

# **HOLY CROSS COLLEGE (Autonomous)**

**(Affiliated to M.S. University, Tirunelveli)**

**Accredited with A+ Grade (CGPA 3.35 – 4<sup>th</sup> Cycle) by NAAC**

**Nagercoil - 629 004, Tamil Nadu, India**



## **POLICIES**

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## **E-GOVERNANCE POLICY OF THE INSTITUTION**

### **Policy Statement**

Holy Cross College (Autonomous) has designed an E-Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply in the domain administration, finance and accounts, student admissions and support, examination wing and library services of the Institution.

### **Policy Vision**

To enhance the efficiency in governance for the overall development of the institution through seamless data access by leveraging available technologies.

### **Objectives**

- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and for linkages with outside as well.
- To install an integrated, user-friendly Enterprise Resource Planning (ERP) portal for automating the various functions of the institution to get quicker and easy access of information.
- To promote transparency and accountability in all the functions of the college
- To modernise the library into a fully automated one.

- To make the campus Wi-Fi enabled with high-speed uninterrupted internet connection.
- To promote and create a paperless environment in the college.
- To make the classrooms ICT enabled with modern tools for efficient teaching learning and evaluation process
- To facilitate online internal and external communication between various entities of the institution.
- To enhance the visibility of the institution globally.
- To maintain the data on a secure environment.
- To provide a simple and efficient system of governance within the institution and for all the stakeholders.

## **Policy**

### **I Administration:**

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP solution.
- The faculty and the administrative staff shall rely fully on using ERP portal to record and track attendance, Internal assessment etc.
- Digital messaging services like SMS and e-mail will be sent for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance and other required information.

- The administrative office will use advanced Excel and File Management System Tools to maintain database.
- The administration shall use e-mail service for communication with the governing body members as well as the teaching and non-teaching staff.
- Google applications like Google Sheet, Google Docs, Google Forms etc will be used for paperless communications.
- Publish administrative information including announcements and circulars are being displayed on the website and digital displays at all strategic locations.
- All staff members shall use Biometric attendance.
- CCTV Cameras are installed at various places of need.
- ICT shall be introduced in every administrative activity.

## **II Finance and Accounts:**

- The accounts of the institution are maintained through Tally software and ERP portal.
- All payments/transactions will be through online mode such as NEFT, RTGS, Net banking, Bank Transfers, UPI, etc.
- Make use of software application to generate Profit and loss, Balance Sheet and other documents.
- Implement appropriate security measures for maintaining confidentiality in transactions.

- Provide regular training in updated versions of the software to the respective staff.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

### **III Student Admission and Support:**

- Use ERP portal to manage all student data including course fee remittances, attendance, internal marks, results etc.
- Update college website regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Regular updates on alumni portal for collecting information of outgone students
- Share digital brochure, teaser videos and social media posts on course details, sanctioned intake, placements, and facilities during admission time.

### **IV Examination:**

- Use ERP solutions to handle the entire examination process.
- The examination records and results of students are available in the ERP portal

- Maintain compatibility of examination process with the regulations of the institution and the affiliating university as far as e-governance policy is concerned.

The Institute shall continuously review and update the approved policy and is committed to its implementation.

### **Area of Implementation:**

1. Website & Social Media
2. Student Admission
3. Academics & Administrative Office
4. Examination Wing
5. Communication System
6. Finance & Accounts
7. Library
8. Alumni
9. Feedback

### **1. Website & Social Media**

The website serves as an information hub which reflects the college, administration, academic programmes, research, examination wing, admission portal, IQAC, IIC, HCIIC, alumnae, news and events. A website committee is formed for the administration and updation of the college website. The responsibility of the committee is to oversee the process of updating, maintaining, and operating the website on a regular basis. The college strives to showcase its

vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

A social media committee is also formed for managing the performance and functions of the institution's social media network and thus promote the perception of the college. The social media committee is responsible for developing, updating and monitoring the social networking accounts on Facebook, Twitter, Instagram, LinkedIn and YouTube. The committee shall ensure that all the individuals belonging to this institution are following the social media accounts. The committee shall post all the important information's and achievements of the institution in the social media.

## **2. Student Admission**

The college follows open and transparent strategy for the admission process which is further strengthened by the ethical practices and regulations as opined by Manonmaniam Sundaranar University. The online application form and the prospectus with instructions and guidelines are displayed on the college website for the admission process and it is managed through ERP solution. Students are required to submit a separate online application form for taking admission in the college. The process of admission for programs, hostel, transport and fees are managed through ERP Solution.

## **3. Academics & Administrative Office**

The college manages student academics using ERP Solution to record and track Attendance, Internal Assessment, progress report etc. The college has



provided Radio Frequency Identification (RFID) for all the faculty, administrative staff and students. The RFID system automates the attendance management system by tracking the accurate number of students. RFID readers will be installed at college entry gates and restricted areas to record the student details by reading the student ID card.

Administrative office uses Advanced Excel and File Management System Tools to maintain effective database. The college provides adequate training to the administrative staff for updating themselves with the new technology. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Facilities are available for online leave management of employees, internal communication between the management and the employee's etc. Students benefit maximum services through online mode.

#### **4. Examination Wing**

The college provides an online system where students can view their internal marks at the end of each semester and can report discrepancies, if any. The examination related information like registration, filling of examination form, payment of examination fees, hall tickets, uploading of results, revaluation forms etc., are done by the examination wing through ERP solution. Utmost secrecy and confidentiality are being maintained while conducting examinations and related works are done with utmost care and caution. Controller of Examinations supervises the entire process of examination under the guidance of

the Principal of the college. Regular updates of students internal performance is being maintained and communicated to the parents.

## **5. Communication System**

Regular updates regarding academic, extracurricular and co-curricular activities are communicated to the students by uploading the circular/notice on the college website and also posted the same in the students WhatsApp group by the respective class-in-charges. The communications are also displayed in the notice board and digital displays.

## **6. Finance & Accounts**

The college has implemented Public Financial Management System (PFMS) and Accounting & Finance Software package to maintain finance and accounts. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Appropriate security measures are taken for maintaining confidentiality of the transactions.

## **7. Library**

The college continues to uphold its academic excellence through maintaining a well-stocked library. The library is linked with Information and Library Network (INFLIBNET) Centre, Gandhinagar and have N-LIST consortium to access e-resources and e-journals. OPAC software installed in the library provides the facility to search books by users. The library is fully automated with RFID Library Management and the reports of the entry and exit details of the students are recorded in the ERP portal. Library provides access for

the faculty to get the relevant books for the subjects they are teaching. The entire library is to be automated to access the library resource in and outside the campus. The library provides access to Urkund software for plagiarism checking. The college provides appropriate training for the staff and the students to use the e-learning resources.

#### **8. Alumni**

In order to strengthen the alumni relationship, a separate alumnae page is created on the website providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, alumnae database, feedback etc. Alumnae association has conducting alumnae meet every year and also alumnae chapter meet frequently.

#### **9. Feedback**

The college provides an online feedback system on the website for collecting feedback from students, parents, alumnae, employers and staff.

E-governance works as the key of good governance by offering an effective, efficient, accountable and transparent administrative system in the college.

  
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## **GREEN CAMPUS POLICY**

### **1. Introduction**

Holy Cross College is identified as a “Clean and Green Campus” and the relationship between the college and nature is long and enduring. The college promotes eco- friendly sustainable practices in our campus. The college inculcates environmental consciousness among the faculty members and students by providing various opportunities and thus redefining its environmental culture.

### **2. Vision**

The policy envisions developing a community that is resource-efficient, ecologically healthy, and prosperous by effective waste management and implementing 3Rs – Reduce, Reuse and Recycle. The college educates its student community and disseminates to the general public to conserve nature and to be environmentally conscious.

### **3. Objectives**

- To develop an eco-friendly and sustainable campus by educating the faculty and students
- To enable a plastic free campus
- To create awareness among all the stakeholders and the local community to seek the adoption of environmental good practice, and reduce negative effects on the environment

- To integrate environmental concerns through extension and outreach activities
- To increase the green cover area both inside and outside the campus
- To continuously improve the efficiency and effectiveness in use of all resources, including energy and water, and to reduce consumption in the amount of waste produced, recovering and recycling waste where possible
- To conduct Environmental and Energy audits from time to time.
- To minimize the use of paper in administration by following the policy for E-governance.
- To protect and conserve ecological systems and resources within the campus.
- To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
- To work with all stakeholders and the local community to raise awareness and seek the adoption of environment friendly practices for minimising of any adverse effects on the environment
- To continuously enhance our share for climate protection and to the conservation of global resources.

#### **4. Green Campus Committee**

- Principal (The Chairman)
- Office Superintendent

- Bursar
- Dean – Academic Affairs
- Co-ordinators of Eco club and Green Audit Committee
- IQAC Co-ordinator
- Dean of student affairs
- Dean of Extension Activities
- NSS Programme Officers
- Student representatives (Student Council members)
- Heads of the Departments

## **5. Green campus Initiatives**

The institute supports a clean and green campus by encouraging students and staff to adopt various initiatives thereby promoting eco-friendly behaviours in order to create awareness and to protect the environment both within their own communities and globally.

### **5.1. Landscape initiatives**

The college strives to plant and maintain different types of plants including medicinal plants, ornamental plants and wild species within the campus. Adequate support staff have been appointed for maintenance of gardens and also keeping the campus litter free. More than a hundred species of Arthropods and rare birds are found inside the campus thus contributing to the campus's high biodiversity. By organising yearly tree-planting initiatives, the college

demonstrates its commitment to enhance its healthy ecosystem and upholding the symbiotic relationship between the institution and nature. The clubs and committees are encouraged to organise tree-planting activities from time to time. Additionally, green campus landscaping controls runoff, aids in groundwater recharging, and purifies and cools campus air. Every year on June 5<sup>th</sup>, the "International Plantation Day" and "World Environmental Day" are observed by organizing various competitions for students. Among the 20 acres of the college campus two thirds of the area is green cover which produces more oxygen.

Besides these, the Department of Botany maintains herbal garden and Department of Zoology maintains the Vermi-compost unit. The tree-plantation drives are undertaken by the NSS and NCC Units of the college and also by the Departments of Botany, Zoology, Eco-Club, RUN and UBA on regular basis.

## **5.2. Clean Air Initiatives**

The college promotes the usage of public transit among our students and employees. In order to reduce air pollution and improve social interaction, the college practices “Shuttle Free Day” once a semester. The entry of automobiles is restricted inside the campus and to promote the use of bicycles and e-vehicles.

## **5.3. Infrastructural Initiatives**

The institution supports switching to clean green energy sources like solar energy for the energy consumption to reduce the consumption of power generated by non-renewable resources. As an initiative, the Department of Physics which consumes more energy for laboratory purposes is made fully solar powered. The

college pledges to reduce energy consumption by using sensor based smart electronic appliances and energy-efficient electrical appliances that minimise inefficient waste.

#### **5.4. Rainwater Harvesting**

The college uses rainwater harvesting to restore the groundwater level. The replenishment and recharging of the groundwater are aided by this approach. The college intentionally collects rainwater because it understands the importance of every drop of water. The college has developed a useful plan with numerous pits where rainwater is collected for storage. The rooftops are properly maintained so that unwanted trash does not mingle with the rainwater flowing into the well.

#### **5.5. Pedestrian friendly pathway**

All around the campus, pedestrian-friendly roads have been laid for the safety and comfort of the students and staff members.

#### **5.6. Paperless Office**

The college office operates on a paperless principle, displaying all notices and information digitally via email, Google groups, WhatsApp Groups, Google Classrooms, etc. Additionally, high-speed Wi-Fi is made available inside the campus. Reusing one-sided paper for notes, sketches, rough work, rough prints, and other purposes; using cashless transactions; and using multi-user printers at the central administrative areas in the college office are some other methods that try to reduce the usage of paper and using public address systems cuts down the amount of paper used in announcements and circulars. In addition to going



paperless in the classroom, the college has also introduced "Learning Management System" wherein references, notes, syllabus, question banks, study material is stored and shared on the e-platform, avoiding massive usage of paper. The teachers have also experimented with alternatives of paper - based testing with e - assignments and other skill -based tests like presentations, group discussions, etc., Marks, attendance, feedback and other details of staff and students are uploaded in ERP.

### **5.7. E-waste management**

Awareness programmes on e-waste reduction and environmentally appropriate e-waste disposal techniques are organised. Institutional waste has been disposed properly. The procured e-waste is given to e-waste shops for recycling. E-waste management initiatives at the departmental and societal levels are taken care of inside the campus. Departments dispose off faulty computers, printers, and other equipment that is then sold as scrap. Printer cartridges are replaced and the UPS batteries are recharged. Enough funds are allotted to modernise the systems.

### **5.8. Solid waste management**

The college employs the 3Rs - Reduce, Reuse and Recycle. Paper waste generated inside the campus is collected, segregated and recycled. Steps are taken to create awareness among the student community about the following topics: reducing packaged food consumption; promoting the habit of reusing and recycling non-biodegradable products; and organising workshops on solid waste

management. As a part of the Swachh Bharat mission, solid trash is segregated into biodegradable and non-biodegradable categories before being delivered to the Municipal Corporation. Dustbins are available in all the departments and in the classrooms for the disposal of dry waste. Garbage is separated into dry and moist waste from the designated dustbins thus keeping the campus clean and environmentally friendly.

### **5.8.1 Vermicompost Unit**

The Department of Zoology has a vermicomposting unit. The students take an active role in managing this unit. Students gather organic trash from the college grounds and dump it in a designated vermicompost tank. The right quantities of vermin beds are created using broken bricks, coconut husks, dried leaves, organic waste, cow dung and earthworms. Students work together to install this mixture in the tank and correctly irrigate the vermicompost after 8 weeks. Vermicompost that is pure, odourless, and granular in texture is achieved in the first flush. Students are given technical guidance and help in the case of mass production. If there is too much water, a liquid called vermin wash can be drawn through a pipe from the tank. Vermi wash can also be used as manure.

### **5.8.2 Soil Management**

The vermicompost prepared by the Department of Zoology is used as fertilizers for the plants grown in college campus and make the soil fertile and nutrient rich. This process helps in maintaining the soil fertility without using chemicals.

## **5.9. Liquid Waste Management**

The college maintains water-tight fixtures. Indian-style toilets are more in number than western-style toilets so as to reduce the use of water. Support staff are appointed to promptly halt any water leaks from faucets, pipelines, tanks, toilet flushes, etc. The students are educated that conserving water also means conserving their future. The disposal unit for laboratory hazardous chemical waste receives the hazardous liquid containing chemicals. The laboratory waste liquid percolates into the soil using various water percolation systems. This percolation pit functions similarly to a rainwater collection system. For greater percolation, river sand is placed in the pit after gravel/pebbles. The administrative staff takes care in checking the frequency of cleaning the water tanks. Every stakeholder is knowledgeable about how to use water wisely and effectively. An oxidation pond with phyto remediating plants situated near the nursery garden filters the waste water from the hostel.

## **5.10. Plastic free campus**

Since its foundation, the college has been performing the majority of its obligations in terms of managing solid waste. The college management firmly prohibits the use of single use plastics in its goal to turn it into a "Plastic Free Campus" following the protocols of the Government's decision to outlaw all single use plastics due to its harmful effects. To reduce the use of plastic bags on campus, a new programme called "Manjappai- A fabric Bag" has been launched. Students and other stakeholders are the target of awareness campaigns

encouraging the usage of cloth bags rather than plastic ones. The Department of Zoology and the Eco Club collects the used plastic pens from all the classrooms and Departments and discard them safely to the Municipal Corporation. All the departments have put into practice the promotion of manjappai during seminars and conferences as conference kits.

### **5.11. HCIIC**

The Holy Cross Innovation and Incubation centre has initiated and motivated the students to start eco-friendly startups. HCIIC has start-ups such as Aha Oho sweets and Confectionaries (traditional sweets made of organic cereals and pulses), Alleure Heena (Chemical free henna), Triangle Beauty Care and Make Over (natural products), Eden gifts and handicrafts (handicrafts made of eco-friendly materials), Mushroom cultivation, Chem Clean (organic cleaners), Blossom Nursery (ornamental plants, trees and herbal plants), Green Crafters, Eco sparkles and Eco banners (Cloth Banners). HCIIC appreciates young Entrepreneurs with eco-friendly products.

### **5.12. Biogas Unit**

The college has a biogas plant constructed within the campus. It creates LPG equivalent to methane. Food waste from the canteen and the Hostel Mess are used as primary raw material. It is highly safe to utilise this gas because it is not as explosive as LPG. Gas leaks or storage are not a concern.

### **5.13. Green audit**

In order to advance our objectives of long-term sustainability, the college plans to regularly perform a Green Audit of our college campus to evaluate our strengths and weaknesses. A great method for figuring out how and where the majority of energy, water, or resources are being used is a green audit. The college adopts a policy of effective waste management thus fostering sustainability.

#### **Major Green Campus Initiatives**

- Observing Shuttle free day once a semester
- Power shut down once a month to conserve electricity
- Promoting the use of bicycles and battery powered vehicles among the staff and students
- Organizing rallies, seminars and workshops on environmental conservation
- Rain water harvesting
- Biogas is used as fuel for cooking in the hostel
- Solid waste management through vermi compost
- Pedestrian – friendly pathways inside the campus
- Use of majappai instead of plastic files as conference kits for seminars and workshops
- Eco-friendly banners for seminars and workshops instead of flex printing which is also a Startup initiative
- Landscaping with trees and plants

- Ban on single – use plastic
- Display Boards to Promote Environmental Sensibility on College Campus
- The Green, Environmental and Energy Audit
- Use of LED Bulbs/Tubes and Power Efficient Equipments

The Institution will make all the necessary efforts to involve the students, faculty and staff in “Green Campus Initiatives” by designating the volunteers of Eco Club, NSS volunteers & NCC cadets, RUN and UBA to use manjappai (cloth bags) specially designed for the purpose. The college strives to perpetuate eco-friendly practices and will review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

  
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## **POLICY ON GENDER EQUITY**

### **Introduction**

This policy dwells on our unwavering commitment to the principles of equity, validation of human rights and eradication of gender discrimination at all levels. Gender inequity refers to the unjust and avoidable inequalities between women and men in status, respect, health care, work opportunities and freedom. Gender equity strategies are used to attain, resolve and improve the overall productivity and efficiency of young women on campus. Removal of discrimination in the treatment of the female within the family and outside and the projection of a positive image of the girl child is actively fostered. Special attention is drawn towards their needs and earmarking of substantial investments is done in the areas relating to food, nutrition, health education and in vocational capacity building.

### **Vision**

Gender equity pertains to the fair distribution of benefits, power, resources, and responsibilities between women and men by providing better inputs for exercising their rights and contributing their potential for the greater good of the society.

### **Mission**

- To address and rectify the imbalance between the sexes
- To empower women individually and socially.
- To mainstream a gender perspective in the development process

- To root out all forms of discrimination against all women and girls
- To devise specific measures to eliminate gender inequities.
- To enable young girls towards self-development and empowerment
- To improve nutrition and health, hygiene essentials of young women.
- To upgrade the learning-skills, life skills, and vocational skills of adolescent girls.

### **Objective**

The aim of this policy is to bring about the intended advancement, development and empowerment of women through research, policies, and programs which give due attention to gender differences in health and its determinants, and promote equality between women and men. The wide dissemination of the policy is sure to encourage active participation of all stakeholders towards achieving its goals.

### **Policy Prescriptions**

The agenda incorporates gender education and human rights issues through removal of references that are derogatory to the dignity of women relating to equality and empowerment of women. It proposes gender sensitisation training of personnel of legislative, executive, and judicial wings of the state, promoting societal awareness to gender issues. The key focus is more on the following measures:

- Providing Demand-driven short-term courses
- Offering Special training programs



- Providing tailor-made courses as per industry's demand
- Putting an end to all harmful practices, such as early and forced marriages, and female infanticide.
- Paving way for effective participation of women at all levels of decision-making in political, economic, and public life.
- Creating equal provision for accessibility to women in healthcare, quality education at all levels, career and vocational guidance, employment, equal remuneration, occupational health and safety, social security and public office, etc. through awareness
- Changing the societal attitudes and community practices by active participation and involvement of women.
- Eliminating of all forms of violence against women and girls in the public and private sectors including trafficking and sexual exploitation through awareness programmes.
- Providing safe drinking water and sewage disposal, toilet facilities, and sanitation within acceptable reach
- Promoting and empowering women to be emotionally strong and economically independent
- Recognizing that women and men have different needs, access to, and control over resources
- Providing safe accommodation in hostels for students including day-care facilities for the staff and their children.

- Imparting knowledge of legal systems aimed at elimination of all forms of discrimination against women
- Campaigning for mainstreaming a gender perspective in the development process.
- Awareness on practices of female foeticide, female infanticide, child marriage, child abuse and child prostitution etc.

  
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## **POLICY FOR INCLUSIVITY OF STAFF / STUDENTS WITH DISABILITY**

### **Introduction**

Holy Cross College which is devoted to the upliftment of the underprivileged sections of the society seeks to instil in the students, enough respect and compassion for the disabled persons who are their fellow students as well as others in the community. It wants to ensure that physical disability does not make any adverse impact on their educational aspirations. Hence it provides accessible education with equal facilities for disabled staff and students, complying with the norms provided by the UGC and the state government.

### **Policy Vision**

The policy for the inclusivity of the disabled aims at upholding an inclusive culture in the campus with regard to the disabled staff and students. Maintaining a disabled-friendly environment by integrating such services that would provide hassle free mobility and access to the physically challenged is a priority of the institution.

### **Policy Mission**

Providing a comprehensive and inclusive teaching-learning experience leading to performance satisfaction to the disabled students and employees.

### **The policy for inclusivity of the disabled aims at**

- Appointing differently abled persons for staff positions on preferential basis, if suitably qualified.
- Following the government quota for the admission of the disabled students and refunding of the special fess after admission.
- Increasing financial assistance for the payment of admission fees as well as examination fees through Student Welfare Fund.
- Maintaining a suitable infrastructure to provide free movement for the disabled with ramps, rails, disabled-friendly washrooms etc. and installing lifts in the future whenever necessary.
- Encouraging the disabled students to take up leadership positions by electing one them as member of the student council.
- Increasing the number of assistive tools used for making learning satisfactory. Installing special tools for the blind on need basis.
- Providing scribe assistance and extra time for tests and examinations, if necessary.
- Offering expert counselling for the disabled students to help them overcome mental and emotional challenges, and integrate with the world bravely and gain their share of opportunities in different walks of life.
- Help the parents to overcome anxieties about their disabled children, through counselling.

- Commemorating days related to disability such as the World Disabled Day, White Cane Day, etc.,
- Providing awareness about the governmental and non-governmental welfare schemes available for the disabled graduates that would secure their future.
- Strengthening the Divyangang Cell which pays special attention to the disabled students by making disabled and abled students as members.

#### **Governing body of the Divyangang Cell**

The Divyangang Cell has the principal as its head. With an able combination of the disabled and the normal it is expected to empower and uplift the disabled students and strengthen their social well being by implementing potential schemes and plans.

  
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## **INFRASTRUCTURE POLICY**

Holy cross college, situated in an environment of benevolent ambience has been providing satisfactory experience to its staff and students through excellent infrastructure and comfortable work space. The comprehensive infrastructure of the college constitutes elementary features like buildings, classrooms, playgrounds, ICT-enabled classrooms, well stocked library with spaces for extended use and adequate laboratory facilities, transport, cafeteria and gardens.

### **Vision**

To ensure a distinctive infrastructure with a good ambience, safe buildings and classrooms, laboratories, libraries, smart classrooms, media centre, cafeteria and transport system to meet the demands of the stake holders.

### **Infrastructure policy:**

The infrastructure policy has been formulated to manage the infrastructure requirements taking into account the strategic plan of the statutory bodies and the latest technological advancements.

### **I. Approval and sanction:**

- Initiation of a new building, attention or addition to an existing infrastructure, the concerned department or authority should prepare a proposal and submit the same to the management.

- For periodical or annual requirements the Principal and the administrative team, Controller of examinations, HODs, librarian, physical directress, and the office superintendent should submit their requirements at the end of every academic year or in certain situations as and when required.
- Allocation of space to build up infrastructure facilities has to be approved by the College Managing Committee. Based on the infrastructural plan, the Finance Committee recommends for the physical, academic and support facilities to the Governing Body for approval.
- Condition based maintenance and breakdown maintenance should be approved by the College Management Board.
- Urgent requirements for unscheduled infrastructural work may be approved by College Managing Committee.
- All projects related to academic facilities and initiatives must be approved by the Principal. The Principal in consultation with the College Management Board permits the Government /University/ Non-governmental organizations to make use of the Halls/class rooms for the conduct of examinations or other activities.

## **II. Allocation of Budget:**

- Annual budget should be prepared for addition of infrastructural facilities and maintenance.

- The Principal, together with the Finance Committee should chart out and present a report in the Governing Body for approval and implementation.
- Budget for maintenance must be approved by the Finance Committee

### **III. Maintenance Policy:**

- Annual maintenance contracts must be signed with suppliers and service providers.
- A separate register should be maintained in the college office to record the requests for the repair works and the superintendent should check and monitor the completion of the task.
- Maintenance of computer network, LCD projector, computers, laptops, printers, water filters, AC, CCTV, Wi-Fi, solar panels, power distribution systems, should be done by the technician in the institution and if required by the service providers.
- Fire extinguishers provided in the campus for preventing and tackling hazards should be routinely monitored.
- Fitness certificate, Insurance certificate should be taken on the stipulated date every year. Road tax should be paid on time. Pollution certificate should be maintained. Vehicle maintenance should be done regularly to ensure the safety of stakeholders. Speed control and camera should be fixed.



- The campus must be kept clean by removal of trash regularly and regulations for a plastic free campus should be followed.

## **I. Procedures:**

### **Maintenance of physical, academic and support facilities:**

- All the buildings of the college including the waiting sheds, rest rooms, seminar halls, administrative sections, library and class rooms are maintained at the end of every academic year (white washing, repairing furniture and fixing additional fans and lights and furniture to meet the increasing needs) by the administrative office on campus.
- Electrical and plumbing maintenance works are done with the support of skilled persons and the expenditure is met by the college on budgeted basis.
- The class rooms, the halls and the green area are cleaned and maintained regularly. Waste management is monitored to ensure proper disposal of waste.
- Department laboratories, research centres, DST- FIST sponsored centralized laboratories, computer lab and language lab are put on- call basis maintenance according to the requirement.
- To ensure fitness to wellness, indoor games such as table tennis, badminton, chess and yoga and outdoor games like football, volley ball, basketball, kabadi, kho-kho, handball and ball badminton are provided to

the students. The playgrounds are maintained by the marker and monitored by the Physical Directress.

- To conserve power, CFL bulbs have been replaced with LED lamps. A solar power plant with 5 KVA capacity is maintained by the Department of Physics. The college has two generators with 62 -KVA, 20KVA to provide uninterrupted power supply. It is maintained by the college technician / electrician.
- Maintenance of solar panels, power distribution system and ACs, CCTVs, LCDs, projectors, public address systems, laptops, printers, Wi-Fi modems is undertaken by the respective suppliers.
- Firefighting equipment's in the laboratories, hostels, library and offices are maintained by the electrician/technician.
- The backup batteries, inverters and servers for computer network are regularly checked and maintained by service providers.
- Service providers like cafeterias and banking facilities are hired on contract basis. The maintenance is done by the college management.
- Wet lab, vermicompost pit and sericulture garden are maintained by the Department of Zoology; Mushroom culture and Herbal Garden are maintained by the department of Botany; Oxidation Pond is maintained by the management.
- Four bore wells are used for constant water supply. In each block and in each floor of the college building there are provisions to supply mineral

and purified drinking water. The overhead tanks are cleaned on a regular basis.

- Rain water harvesting system is maintained.

## **II. Utilization of physical, academic and support facilities:**

- Classrooms are utilized for the academic purpose as per the timetable fixed by the Principal and Deans.
- Laboratories are utilized for practical and projects.
- Meetings of various committees are organized as per the schedule in different halls and classrooms which is booked prior to the meeting to avoid overlapping of programs.
- Golden Jubilee Hall, Multipurpose Hall and Seminar halls are utilized for all curricular, co-curricular activities and collaborative activities by the Government organizations and NGOs.
- Wet lab, Sericulture, vermicompost pit and Herbal Garden are used by the students for startups and trainings. Oxidation pond is used to recycle waste water.
- Bank facilities are utilized by the management, staff and students and it is made access to the public.
- Good drinking water is provided in the campus with filter system.
- Media centre is used to record, edit and publish videos of all activities in the college and to develop E-content.

### **III. Management of Transportation and parking facilities:**

- A fleet of 9 buses are maintained by the transport section of the college.
- Fitness certificate, Insurance certificate, Road tax, Pollution certificate are maintained. Vehicle maintenance is done regularly to ensure the safety of stakeholders. Speed control and camera is fixed.
- The Co-ordinator of transport facility sees to the fuel and all maintenance regarding the buses.
- Parking facilities are provided for the Government buses, College buses, four-wheeler and two-wheeler parking for staff and students and visitors to the campus.

### **Record of infrastructure and audit**

#### **Policy:**

- **A record of all infrastructure should be maintained which should include physical facilities (buildings, class rooms, laboratories etc.), academic facilities (equipment, books, software, electronic gadgets etc.), sports facilities, library facilities and transport facilities.**
- A dead stock register should be maintained where in the non-functional and is in disrepair infrastructure will be renewed and disposed properly after approval from the concerned authorities.

- A standard operating procedure must be formulated and informed to the Heads of the department and other officials on the utilization of infrastructure and maintenance of records.

**Procedure adopted:**

- Inventory numbers are assigned to the equipment's. Asset record and Stock registers are maintained and proper accounting is done.
- The finance committee monitors the audit records and asset record.

**Augmentation of infrastructure**

The college shall upgrade the infrastructure based on the technological advancements and financial viability while initiating new programs or activities. All physical, academic and support facilities are sought to be provided to the stakeholders shall be maintained well and used optimally so that the students get the maximum benefit out of such facilities.

  
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## RESEARCH POLICY

"Research is to see what everybody else has seen, and to think what nobody else has thought."

(Albert Szent Gyorgyi).

These words by Albert Szent Gyorgyi capture the essence of research as a process of uncovering new knowledge and generating unique insights. The Centre for Research & Development of Holy Cross College (Autonomous), Nagercoil has achieved notable milestones in the past decade. However, in our pursuit of advancing research frontiers, we have undertaken a comprehensive revision of our research policy. This revised policy addresses every aspect of the research process, reaffirming our commitment to excellence and innovation.

### **(i) Scope of the Research Policy**

The research policy of our college is designed to apply to a wide range of researchers and research activities. It encompasses the following:

- ✚ This policy applies to all faculty members, both in aided and self-financed departments, who are actively engaged in teaching, research, and consultancy.
- ✚ The policy extends to Ph.D. scholars who are pursuing their research within the college.
- ✚ Research guides, external experts, and sponsors associated with any research activities of the college are also included within the scope of this policy.
- ✚ The policy encompasses research activities undertaken to fulfill the requirements of academic degree programs.

- ✚ Creative activities that involve the generation of new ideas, innovations, and the development of new knowledge or expertise are also covered by this policy.

- ✚ Sound research aimed at understanding the sources, dynamics, and consequences of social problems, as well as proposing possible solutions, is within the scope of this policy.

By encompassing these diverse areas of research, our policy seeks to foster a holistic research culture within the college and provide a comprehensive framework for researchers to excel in their respective domains.

## **(ii) Objectives of the Research Policy**

- ✚ To cultivate a research culture within the college by creating a conducive environment that promotes and encourages research activities among faculty and students.

- ✚ To offer a mechanism for faculty members to attain an exceptional blend of teaching, research, and consultancy.

- ✚ To establish guidelines for granting research support, instituting awards to recognize and appreciate outstanding research contributions.

- ✚ To ensure quality, integrity, and ethics in research.

- ✚ To develop, prescribe, and administer rules and procedures to ensure compliance with the research quality assurance framework.

- ✚ To promote the exchange of ideas, expertise, and resources across diverse disciplines, fostering innovative and impactful research.

- ✚ To promote the conversion of research findings and doctoral thesis into patents/ books.
- ✚ To promote research visibility and impact by encouraging faculty and students to publish their research findings in peer-reviewed journals indexed in renowned databases such as Scopus, Web of Science, and Social Science Index with Impact Factor.

By addressing these objectives, the research policy establishes a robust framework that nurtures a thriving research culture, ensures research excellence, and contributes to the advancement of knowledge within the college and beyond.

### **(iii) Crossian Research Seed Money Scheme (CRSMS)/ Seed Grant**

A specific amount is allocated annually for seed grants. Researchers can submit proposals for consideration, adhering to the terms and conditions specified in the proposal format. All submitted proposals will undergo a thorough evaluation process to ensure their feasibility and alignment with the research objectives. Once the proposals are duly reviewed and approved, the allotted grant will be sanctioned. Researchers who have been awarded the seed grant are required to complete their research project within one year of receiving the grant with the submission of progress report at 6 month mark and the final report upon completion of one year. Additionally, they are expected to publish their research findings in SCI or SSCI journals, or secure a patent or two papers in UGC CARE Group 2 journals within the following year. This requirement aims to disseminate



the research outcomes widely and enhance the visibility and impact of the research conducted under this scheme.

An extension may be granted upon request, based on the needs of the investigator. If the members of the advisory committee determine that an extension is necessary and beneficial for the progress of the research project, it may be granted after a thorough understanding of the situation.

The seed grant eligibility criteria are as follows:

- ✚ Aided and Self-Financing faculty members of the institution who have published books with ISBN or copyright, or research articles in Scopus, Web of Science, SCI, or SSCI journals with Impact Factor, or have presented papers in International or National seminars outside the college are eligible to apply.
- ✚ Only one proposal per person is allowed at a time.
- ✚ Once a seed grant is availed, the same candidate cannot apply for the next three (3) consecutive years.

**(iv) Regulations to be followed by the Faculty**

- ✚ All faculty members are required to publish a minimum of **two** articles in peer-reviewed journals, with at least one article in UGC CARE List (Group 1 / Group 2) journals.
- ✚ All Eligible faculty members must apply for guideship.
- ✚ All faculty members are required to ensure the publication of undergraduate and post graduate projects in journals with ISSN or proceedings/ books with

ISBN (full paper).

**(v) Regulations to be followed by the Head of the Research Centers**

The Head of the Research Centers is responsible for

- ✚ adhering to and enforcing the regulations and policies governing research activities within the centre.
- ✚ overseeing the renewal process of the research center, ensuring compliance with all necessary requirements and documentation.
- ✚ meeting the requirements of the research scholars, providing necessary support and resources for their research activities.

**(vi) Regulations to be followed by the Research Supervisors**

- ✚ Aided and Self-Financing faculty members with guideship are required to admit scholars.
- ✚ Research guides are responsible for monitoring the code of ethics, attendance, payment of research fees, submission of documents and publications for their Full-Time and Part-Time scholars.
- ✚ The Science research guide is responsible for generating at least one patent or publications in SCI journals.
- ✚ The arts research guide is responsible for the publication of at least one book.

**(vii) Regulations to be followed by the Research Scholars**

- ✚ Research scholars must adhere to the registration procedures and timelines set by the college or university, including submission of necessary documents and fees.

- ✚ Scholars must comply with ethical guidelines and regulations regarding research involving human subjects, animal experiments, or sensitive data.
- ✚ Scholars may be required to maintain regular attendance in the college office and department.
- ✚ Scholars are accountable to the Heads of the department/ Research Centre, research supervisors and research representatives during their research tenure.
- ✚ Scholars must adhere to high standards of academic integrity, including proper citation and referencing of sources, avoidance of plagiarism, and responsible use of research materials and data.
- ✚ Scholars should be aware of intellectual property rights and, if applicable, consider pursuing patent or copyright protection for their research findings or creations.
- ✚ All scholars are required to pay ₹10,000 to the department before their public Ph.D. Viva-voce Examination.
- ✚ Scholars should publish a minimum of three to four articles prior to their thesis submission (one in Scopus/ WoS/ SCI/ SSCI journals or one patent granted based on the research work, two in UGC-CARE journals).

#### **(viii) Criteria for Research Related Incentives**

- ✚ Publication of books with copyright/ ISBN.
- ✚ Publication of a minimum of **two** articles in Scopus/ Web of Science/ SCI/ SSCI Journals for all faculty, except for Tamil faculty who are required to publish **two** articles in UGC CARE journals..

- ✚ Presentation of papers in International/ National seminars outside the state and UGC sponsored seminars outside the college.
- ✚ Received International/ National research related awards.
- ✚ Publication of Patent on Research.

#### **(ix) The Best Researcher of the Year Award**

The Best Researcher of the Year award will be granted to an individual who has demonstrated outstanding research achievements and contributions throughout the year.

- ✚ The Best Researcher of the Year award (calendar year) will be awarded based on the specified criteria and corresponding scores.

**The criteria for evaluation, along with their respective scores, are provided below.**

| Sl. No.   | Parameters/ Criterion        | Corresponding Score |
|---|------------------------------|---------------------|
| <b>A Publication of books with copyright/ ISBN</b>            |                              |                     |
| a   | International Publications : | 5                   |
| b   | National Publications :      | 3                   |
| c   | Regional Publications :      | 2                   |
| d   | First Author/ Editor :       | 5                   |
| e   | Second author :              | 3                   |
| f   | Third author :               | 2                   |
| g   | Fourth & above :             | 1                   |
| <b>B Publication of chapter in books with copyright/ ISBN</b> |                              |                     |
| a   | International Publications : | 5                   |
| b   | National Publications :      | 3                   |

|   |                             |   |   |
|---|-----------------------------|---|---|
| c | Regional Publications       | : | 2 |
| d | First/ Corresponding Author | : | 5 |
| e | Second author               | : | 3 |
| f | Third author                | : | 2 |
| g | Fourth & above              | : | 1 |

#### **C Publication in SCI/ SSCI Journals**

|   |  |   |    |
|---|--|---|----|
| a | First/ Corresponding Author/<br>Second | : | 15 |
| b | Third/ Fourth author                   | : | 12 |
| d | Fifth & above                          | : | 10 |

#### **D Publication in Citation indexed Journals (UGC-CARE - Group II - Scopus/ WoS)**

|   |                             |   |    |
|---|-----------------------------|---|----|
| a | First/ Corresponding Author | : | 12 |
| b | Second author               | : | 10 |
| c | Third author                | : | 7  |
| d | Fourth & above              | : | 3  |

#### **E Publication in Citation indexed Journals (UGC-CARE journals - Group I)**

|   |                             |   |    |
|---|-----------------------------|---|----|
| a | First/ Corresponding Author | : | 10 |
| b | Second author               | : | 7  |
| c | Third author                | : | 5  |
| d | Fourth & above              | : | 2  |


#### **F Publication in International Proceedings (per proceeding - whatever may be the number of articles)**


|   |                             |   |   |
|---|-----------------------------|---|---|
| a | First/ Corresponding Author | : | 5 |
| b | Second author               | : | 3 |
| c | Third author                | : | 1 |
| d | Fourth & above              | : | 1 |

#### **G Publication in National Proceedings (per proceeding)**

|          |   |   |           |
|----------|---|---|-----------|
| a        | First/ Corresponding Author                               | : | 3         |
| b        | Second & Third author                                     | : | 2         |
| c        | Fourth & above  | : | 1         |
| <b>H</b> | <b>For Research guides whose scholars completed Ph.D.</b> |   | <b>10</b> |
| <b>I</b> | <b>Major Projects received</b>                            | : | <b>10</b> |
| <b>J</b> | <b>Minor Projects received</b>                            | : | <b>7</b>  |
| <b>K</b> | <b>TNSCST Students Project</b>                            | : | <b>5</b>  |
| <b>L</b> | <b>P.F.A. received (UGC/ DBT/TANSCHE)</b>                 | : | <b>5</b>  |
| <b>M</b> | <b>Patents (for Research work)</b>                        | : | <b>30</b> |
| <b>N</b> | <b>Presentation in Seminars/ Conference</b>               |   |           |
| a        | Offline - Abroad  | : | 10        |
| b        | Online - Abroad   | : | 7         |
| c        | Offline – Outside State                                   | : | 5         |
| d        | Online - Outside State                                    | : | 3         |
| e        | Offline – Outside District                                | : | 4         |
| f        | Online - Outside District                                 | : | 2         |
| g        | Offline – Outside College                                 | : | 3         |
| h        | Online - Outside College                                  | : | 1         |
| i        | Offline – Within the Institution                          | : | 2         |
| j        | Online - Within the Institution                           | : | 1         |

**(x) Research Fund**

 **Contributions by the faculty:** 100 from each aided faculty per month

 **Fund from the Management:** 0.25% from the total income of the year

**(xi) Incentives fixed to the faculty (per person)**

 Publication of books with ISBN and received Copyright (per book) ₹ 1500

- ✦ Publications of articles a minimum of TWO in Scopus/ WoS/ SCI/ SSCI ₹ 1000 journals\*
- ✦ A minimum of TWO in UGC CARE listed journals (Faculty of Tamil) \* ₹ 1000
- ✦ Presentation of papers in seminars outside the country - offline\* ₹ 3000
- ✦ Presentation of papers in seminars outside the state - offline (Oral)\* ₹ 1500
- ✦ Presentation of papers in UGC sponsored seminar outside the College - ₹ 500 offline (Oral)\*
- ✦ Received any research related awards ₹ 500

\*In cases where the contributions are shared by the same authors, the count will be considered on a per publication basis.

**(xii) Panel for judging for best researcher award**

- ✦ Principal
- ✦ Dean of Research
- ✦ Research Committee Members
- ✦ External Experts – one for Arts and another one for science disciplines.

  
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## RESOURCE MOBILIZATION POLICY

### Introduction

### Policy Vision

### Policy mission

### Objectives

### Policy Statement

### Organization and Management

- Board of College Management
- Governing Body
- Finance Committee



### Action Plan

- Generation of financial resources through
- Utilization of financial resources
- Financial management and auditing

### Introduction

Holy Cross College (Autonomous), follows a system of financial management that is driven by student-centric ideologies that facilitate skill-based and research-oriented education. The college estimates the cash inflow and out flow on the basis of admission, faculty requirement, setting up ICT enabled classrooms, laboratories, e-governance, infrastructural and maintenance needs and educational assistance to the students from the more vulnerary families. The



Board of Management, the Governing Body and the Finance Committee work together for providing best possible coordinates and monitors the utilization of the resources for enhancement of learner-centric ecosystem in the college.

The Resource mobilisation policy focuses on creating a platform of resources for hi-tech learning process with upto date infrastructure by generating maximum resources possible with prescribed norms and creative but ethically tenable means.

### **Policy Statement**

The institution endeavours to march forward in its educational mission not hampered by financial crunch by evaluating possibilities of generating resources with comprehensive plans and strategies to maximize the efficiency of generated resources.

### **Objectives**

The core objective is to generate and utilize the funds for maintenance and development of the Institution and its stakeholders with the following aims:

- To make a realistic estimation of funds required for immediate and near future needs of the institution
- To establish guidelines and formulate strategies for generating resources through various sources.
- To monitor the inflow and outflow of funds under the direct supervision the management and the financial advisory body.

- To implement an institutional strategic plan for optimum utilisation the funds towards the realisation of the vision and mission.
- To build a strong financial management system with accountability and transparency.

## **Organization and Management**

The finance advisory board meet periodically and plan for the implementation of activities to be carried out and to secure financial, human and material resources to advance the vision and mission.

### **Finance Advisory Board**

- Board of College Management
- Governing Body
- Finance Committee

## **Action Plan**

### **I. Generation of financial resources through**

- a) Tuition fee, Bus fee and Hostel fee
- b) Examination Fee
- c) Skill based courses
- d) Government grants/ funds
- e) Non- Government/Corporate Funding Agencies
- f) College development fund
- g) Corpus Fund
- h) Central instrumentation centre

- i) Student welfare fund
- j) Faculty Contribution
- k) Alumnae Contribution
- l) Monetary support from philanthropists
- m) Exhibits cum sales
- n) Sponsorships

## **II. Utilization of financial resources**

- a) Purchase of equipment and maintenance of infra structure.
- b) Procurement of Library Resources
- c) Provident fund (PF) and Employee State Insurance (ESI) benefits are provided to the Management appointed staff
- d) Financial aid for FDPs, Orientation programmes, seminars, workshops  
Interdisciplinary Activities, Association Activities, Training Programs,  
Out sourcing, Consultancy Services ,...
- e) Enough of fund allotment for sports and cultural activities.
- f) Provision of scholarships and free ships to the deserving students in consultation with the mentors, class teachers and heads of the concerned departments
- g) Social Service activities through NSS, Clubs and Committees.
- h) Seed money and incentives for research,
- i) Endowment lectures and prizes
- j) Financial support for start-ups and patent.

k) Service charges for instrument/ infrastructure maintenance

l) Utility of fund for staff salary and student welfare.

**III. Financial management and auditing:**

All the college accounts undergo annual auditing internally by the college financial advisory board and externally by the auditor nominated by the management. Further the aided grants are audited by the RJD office periodically.

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## **POLICY ON SAFETY AND SECURITY**

### **Policy Vision:**

Educational endeavours can thrive and be fruitful only when the institution is safe and secure. Holy Cross College (Autonomous), Nagercoil gives paramount importance to the safety and security of its students, scholars, staff and visitors.

### **Policy Statement:**

Holy Cross College (Autonomous), Nagercoil seeks to ensure the safety and security of all students, faculty members and staff whilst within the college premises. The principal is responsible for the effective implementation and enforcement of the Safety and Security Policy and related Procedures of the College. That apart, personal safety and security is everyone's responsibility. All students, faculty members, staff and the visitors are expected to cooperate to ensure the safety and security of themselves and others. The college reserves the right to execute safety procedures and to take appropriate disciplinary action against violation of such procedures.

### **Procedures:**

The Safety and Security Policy ensures the safety and security of each and every student, through the following procedures:

- Students and parents sign an Anti-Ragging Undertaking (Affidavit) while joining the college. Documentary films screened during the

Orientation Programmes create awareness on ragging and sexual harassment.

- 60 cameras are installed at vantage points covering all key areas in and around the campus to provide a safe and secure environment inside the college premises.
- Appropriate and functional locks are provided wherever necessary.
- Classrooms, offices and washrooms are properly maintained and checked. Whenever there is any reporting of malfunctioning, they are repaired at the earliest. There are separate washrooms for the support staff and the visitors.
- All the electrical panels, generator room, bore wells, water tanks and the septic tanks are secured and well-maintained.
- All the chemicals are locked properly in the labs and kept under the control of the lab assistants and supervision of the Head of the Departments or the Course Instructor.
- Security personnel available at the main entrance of the college throughout the day and night, restrict the entry of trespassers. Entry and exit of all the vehicles are registered during the office hours at the main entrance.
- Male staff members are deputed near the main entrance and the transport areas to avoid the rush during the morning.

- Digitalized ID card is made mandatory for faculty members, staff and students. All the class teachers have access to the database of the contact details of the students.
- Contact number of the authorized persons is displayed in the notice boards, students' ID card and in the academic calendar for easy accessibility of the students.
- Regular rounds made by the Principal and the Vice Principal to guarantee a check on visible disturbances.
- Attendance of students is recorded every hour through ERP and the same is communicated to the parents.
- Enough of Parent Teacher Association (PTA) meetings to take stock of, share and suggest measures for continued safe, secure and healthier environment for all the students in the college and in their respective homes.
- Presence of narcotic cell ensures a tobacco and drug free campus. A complaint box is kept near the Vice-Principal's room. Students are advised to drop complaints and suggestions in the box regarding the usage and selling of drugs in and around the campus, on the way to the college and in their locality. They are encouraged to make use of the ERP portal for filing grievances in this regard.

- Frequent awareness talks and audio-visual lectures by police officials and other administrative officers impart awareness on personal safety, monetary security and so on.
- Self-defence training focus sessions are conducted on the strategies to risk reduction and risk avoidance
- The psychological needs of the students are fulfilled with periodical counselling given by trained counsellors.
- All the safety, security and hygienic protocols are strictly observed in the canteen. usage of plastic is restricted in and around the canteen.
- Tour itineraries or the travel plans of study tours, field trips or industrial visits are worked out well in advance and the same is circulated to the parents through the students. Moreover, consent letters from the parents made mandatory to the students who are embarking on study tour. Further, prior information about the topography, climate and the precautions are elaborated to the students. Students are advised to bring their communication devices to handle emergency situations.
- Being a nodal office for Childline, notice boards are displayed in the campus explaining the objectives and activities of Childline. Awareness programmes on women's health, safety and security and



child welfare are organized periodically. Besides, all the I PG students of our college are the student volunteers of Childline.

- To have a safe journey from college to the student's houses, nine college buses are provided. Insurance and Fitness Certificate (FC) of these buses are taken promptly on or before the due dates. Cameras and speed controllers are installed in all these buses. All the buses are well maintained. Well experienced drivers and conductors are appointed in all the buses for the safe driving and security of the students.
- Safety tips are conveyed to the students as an integral dimension to the teaching-learning process
- The following are the security measures taken exclusively for the hostellers
  - ✚ Security personnel are appointed at night for the hostel exclusively.
  - ✚ Twelve surveillance cameras are fixed on the verandas and the common areas of the hostel.
  - ✚ High compound walls and restricted entry assures the safety of the inmates.
  - ✚ Fire extinguishers are kept ready at important places.
  - ✚ Permit card is provided for each student to ensure safe entry and exit of the hostellers.

- ✦ Parents of the hostellers are provided with visitor's card to avoid unwarranted entry.
- ✦ Wardens are available round the clock to ensure safety.
- ✦ Safe and well-maintained building structures and well secured drainage system ensure the safety and security of the hostellers.

#### **Advisory Board:**

The advisory board for ensuring safety and security inside the college consists of the following Individually and collectively the board members strive to make the campus a safe haven for women students in their pursuit of academic excellence and empowerment.

- Principal
- Secretary
- Vice-Principals
- Head of the Departments
- Class in-charges
- Discipline Committee Coordinator and members

  
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## **SCHOLARSHIP POLICY**

Scholarships and freeships are integral to the higher education scenario world wide. The purpose and outcome, while serving as a recognition for the meritorious, and motivation for the ignited minds, also showcases the commitment of the institution towards affirmative action for the poor, marginalised, excluded and socially backward aspirants for education. Holy Cross College (Autonomous) Nagercoil has adopted a long standing policy of financial support to the economically deprived students by availing both state and Central government's scholarship schemes to the eligible students as well as by awarding fee concessions and freeships from the institution's resources and donations from the staff, alumnae and philanthropists. The procedure for the grant of scholarships is laid down clearly in the policy and once sanctioned by the principal or the competent authority, is either credited directly or through the college to the accounts of the beneficiary students.

### **Management Scholarships**

#### **i) Mission statement**

The policy envisions empowering women who are socially responsible and globally competent through education by providing financial aid to the deserving and the needy. Scholarships may cover partial or full tuition fee or hostel fees for the deserving candidates.

## **ii) Scope and Types**

While the college takes utmost efforts to secure scholarships for the eligible from the State and Central Government schemes, it also does its mite to help the needy students with assistance ranging from concessions and waivers to freeships. These assistances stem from the Institution's own sources and contributions. They are as follows:

- a) Staff Welfare Fund Scholarships to poor students
- b) Management initiative for sports encouragement through hostel fee and college fee waiver
- c) Management affirmative action through 50 percent fee concession for economically poor students.
- d) Endowment Scholarships as cash prizes.
- e) Alumnae adoption of very poor students.
- f) Departmental care by the staff of departments identifying the needy and paying the fees, through their contributions.

These measures substantially mitigate the financial strain of very many students from poor backgrounds.

## **iii) Coverage**

The eligible candidates would avail the following concessions:

- Complete waiver of tuition fee for Sports students
- Free boarding and lodging for sports students
- Special concession for Sri Lankan refugees in the tuition fee

- Partial/complete waiver for economically disadvantaged students

#### **iv) Eligibility**

- The student should be eligible to pursue education in India.
- Excellence in sports
- Good academic record without academic backlogs for the economically disadvantaged
- Candidates should not be a beneficiary of other scholarship awards.

#### **v) Application Process**

Eligible candidates are required to fill in the application forms in the college office and submit self attested copies of the relevant documents specified in the college portal within the stipulated time. The original documents will be verified by the office whenever required. Incorrect or incomplete applications will not be considered.

#### **vi) Scholarship Selection Committee**

- Principal (The Chairman)
- Vice Principals
- Physical Director
- Heads of the Departments

## Government/other Funding Scholarships

| Name of the Scholarship                        | Government/<br>Non-Government | Eligibility   |
|--|-------------------------------|---|
| Scholarship for the Disabled                   | State Government              | <ul style="list-style-type: none"> <li>Students with disabilities with the ID card for the Disabled issued by the concerned Govt. department</li> <li>Students should have account in Indian Overseas Bank</li> </ul> |
| Scholarship for the wards of the Beedi workers | State Government              | Students' parents who are beedi workers with the relevant ID cards issued by the concerned Govt. department   |
| Uzhavar Scholarship                            | State Government              | Students' whose parents are farmers with the respective ID cards issued by the concerned Govt. department   |
| BC/MBC Scholarship                             | State Government              | <ul style="list-style-type: none"> <li>Community certificate is mandatory</li> <li>Annual income should not exceed Rs. 2, 00, 000</li> <li>Students should not avail any other scholarship</li> </ul>                 |
| SC/ST/SCC Scholarship                          | State Government              | <ul style="list-style-type: none"> <li>Community certificate is mandatory</li> </ul>  |

|  |                  |  |
|--|------------------|--|
|  |                  | <ul style="list-style-type: none"> <li>• Annual income should not exceed Rs. 2, 50, 000</li> <li>• Students should not avail any other scholarship</li> <li>• Students boarding at the Government hostels should obtain the hostel warden's signature</li> </ul>                                   |
| Moovalur<br>Ramamirdham<br>Schoalrship/ Pudhumai<br>Penn Scholarship | State Government | <ul style="list-style-type: none"> <li>• Students should have completed 6 – 12 standard from Government schools</li> <li>• Applicable only for UG students</li> <li>• Students should have individual accounts in State Bank of India, CanaraBank, Indian Overseas Bank and Indian Bank</li> </ul> |
| Minority Scholarship   | State Government | <ul style="list-style-type: none"> <li>• Applicable for students in the Self-Financed stream</li> <li>• Applicable only for Christian and Muslim students</li> <li>• Students should have 50% marks in the previous year course</li> </ul>   |

|   |                           |  |
|---|---------------------------|--|
|   |                           | <ul style="list-style-type: none"> <li>Annual income of the family should not exceed Rs. 2, 00, 000</li> </ul>   |
| Post Graduate Indira Gandhi Scholarship for Single Girl Child | UGC                       | <ul style="list-style-type: none"> <li>Should be the only girl child in the family</li> <li>Applicable for PG students in the regular stream</li> <li>Age limit below 30 years at the time of admission</li> <li>Should not avail any other scholarship</li> </ul> |
| Sitaram Jindal Scholarship                                    | Sitaram Jindal Foundation | <ul style="list-style-type: none"> <li>Self Finance Students</li> </ul>  |

**Note:** Both Aided and Self Financing stream students are eligible for the State and Central Government scholarships.

#### **vii) Renewal of Scholarship**

The selection committee assess the progress of the students every semester as regards academics and adherence to the code of conduct while considering renewal of scholarships. The decision of the selection committee is final.

#### **viii) Conditions for Termination of Scholarship**

The scholarship award may be terminated if the candidate has furnished incorrect details/particulars or found guilty of malpractice, misconduct and violation of college rules and policies.



## **SPORTS POLICY**

### **Introduction**

The spirit which is the extension of the Divine resides in the physique of the humans, thus say the scriptures all religions. Hence ample scope, significance and facilities need to be provided for physical education in an institution so as to make all students to be physically fit enough to focus on their main endeavour called education. Holy Cross College (Autonomous) Nagercoil devotes its unwavered attention to the physical well being of its students through enough of facilities and avenues for sports activities alongside academic activities.

### **Vision:**

Sports and games having transcended beyond the traditional ambit of being a necessity for physical fitness, has now evolved into a domain for lucrative career opportunities. Our college aiming at catapulting its women students towards empowerment through education envisions at not letting go of opportunities, especially jobs and earnings now available in plenty, through acquisition of excellence in skills, talents and performance in games and sports during their duration in the college.

## **Organization of the Physical Education Department**

The above vision and aims are sought to be achieved through the Physical Education Department headed by the Directress under the guidance and direction of the principal, ably assisted by support staff and coaches and trainers.

### **Policy to avail Sports facilities**

- All Students shall be allowed to use the sports facilities during breaks (interval & lunch), hour of blossom. Students involved in sports and games have to use the field or arenas before (6.30 am to 8.00 am) and after class hours (3.15 pm to 5.30 pm) and during coaching camp.
- Students must register in the log book before using any of the sports facilities.
- Playing or listening to loud music in the Gym is strictly forbidden.
- Eatables are not allowed inside the Gymnasium.
- The equipments used must be handled with care.

### **1. Sports Facilities**

**1.1** Department of Physical Education offers the following **Indoor Sports** facilities inside the Gymnasium (5364 sq.ft.)

- Badminton
- Table Tennis
- Chess
- Weightlifting

- Gym (Endurance & Strength enhancing facility)

**1.2** Department of Physical Education offers the following **Outdoor Sports** facilities

- Basketball
- Volleyball
- Kho-Kho
- Kabaddi
- Ball Badminton
- Football
- 200 mts. Track
- Long jump pit
- High Jump Mat
- Sectors for throwing events.

## **2. Policy for Representing College in Team / Individual Sports**

**2.1** Enhance the participation of students in sports by orienting them on the importance of sports.

### **2.2 Selection Trials**

**2.2.1 Notice:** The notice regarding selection trials for each sport should be announced and displayed in the Student's Notice Board. The notice states the dates, time and venue.

**2.2.2 Process:** The selection trials should be conducted by the Director of Physical Education. The skills displayed by the student, the latest copies of their Certificates of Merit or Certificates of Participation from ‘recognized ‘competitions should be taken into consideration. The skilled or probable players should be called for practice / training sessions after which the team shall be finalised.

**2.2.3 Extenuating Circumstances:**

- Absence from selection trials:

In case the student is not able to attend the selection trials for valid reason, she may be given chance to show her sports skills.

**2.3 Policy for Nurturing and developing the sporting talent of the students**

2.3.1 The beginners and the skilled students shall be trained in their respective sports discipline with the help of Coaches along with the Director of Physical Education.

2.3.2 Coaching camp for the sports students in various sports discipline will be conducted for their skill acquisition and refinement.

2.3.3 Refreshment/ breakfast / lunch will be provided to the players during coaching camp.

2.3.4 Students will be given opportunity to participate and excel in sports at International, National, State, University, Inter-university, and District level tournaments.

### 3. Policy for Organization of Tournaments

The college shall continue to organise through the department of physical education the following tournaments to provide an opportunity for the players to come together in a pleasant atmosphere to exhibit their talents, to imbibe the spirit of sports and to develop their skills.

**3.1** M.S. University intercollegiate tournaments for women

**3.2** District level inter-school tournaments for girls

**3.3** Host District and Regional level tournaments

**3.4** Intramural sports competitions

- Matches will be conducted department wise in various sports events.
- The student winning the maximum points in the athletic events will be considered as **college champion**.
- **Overall championship** shield for the department that bags the maximum points in annual sports competitions.
- Medals and Certificates are awarded to the prize winners.

**3.5** The college will seek to showcase its available facilities to attract more tournaments by District, State and National sports bodies as well as corporate entities

**4.** The names of the winners are mentioned and the photos of the University Blues, State, National and International players are portrayed in the College Magazine.

## **5. Up gradation and development of infrastructure**

**5.1** Ground maintenance will be carried out every year

**5.2** Adequate Purchase of sports amenities and equipment

**5.3** Necessary upkeep of playgrounds

## **6. Free ship**

Free hostel facilities, tuition fee, exam fee and admission fee waiver/concession for Inter- national, National and State level players and also to the selected players from financially disadvantaged background.

## **7. Extra credit for sports students**

Extra credits are given for District, University, State, National and International Level Players.

### **7.1 Representation**

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

## **8. Endowment Prizes**

Following Endowment prizes will be given to the best sports students

**8.1** Sr.Zita's Prize for the best Athlete

**8.2** Mrs. Rupavathy Moses's Prize for the best Basketball player

**8.3** Mrs. Thamilarasi's Endowment prize for best players who participated in National/ International sports events.

**8.4** Continued efforts on for more endowments to recognise and reward sports talents.

**9. Sports facilities will be extended to the other school/ college sports students**

## **10. Special features**

**10.1** Arrangement in practice to conduct CIA /Semester exam separately for the sports students if they participate in sports during exam time.

**10.2** Free coaching offered to girl students from different schools & colleges in various games.

**10.3** Organize Medical checkup for all I U.G students - every year.

**10.4** Accompany M.S. University teams as team manager & Coach

**10.5** Organise webinar/online sports quiz

# **WATER CONSERVATION POLICY**

## **Contents**

1. Introduction
2. Policy Vision
3. Policy Statement
4. Policy Objectives
5. Organization and Management
6. Action Plan

## **1. Introduction**

“Water is life’s matter and matrix, mother and medium. There is no life without water.” – Albert Szent-Gyorgyi

Less than one percent of the Earth’s water only is easily-accessible freshwater. Therefore, water conservation and water quality have become global concerns, and these will continue to demand greater attention and continued efforts from everyone.

## **2. Policy vision**

Water conservation and management policy of Holy Cross College encompasses the policies, strategies and activities designed to manage water sustainably to meet current and future needs in the campus. This policy ensures the water conservation and water harvesting by following the 3R principle - Reduce, Reuse and Recharge. It is the moral duty and



social responsibility of each individual of the institution to conserve, augment and rejuvenate water resources available to the campus.

### **3. Policy Statement**

The institution has clear guidelines to encourage suppliers, regulators, and consumers for water conservation. Water conservation measures can help planners and policy makers to identify obstacles and opportunities for managing conservation and increasing efficiency in sustainable water supply systems.

### **4. Policy Objectives:**

To maintain a sustainable balance between demand, management and utilization of water and reduce water wastage through accurate water audit.

To ensure awareness about the water conservation policy of the college among all staff and students and make them responsible to the success of the policy

To have annual inspection of the campus septic systems.

To prevent the seepage of pesticide and fertilizers into water systems.

To ensure the quality of water by constant testing. Recharging & subsoil water tables.

### **5. Organization and Management**

The responsibilities and organizational arrangements for the implementation and success of this policy lies with different categories of

personnel within the College.

### **5.1 Advisory Board**

Principal (Chairman)

IQAC Director

Co-coordinators of Crossian Centre for Environmental Studies

Co-coordinators of Eco-club and Green Audit Committee

Head of the Departments

Student Council members

### **5.2. Preventive Safety Management**

The preventive safety management team members consisting of teaching and support staff members will regularly monitor the water fittings and water lines for any leakage or block and report the issue for timely action.

## **6. Action Plan**

- Water conservation campaign and awareness talks to be conducted twice in a year to promote the importance of conserving water for future generations
- Fixing roof top pipes to collect rain water draining from the terrace and bring them to one common rain water harvest pit.
- Installing one or two water harvest pits for every block in the campus as per the size of the building.
- Affixing sign boards to remind students not to waste precious water and be conscious of closing the taps immediately after use.

- Channelizing the water from air conditioners to pots and plants via drip tubes.

## **7. Rain water harvesting structures and utilization in the campus**

The college has 11 rain water harvesting pits to capture and store rain water and recharge the ground water table. The trapped water in the water table is utilized through 5 bore wells and 1 open well. The catchment areas are open terraces, courtyards, unpaved grounds and roof tops. The ground water table in the campus has not seen any dip even in adverse climates. The students are made aware of the scope and operations of rain water harvesting and conservation techniques used in our campus. Steps are taken to rejuvenate the existing rain water harvesting system when repairs occur. The pits have the filter media of the right size and depth so as to improve infiltration. Rain water harvested direct by into underground cemented tanks is used whenever needed.

## **8. Water Management Practices**

- The college has continues to sensitize the youth and the neighborhood with catchy slogans, hoardings and pamphlets and organize a number of awareness programmes and campaigns on the importance of water conservation and the need for everybody's involvement in it.
- To promote water-efficiency practices, more than 400 trees are planted inside the campus leading to a natural way of water

harvesting and recharge.

- Bunds are erected and tanks are connected to the well to recharge deeper aquifers.
- No water is let out of the campus.
- There is no water stagnation that becomes the breeding place for vector borne diseases

#### **Water Conservation Practices**

- Use a reusable water bottle /cups to dining halls to decrease the amount of cups that need to be washed.
- Reduce the wastage of water by fitting proper valves and arrest the leakages
- Use “leftover” water from a drinking glass to water plants.
- To Water plants in the early morning / late evening to decrease the amount of evaporation.
- Recycled water can be used for gardening to minimize the usage of water.
- Rain water collected at the terrace should be either directed to the water harvesting pits or directed to the garden.
- World water day, World environment day should be celebrated to imbibe the importance of water conservation.

# **WASTE MANAGEMENT POLICY**

## **Contents**

1. Introduction
2. Policy Vision
3. Policy Statement
4. Policy Objectives
5. Organisation and Management
6. Action Plan

## **1. Introduction**

One of the core values of the Holy Cross College (Autonomous), Nagercoil is Ecological citizenship and Sustainability with a mission to instill, among staff and commitment to students, a consciousness of interconnectivity between humans and nature. The college has been making meaningful contributions in the field of environment protection and sustainability, by paying continued attention to minimize production of waste in the campus.

## **2. Policy vision**

The policy envisions to create an ecologically healthy, prospering and resource efficient community, where waste is considerably reduced, recycled, reused and disposed of, using environment friendly and safe methods. This policy is a guidance document to all personnel of the institution to behave responsibly in the realm of waste generation, waste

segregation, storage, handling, transportation and disposal.

### **3. Policy Statement**

The institution has a clear policy and clearly laid down guidelines for waste management and all individuals belonging to this institution shall comply with the waste management procedures of the institution. The College shall adopt the principles of the ‘best practicable environmental option’ in the delivery of its waste management services.

### **4. Policy Objectives**

- To reduce waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost-effective manner.
- To provide clearly defined roles and responsibilities to designated personnel for identifying and coordinating all activities regarding waste management.
- To expand the scope of recycling opportunities in the College campus and explore possibilities for waste into value added products.
- To ensure the safe handling and disposal non-biodegradable of wastes on college campus.
- To provide training to the staff, students, residents and other stakeholders on appropriate waste management practices.
- To follow the five "R" principle of reduce, reuse, recycle, refuse and regenerate.

- To maintain the campus free of plastic and to dispose non-biodegradable wastes safely.

## **5. Organisation and Management**

The responsibilities and organisational arrangements for this Waste Management Policy lies with specified people within the College.

### **5.1. Crossian Centre for Environmental Studies**

Considering the importance of waste management initiatives, the overall responsibility for monitoring and ensuring compliance of practices rests with the Crossian Centre for Environmental studies comprising of

#### **a) Dean of Academic Affairs**

- Providing advise and guidance to the college segments on waste management.
- Setting Environmental performance Indicators for waste management.

#### **b) Green Audit Committee Coordinator**

- Monitoring and auditing the management systems for all wastes to ensure safety and legal compliance.
- Investigation of any incidents or spillage relating to all type of hazardous and general waste management
- Preparing the green audit report.

#### **c) Eco-club Coordinator**

- Provision of appropriate training for all personnel who have

responsibilities for waste management.

- Coordinating the gathering of, and reporting of all relevant information to appropriate enforcement agencies, when information relating to waste management is requested.

## **5.2. Advisory Board**

Principal (Chairman)

Office Superintendent

Bursar

Dean - Academic Affairs

Co-coordinators of Eco-club and Green audit committee

IQAC Director

Dean of Student Affairs

Dean of Extension activities

NSS Programme Officers

Student Representatives (Three from Student Council)

Head of the Departments

Student Council members

## **5.3. Functions of the Advisory Board**

- Coordinating the activities of the existing solid waste management system in place.
- Ensuring that all stakeholders are advised that they must diligently follow and comply with the College's Waste Management Policy.



### **Responsibilities of Crossian Centre for Environmental Studies**

#### **d) Dean of Academic Affairs (EVS Coordinator)**

- Rendering of advice and guidance to the College on waste management.
- Setting Environmental Performance Indicators for waste management.

  
**PRINCIPAL**  
**Holy Cross College**  
(Autonomous)  
Nagercoil - 629 004.