District Book Fair
2	Prize Distribution Day	Prizes were given for overall Proficiency and rank holders for each subject on 26 th February, 2024
3	Graduation	Coordinated the events of the Graduation day on 02 nd March, 2024
4	Code of Conduct	The students were given orientation about the rules, and standards of behaviour within the institution and community. It was given for the students of Arts and Commerce and Science streams on 04 th and 6 th March, 2024 respectively
6	Conduct Student council election through ERP	Student council election was conducted through the ERP between 18 th – 21 st March, 2024

7	Conduct Leadership Training Programme for the selected students	A Leadership Training Programme was organized for the selected student council members on 1 st April, 2024
9	Valedictory Function	The present student council handed over the responsibilities to the newly elected student council members and the valediction of all the clubs and committees were held on 8 th April, 2024
10.	Fresher's Day	The freshers were welcomed and they were enlightened on the overall rules and regulations of the college including the college infrastructure, transport facilities, scholarship on 26 th June, 2024
11.	Investiture Ceremony	The newly elected student council along with the student representatives of the clubs and committees assumed office on 12 th July, 2024
12.	Student Administration Day	Students demonstrated their leadership qualities and responsibilities through various activities on 25 th and 26 th July, 2024
13	Diamond Jubilee Celebration	The beginning of the diamond jubilee celebrations commenced on 2 nd August, 2024. The achievements and the milestones of the college were displayed on the day of the event
9	Dean of Extension Services	
1	To organize a dental camp in March (by YRC & RRC)	The dental camp was not conducted in March. Instead, RRC organized an Aadhar updating Camp on 09.02.2024 and 12.02.2024.
2	To organize a workshop on kitchen garden in February (Eco club)	Eco Club organized a workshop on kitchen garden in Thollavillai on Village 27.11.23.
3	To organize a road safety campaign in February (Rotaract Club)	Organized an awareness rally on road safety on 22.02.2024
4	To organize a skill development programme in the adopted villages in February	Rotaract Club organized a skill development programme on Jewel Making in Karthigai Vadali on 10.04.2024
5	To set up a vermi-compost pit in Kurusady in March (Eco club)	Eco Club organized a demonstration on the Vermi compost pit in Kurusady Village on 22.2.2024.
6	To organize an awareness camp on food adulteration in March (Consumer & Legal Literacy Club)	An awareness camp on Food adulteration was not conducted in March. An awareness talk on Child Rights in India was organized on 20-01-2024
7	To arrange a visit to the district court in March (Consumer & Legal Literacy Club)	A visit to the district court was not organised in March. An awareness talk on Voting Rights in India was organized on 30-01-2024.
8	To coordinate the International Women's Day in March (Women's Cell)	International Women's day was celebrated on 7.3.2024.

10	Dean of Entrepreneurship Development	
1	To incorporate 51 additional entrepreneurs to supplement the existing 49	101 campus entrepreneurs, collectively referred to as 'Start Steps,' were launched and integrated into the college's incubation unit under the Holy Cross Innovation and Incubation Centre (HCIIC).
2	To recognize meritorious students and provide seed funding to qualified entrepreneurs among first and second-year undergraduate and first-year postgraduate students on campus	Four campus entrepreneurs (Start Steps) received seed funding of Rs. 2500/- each, facilitated through the Holy Cross Innovation and Incubation Centre (HCIIC), to help grow their business. These start steps include 2 from the Department of Mathematics, one each from the Department of Computer Science and Zoology respectively
3	To recognize and record alumni entrepreneurs from each department for documentation purposes.	Data on alumni entrepreneurs was collected and subsequently shared with the Principal, the Internal Quality Assurance Cell (IQAC), the ERP Portal, and the Alumni Association.
4	To host two campus bazaars throughout the semester	Two Campus Bazaars were organized during the even semester of the 2023-2024 academic year.
5	To organize workshops on Bonsai and garden art as part of Green Entrepreneurship initiative	The planned workshop on Bonsai garden art was not held due to a lack of interest among students to take up this art. In its place, two mentoring sessions were organized for students to encourage and promote green entrepreneurship initiatives.
11	Parent-Teacher Association	
1	To organize a General PTA meeting in February	The General PTA meeting was organized wherein the parents met the respective teachers to discuss the performance of their wards. Nearly 1,500 parents were present for the meeting
2	To organize a career guidance programme for outgoing students in February	A programme titled 'New Vistas of Career' was organized to enlighten the parents and students on the various employment opportunities and progression to higher studies. Mr. M. Anto Xavier, Career Counsellor from Nagercoil, was the resource person.
3	To collect feedback from parents in February	Feedback forms were collected from parents, and the consolidated report was submitted to the IQAC.
12	Placement Cell	
1	To organize Teachers Recruitment Drive 50 + Schools in February	A Mega Job Fair to recruit teachers was conducted on 24 th February 2024.
2	To organize a Campus drive with Interview Resbee Technologies Private Limited, Trivandrum, Techno Park, Trivandrum, TVS Training and Services, Chennai and Altruist Technologies, Bangalore in March	Placement drives were hosted with TVS Training and Services, a recruiter for ICICI Bank. Campus drives were organized with QBSS, Foxconn, Michael's Academy of Communicative English, BDM Technology, Don Bosco School, AKT School, SRV Group of Institutions and Elite School.

3	To organize a Job Fair in collaboration with Mar Ephraem College of Engineering in March	Due to time constraints, the job fair was not conducted.
13	Reaching the Unreached Neighbourhood (RUN)	
1	To carry out the SDGs focussing on quality education, energy conservation, gender equity, life on land and women empowerment and life on earth	Activities promoting quality education, energy conservation, gender equity, life on land and women empowerment and life on earth were carried out
14	UBA	
	To organize the following programmes: February 1. Roadside Plantation 2. Talk Show on preventive measures of waterborne diseases 3. Cleanliness Awareness Drive 4. Wall painting on Child health 5. Terrace Garden 6. Talk show/ Film Show on Nutritional aspects 7. Orientation to water user and community groups 8. Campaigning on waste water management 9. Blood testing Camp for identification (Health Camp) 10. Solid Waste Management 11. GPDG Upload in e-gram portal March 12. Installation of Pipe Composting 13. Creation of Miyawaki Forest 14. All the reports – website	Completed all the activities except blood testing camp. GPDG was uploaded by the DRDA, Kanyakumari District. Except the creation of Miyawaki forest, all the other activities were completed
15	Institution's Innovation Council	
1	To provide assistance for drafting and filing of 10 patents in February and March	Provided assistance for patent drafting and filing. Filed 12 Utility Patents and 3 Design Patents (March 2024 - May 2024) Patent Details (January 2024 - May 2024) Granted - 2 (Design Patents) Published - 13 Filed - 2 (Utility Patents) 3 (Design Patents)
2	To provide seed money for patent drafting and filing	HCIIC provided Rs. 2,17,650/- as seed money for patent drafting and filing

3	To sign MoUs with industries	HCIIC signed 3 MoUs with industries 1. CKS Solutions, Nagercoil 2. Picobytes Private Limited, Nagercoil 3. Jclick Solutions, Nagercoil
---	------------------------------	--

Recommendations:

Principal

- To prepare Institution Development Plans for 15 years
- To put up floor map in all the blocks
- To prepare the academic Calander plan and Academic schedule for 2024-2025
- To design the theme for the academic year 2024 – 2025 “Net Working, Research grants and Skill enhancement (NRS)
- To give 1% towards HCIIC for entrepreneurial related activities and 0.25 percent for research activities
- To provide a score card to measure 360-degree performance of the faculty
- To prepare the flex boards in necessary locations in view of the NAAC
- To create a separate e-mail id for grievance and intimate the same through posters
- To construct a green pyramid garden
- To construct the green guest house
- To have a department faculty Review Forum
- To elevate the greenery effects of the college and to name every garden as butterfly, rock, medicine, etc.
- To set up sensor-based water tap by the students of Physics department
- To organize the student council election through ERP by the students of Computer Science
- To construct a fountain in front of the administrative block
- To name each block as A, B, C, D, E, F
- To create a separate computer lab for the departments of Artificial Intelligence and Computer Science
- To purchase of separate server for Controller’s Section
- To apply projects in Spain, Curie , DST and other funding agencies
- To whitewash the administrative block and library
- To purchase 3 white boards and paint the black boards
- To put flavour block near the toilets

Vice Principal

- To set up digital scanners in the college entrance to check on the entry and exit of the students and also to check the late comers
- To award the department which has less late comers at the end of each semester
- To restrict the usage of mobile phones by monitoring through student volunteers

Examination Wing

- To upload all the Semester grades of 2021 - 2024 batch before December 2024 in NAD
- To organize a seminar on “OBE - Challenges and Future directions” for faculty members in September
- To organize an orientation programme to the faculty on psychomotor domain testing- Assessment of motor skill as an internal component and implementation in September

IQAC

- To organize an orientation to the Junior faculty on Professional Ethics in September 2024
- To organise a Faculty Development Programme on AI tools September 2024
- To submit the SSR before 15th September, 2024
- To introduce SPIC MACOY (Indian classical arts and culture) in January 2025
- To implement a centre for Indian Knowledge System in January 2025
- To conduct mock visits in view of NAAC accreditation in November 2024

Deans of the Academic Affairs

- To monitor the Certificate Courses and Generic Value-added Courses from 18th to 23rd November, 2024
- To coordinate the Board of Studies for all the departments in January
- To organize two Curriculum Steering Committee Meetings
- To monitor the SWAYAM-NPTEL Courses
- To organize the Academic Council in April
- To consolidate the feedback on Curriculum and Action Taken in the month of April

Crossian Centre for Research & Development

- To release CCRD Newsletter 2023-2024 in the month of July 2024.
- To organize a Conference with paper presentation & paper publication in the proceedings with ISBN in the month of July 2024.
- To convene the Research Advisory Committee meeting, Research Ethics Committee meeting and Crossian Scholars Forum in the month of August 2024.
- To release the ***Crossian Resonance*** June 2024 issue in the month of September 2024.
- To organise Workshop or Hands on Training on writing proposals for research grants in the month of October 2024.
- To monitor Institutional seed money projects - Crossian Research Seed Money
- Scheme for faculty members and Scholars throughout the academic year..
- To ensure the publication of a minimum of 10 research articles in SCI/ SSCI journals, 30 in Scopus/ Web of Science indexed journals, 30 in UGC care 1 journals and 30 in other journals with ISSN.

Dean of External Affairs & MoU Nodal Officer

- To sign two MoUs with foreign institutions/ organizations during the month of August and October respectively
- To sign an MoU with an NGO in the month of September
- To sign two industry based MOU in November

Dean of Student Affairs

- To release the e-copy of the *Yuvathi* magazine in the college website in July
- To organize Road Safety Day in September
- To organize Teachers' Day on 5th September, 2024
- To organize a Quality Circle meeting in September
- To conduct a Star Night Programme in October
- To foster a culture of English on campus

Dean of Extension Services

- To organize an awareness talk on 'Consumer Protection Acts' YRC organized a 'Disaster Management Training' in July (Consumer Club)
- To sign on MoU with the Students Rights Organization, Kanyakumari District by the in August (Legal Literacy Club)
- To organize a Demonstration session on 'Vermicomposting and Pit making' in Thollavilai village in August (Eco club)
- To pay a visit to the District court, Nagercoil in August (Consumer Club)
- To organization a 'Blood Donation Camp' in August (YRC & NCC)
- To organize a Camp to assess the 'Body Mass Index' for the first year students in September (Health and Hygiene Committee)
- To coordinate a charity support by taking the students to an oprphanage in September (AICUF)
- To conduct an awareness rally on ' Wearing Helmet' in September (Legal Literacy Club)
- To organize a 'Plastic Awareness and Cleaning programme' in Thollavilai village in September (Eco club)
- To organize awareness programmes on 'Terrace Garden' 'Kitchen Garden' and demonstration session on 'Vermicomposting and Pit Making' in Melasoorankudy Village in October (Eco club)

Dean of Entrepreneurship Development

- To establish a centralized sales hub for student-produced goods

Crossian Centre for Faculty Development

- To organize a competition for higher secondary students in September
- To promote the value of gratitude by offering greeting to the alma mater in September
- To organize a two day hands-on training on the effective use of AI for both teaching and non-teaching faculty in September
- To organize a programme on Time Management and Goal Setting for the students in October

Parent-Teacher Association

- To organize PTA Executive Meeting on 19.08.2024
- To conduct General PTA Meeting for UG and PG Students during 21-10- 2024
- To organize Career guidance programme for outgoing students 15.03.2025

Placement Cell

- To develop problem-solving skills, offer aptitude and logical reasoning training from October to December.
- To enhance soft skills by conducting training programs on communication skills, teamwork and presentation skills from October to December.
- To conduct the Accenture On-Campus Recruitment Drive in September.
- To arrange interview skills workshops, including mock interviews and feedback sessions in November.
- To conduct resume writing workshops to guide students on creating effective resumes tailored to different industries in December.

- To invite industry experts for guest lecture on current trends, job opportunities and career paths in December.
- To organize alumni talks where alumni share their career journeys and job market insights in January.

Reaching the Unreached Neighbourhood (RUN)

- To sign more than five MOU's with GO's and NGO's
- To accomplish the environmental related activities NGO's Provision and Gold King charitable Trust were selected
- To Sign of MOU in the month of August
- To carry out the extension activities from the month of September to March
- To select schools for the transformation of quality education
- To focus on the following sustainable development goals
 - Quality Education
 - Gender equality
 - Good Health and well being
 - Clean water and sanitation
 - Life on land
 - Climate action

UBA

August

- To organize a blood group identification camp (Health Camp) - Annai Nagar

September

- To organize a Roadside Plantation in Pozhikkarai
- To paint the wall on the importance of Child health in Annai Nagar
- To organize a campaigning on wastewater management in Pozhikkarai

October

- To establish a Tailoring Center in Annai Nagar in the month of October
- To organize a training programme on the setting up and maintenance of Terrace Garden in Annai Nagar
- To organize an orientation to effectively use water in Pozhikkarai

Institution's Innovation Council

- To provide mentoring support and guidance for student innovators and entrepreneurs by collaborating and networking with industries and institutions
- To provide assistance and financial support for drafting and filing of 8 patents