SELF STUDY REPORT

FOR

5th CYCLE OF ACCREDITATION

HOLY CROSS COLLEGE (AUTONOMOUS)

HOLY CROSS COLLEGE (AUTONOMOUS), ROACHNAGAR, KURUSADI,
NAGERCOIL
629004
www.holycrossngl.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Greetings and wishes from the land's end! Holy Cross College is happy to submit its SSR for the fifth cycle of accreditation to the NAAC.

Holy Cross College is the first Women's College in Kanniyakumari district established by the Sisters of the Cross, headquartered in Chavanod, France. It stands as a launch pad for the marginalized and the underprivileged young women of the locality.

Initially the college was affiliated to the Madras University, later to the Madurai Kamaraj University and from 1990 onwards to the Manonmaniam Sundaranar University. The institution is a Christian minority, grant -in -aid college.

The college was granted autonomy in 2007. The Commission at its meeting held on 26.05.2023 has approved the recommendation of the Standing Committee on Autonomous Colleges to extend the autonomous status to Holy Cross College, Nagercoil-629 004, Tamilnadu, affiliated to Manonmaniam Sundaranar University, Tirunelveli for a period of 10 years from the academic year 2022-2023 to 2031-2032 as per clause 8.2 of the UGC Regulations, 2023.

The college was accredited with four-star status in 1999, with B++ in 2005, with 'A' grade (CGPA 3.34) in 2013, and with A+ grade IV cycle (CGPA 3.35) in 2019.

Vision

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

Mission

1. To provide quality education and to promote scholarly activities catering to global competency.

2. To nurture participatory leadership to enhance social consciousness and social responsibility.

3. To uphold ethical values of love, truth and justice, personal accountability and transparency through professional commitment.

4. To create global professionals and entrepreneurs with innovative spirit and zeal.

5. To create empowered women of competence, commitment and compassion.

6. To instil in staff and students the awareness of interconnectedness between human and nature.

CORE VALUES

Spiritual Values

The college strives for an all-round formation in the light of Christian principles inculcating love, truth, justice and broadmindedness to face the challenges of life with courage and confidence.

Integrity and Honesty

The college upholds ethical values and professional commitment to academic freedom, honesty, personal accountability and transparency.

Academic Excellence

The college strives for academic excellence in teaching, learning and research in various disciplines.

Research and Knowledge Enrichment

 The college encourages scholarly activities in the pursuit of critical thinking and analysis. The college also designs courses which cater towards global competency.

Innovation and Critical Thinking

The college creates opportunities for everyone to develop their potential in creative thinking and innovation across various curricular and extra-curricular activities.

Social Responsibility

The college initiates social consciousness to promote environmental sustainability and contribution to the society, especially those in periphery.

Aesthetic Skills

The college has an ambience to engage mind, body and emotions for transformation through diverse involvement in mental, physical and emotional programmes.

Equity and Equality

The college promotes a safe environment of trust and mutual respect ensuring the strategic plans, fair and inclusive.

Participatory Leadership

 The college nurtures participatory leadership in students through self-management, team work and shared decision-making to serve society with freedom and responsibility.

Ecological Citizenship and Sustainability

Conservation and preservation of ethics promote ecological citizenship. Eco-spiritual awareness helps to see the interconnectedness and understand the intrinsic worth of the human and the non-human world.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Women Education: Pioneer in Women Empowerment through Women's Education

Curriculum: Curriculum with Choice Based Credit System, Outcome Based Curriculum, MOOC Courses.

Value Based Education: Promotion of Human Values and Value-based education

Skill Enhancement Centre: Skill Enhancement through Certificate, Generic and Specific Value-Added Courses.

Teaching and Learning: Wi-Fi enabled campus. Well maintained infrastructure with ICT enabled classrooms, seminar halls.

Evolving Industry Trend: The college continuously adapts to contemporary societal and industrial needs by introducing two new programmes and MoUs with Industry-Academia Collaboration that meet current demands.

Holy Cross Innovation and Incubation Centre: Initiatives were taken for Patents and Start Steps.

Student Support: The institution offers comprehensive support through counselling, skill development, career guidance and placement opportunities.

Robust Community Engagement: The institution actively involves stakeholders, including parents, alumnae and employers in curriculum development, feedback processes and other collaborative initiatives.

E-Governance: The institution's embrace of technology is evident through its implementation of e-governance in examination, library, teaching-learning and other administrative functions.

Community Engagement: Students actively engage in environmental stewardship and service learning through clubs and associations, demonstrating their commitment to sustainability.

Green Campus: The college upholds a well-preserved green campus, cultivating an eco-conscious mindset among its community.

Audits: ISO certification, Academic and Administrative Audit, Green, Energy, Environment Audits.

Institutional Weakness

Communication Skills: Language skills due to the influence of vernacular medium of study at school level.

Placements: Reluctance of students to opt for challenging jobs due to hesitancy in mobility.

Research Funding: Limited government funding for research projects.

Industry: Limited availability of industries in the locality.

Autonomy Constraints: Limited freedom to exercise the powers of autonomy constraints the institution's flexibility in shaping its academic programmes.

Internet Connectivity in Remote Areas: Students from remote areas find it challenging to follow digital learning due to poor internet connectivity.

Institutional Opportunity

Collaborative Ventures: Research and academic interaction through MoUs.

HCIIC: Active Internship, Patent, Start-up, IPR, Entrepreneur Cell, Intense Entrepreneurial Training.

Institutional Incentive: Seed Money to faculty and scholars to file patents and research projects.

Academic Engagements: Exposure through seminars, workshops and conferences.

Internship Programmes: Facilitating internship opportunities for UG and PG students.

Research Projects: The institution offers research projects and field projects to all UG and PG students.

Career Guidance: Support and guidance from well-placed alumnae and experts.

Service Learning: Student participation in socially relevant extension activities through UBA and RUN programmes.

Institutional Challenge

Enrolment: Conversion of professional institutions to Arts and Science Colleges in the region and mushrooming of higher educational institutions in the neighbourhood.

Innovative Programmes: Getting approval/equivalence from the parent university to start inter/multidisciplinary programmes.

Socio-economic Disadvantages: Socio-economic disadvantages and entry level low motivation clings onto them for an extended period of time.

Software: The high cost of software licenses leads departments to rely more on free and open-source alternatives.

Fund: Lack of adequate funding for infrastructure, academic and research developments.

Policies: The presence of multiple regulatory authorities causes instability, with State and University regulations often conflicting with UGC guidelines, limiting the college's academic and administrative autonomy.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Holy Cross College (Autonomous), Nagercoil, continuously revises its curriculum to meet developmental needs and equip students for contemporary challenges, since its autonomous status in 2007. Curriculum is designed aligning with its vision and mission to produce socially responsible citizens.

Curriculum design and revamping of curriculum, CBCS (2007), LOCF (2020) and NEP model, NCrF and TANSCHE (2021) have been implemented, considering the inputs from University Nominees, Subject Experts, Industry Experts, Alumnae and Student Representatives. BoS is organized every year and syllabus revision is carried-out according to the needs of the Programme.

The curriculum follows the Choice-Based Credit System offering choices in the Non-Major Electives, Elective Courses and Skill-based Courses. The implementation of Outcome-Based Education (OBE) in the year 2018 ensures that Course Outcomes are mapped with Programme Outcomes and Specific Outcomes.

The institution offers 12 Undergraduate, 11 Postgraduate and 9 Ph.D. programmes including 2 new programmes in 2023-2024. Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are measured through attainment.

The curriculum imparts domain knowledge, focusing on Local (39%) Regional (60%) National (61%) Global (46%) developmental needs. Career readiness is ensured through courses focusing on Employability (62%), Entrepreneurship (38%) and Skill Development (100%). Every programme offers internships, field visits, projects and leaner-centric activities for UG and PG students. In the last 5 years, 734 new courses have been introduced. Two new programmes were introduced in the last five years.

Courses pertaining to cross-cutting issues such as Indian Knowledge System (19%), Professional Ethics (39%), Gender (17%), Human Values (28%), Environmental Sustainability (29%) and NEP are integrated into the curriculum.

Advanced learning opportunities through specific and generic value-added courses, and online courses, prepare students for global leadership. 227 Value-added Courses, 71 Certificate Courses, and 163 SWAYAM Courses are completed in the last five years. Service -Learning, Life Skill through Value Education, Environmental Science, Gender Equity Studies, Computer Literacy, Research Ethics are offered across disciplines.

The college regularly collects feedback on curriculum from students, employers, alumnae, parents, academic peers and teachers are analysed and action taken is recorded for the betterment of the curriculum design and delivery.

Teaching-learning and Evaluation

The institution aims to empower young women, who are first-generation learners or graduates from marginalized and underprivileged sections of the rural community.

The students are admitted in accordance with the reservation policy of the state government and the affiliating university, which promotes inclusive education and equal opportunity for students.

Student Induction Programme is conducted every year to accommodate socio-economic and linguistic diversity. The learning levels of the students are analysed based on their higher secondary mark, entry level test, class room performance and socio-economic background.

Discipline Specific Bridge Courses are conducted and mentors are allocated. Remedial coaching is given to the late bloomers and monitored by the remedial team. Advanced learners involve in Patent Filing, Hackathons, Self-Study Courses, Preparation for Competitive Examinations, Publishing Research Articles and earning extra credits. The slow learners attend remedial classes, peer learning sessions and get extra assistance from teachers.

The integration of the mentor-mentee system with an hour extra allotted in the timetable (Hour of Blossoming) helps in effective mentoring with an average of 1:14 faculty-student ratio. Student profiles are maintained in the mentor ward book to help them achieve personal and academic goals.

Learner-centric methodologies, including experiential, participative, problem-solving and traditional approaches, nurture student competence. The institution provides 24/7 free Wi-Fi (160Mpbs) with 100% ICT enabled classrooms, seminar halls and INFLIBNET – NLIST, e-books and e-journals.

Institutional LMS, lecture capturing systems, video-conferencing facilities and smart boards are available. Access to free and open-source software for the preparation of e-content.   Approved Local Chapter of SWAYAM-NPTEL.

Full-time teachers with Ph.D 138 with an average teaching experience of 9.6 years.

Academic Calendar and Teaching Plan are prepared in advance and displayed in the college website and classrooms.

An average of 15 days is taken for the declaration of result from the last day of examination. The average pass percentage for the current year is 95%. IT integrated examination and evaluation system enhance the effective functioning of the evaluation.

The institution has registered under the Academic Bank of Credits (ABC), facilitating credit transfer. Online verification by corporate and institutions through direct verify.

Research, Innovations and Extension

The institution has a well-defined research policy and consultancy policy with research facilities encompassing laboratories, IT infrastructure with INFLIBNET. 199 scholars have registered under 57 research guides in 9 research centres and 67 were awarded.

Research Committee has Research Advisory Committee and Ethics Committee to monitor ethical conduct in all research activities. Plagiarism software URKUND and DRILLBIT are used.

5 research fellowships and 36 research awards have been received from National and International research centres.

Publish a multidisciplinary, peer-reviewed bi-annual research journal 'Crossian Resonance' with ISSN.

38 projects from DST-SERB, UGC and TNSCST. Fund received from government for research is Rs.1,13,58, 959/-.

Financial assistance of Rs. 50,000/- from TNSCST for organizing workshop on IPR.

Faculty have published 560 articles in UGC Carelisted, 71 Scopus and 16 in Web of Science 76 papers are indexed in both Scopus and Web of Science, 782 ISBN books/chapters in edited volumes.

Seed money of Rs. 4,96,000/- is given to faculty and scholars. 15,93,299/- amount was spent on financial assistance to training teachers.

Institution Innovation Council (IIC) and Holy Cross Innovation and Incubation Centre (HCIIC) were instituted in 2018 and 2021 respectively.

- Submitted 17 ideas in Smart India Hackathons; Participated in Smart India Hackathon 2022 Grand Finale.
- Trained 21 faculty as Innovation Ambassadors by the Ministry of Education's Innovation Cell.
- Organized 55 workshops/seminars/mentoring events on Design Thinking and Innovation; 30 on IPR; including 52 seminars on Industry 4.0
- Patents: Granted - 5; Published - 30; Filed - 11
- Registered 100 incubated Start Steps including 4 Start Steps under MSME; 30 alumnae entrepreneurs.

IIC - awarded four-star rating for three consecutive years from 2020-2021 to 2022-2023; NIRF-Innovation 2023 - positioned in the band of 151-300.

- Nominated as IIC Mentor for Mentor-Mentee scheme; Mentoring 5 Mentee institutions and 3 ATL schools.
- The revenue generated from consultancy is Rs. 49,51,747/-.
- The institution strives to raise socially committed generations through extension activities Reaching the Unreached Neighbourhood (RUN) programme, departments, Clubs and Committees, RUN, UBA, NSS and CEC give a real-world experience.
- Signed 65 functional MoUs with institutions and industries including 4 international MoUs. 154 collaborative activities and 172 linkages.

Infrastructure and Learning Resources

Located on 20 acres, has 2,89,198.3 sq. ft. of built-up area, has six blocks. 70 classrooms, 2 auditoriums, 5 halls and a conference hall with LAN network system and Wi-Fi connectivity with 160 Mbps. All the classrooms are ICT enabled with speakers.

Institutional LMS, six computing labs and a Language Lab. Licensed and Open Software are in use. Need based paid software is purchased.

The Student- Computer ratio is 5:1. 459 computers including 406 computers for students' usage.

The central library is fully automated with ILMS catalogued with the OPAC for easy access to book circulation and reference. It is networked with INFLIBNET with access to over 10,000+ e-journals and 6,00,000+ e-books and 59,593 books and 93 journals. RFID (Radio-Frequency Identification) technology integrated with the Gate Entry: Check in/Check out module.

The library spans 14,800 sq. ft. Learning Resource Centre, Reference Section, Research Scholar Cabins, Reprography Facility.

The institution has an IT policy with a well-equipped Media Centre for e-content development facilities. CCTV Camera (84) surveillance is ensured 24/7 throughout the campus.

Well-equipped gymnasium with a working area of 5,364 sq.ft., yoga hall of 2400 sq.ft., a 200m track for running events and the sports field of 6 acres for outdoor games.

 The available sports facilities have been used to produce120 University Blues, State, National and International Champions.

The in-house ERP solutions ensure smooth functioning of the institution. Rs. 24,63,059/- was spent for upgrading the IT facilities. A centralized server system connects the entire campus, streamlining administrative processes with cyber security SophosXG230 firewall.

Annual Maintenance Contracts for maintenance of utilities and equipment.

Construction and timely renovation are monitored. Maintenance policy ensures efficient maintenance of infrastructure and upgradation.

RO plant, bus facility, clean common room, rest rooms and other amenities are available for the benefit of the students.

Two hostels with 170 students and a Counselling centre with trained counsellors and mental a health trainer.

All the campus facilities are maintained through full-time staff members and maintenance contractors. Budget for infrastructure, library and other learning resources are earmarked annually based on the requirements.

Student Support and Progression

The college facilitates student support, progression and engagement through various programmes within a comprehensive system that promotes equity, inclusivity, and leadership in curricular, co-curricular and extra-curricular activities.

The institution ensures a safe environment with zero tolerance for harassment and focuses on strong student support and development. Star Health Insurance Scheme for all the students.

Students benefited by government scholarships - 5787 (Rs. 21,50,292/-); non-government scholarships 1746 (Rs. 41,18,833/-).

Regularly organized Capacity Development and Skill Enhancement Programmes, which includes Skill Development, Awareness Trends in Technology, Life Skill and Soft Skill Training, Yoga Centre facility and Language Lab for Communication Skills.

Counselling Centre with a professional mental health trainer and regular counselling sessions in mentoring hour by mentors cater to the academic, emotional and mental wellbeing of the students.

4000 students benefitted by Career Guidance, Counselling and Training for Competitive Examinations(106 programmes). 76 have cleared the National/ State level competitive exams.

Clubs, committees and department associations provide programmes on career guidance, higher education options, training for competitive exam, skill enhancement and capacity building.

Placement Cell has organized 36 Placement Drives and Campus Recruitment Training and 915 students were selected.

Students participate in Sports and Cultural Competitions in Regional, Inter-collegiate, University, State and National levels.

The college has Grievance Redressal Committee and a well-defined grievance policy, a student open forum, and a Quality Circle, giving students multiple platforms to express their concerns.

137 awards and medals were won in sports and culturals at the international, national, state, and university levels.

Annual Sports Day, Inter, Intra-departmental Competitions and Inter-collegiate Cultural Fests give opportunities to showcase their talents.

The Student Council election is conducted democratically. Students' representation in academic bodies like Academic Council, IQAC, BoS, Quality Circle is ensured. Students organize co-curricular and extra-curricular activities and act as Presidents and Secretaries in Clubs and Associations.

The registered Alumnae Association actively contributes to the college growth. The alumnae offered financial aid Rs. 64,49,786/-, including endowment scholarships (Rs. 5,75,200/-), and serve as subject experts, resource persons and chief guests.

Free noon meal is an initiative of the Alumnae Association (*Amuthasurabi*)

Governance, Leadership and Management

The institution, with 59 years of meaningful service, thrives through participatory, transparent and innovative governance. A well-structured organizational system and clear hierarchy, led by the Principal and supported by the administrative team, ensure excellence.

The Board of Management, chaired by the Provincial, makes key decisions.

Academic governance is managed by the Governing Body, Academic Council, BoS, Principal, COE, IQAC,

Deans and HoDs.

The college aims to foster a harmonious society by equipping young women with global competencies.

The management and administrative team prepare Institutional Development Plan with short and long-term plans.

Planning and Evaluation Committee meets twice a year to discuss developmental plans.

Theme-based Crossian Model gears up activities with focus on the objectives of the year.

The integration of a comprehensive ERP system has enabled e-governance and fully automated academic and administrative processes.

Every department formulates and submits an action plan encompassing curricular, co-curricular, and extra-curricular activities.

Service rules, code of conduct, employee welfare schemes are well-defined in a policy and adequate support is provided to faculty for professional development.

The college has a well-structured Performance Based Appraisal System based on Academic Performance Indicators, score card and student feedback, promoting accountability and continuous improvement for the teaching and non-teaching staff.

The Management Board and Finance Committee prepare the annual budget and allocation of funds across various operations. Internal Financial Audit is done by Certified Chartered Accountant and External Financial Audit by the Joint Directorate of Collegiate Education.

The IQAC, which spearheads all quality initiatives, meets regularly to monitor action plans, review progress, and set guidelines for effective functioning of the institution. On an average 306 professional development/administrative development programmes are organised for teaching and non-teaching staff. The IQAC is committed to update and train faculty in updation of teaching -learning technological developments, skills and evolving industry needs.

The IQAC conducts Academic and Administrative Audit every year which is instrumental for quality assurance which has shown incremental growth.

The college has been regularly participating in NIRF and was placed among the top 101-150 colleges.

Institutional Values and Best Practices

The core values include ethical practices, inclusivity, environmental consciousness, gender equity and community engagement.

Environmental Studies and Gender Studies are mandatory for all UG students. Campus amenities: Health Centre, Counselling Centre, Day Care Centre, Government Bank, Relaxation Point, Bus facilities function inside the campus.

Solar units with 20 Kw and 17 solar lights using 33915.5 units of renewable energy and a biogas unit. 84 CCTV have been installed for the safety and security of women students.

Wheeling to the grid has been initiated and sensor based conservation is used for water control, fan and lighting system. The college uses LED lights and weekly one hour power shutdown to conserve energy.

Regular green audit, plastic-free campus, planting saplings, monitoring carbon neutrality, effective waste management, recharging of the ground water through 13 rain water harvesting pits and 150 percolation bunds. Regular practice of shuttle free and car-pooling day to instill eco consciousness among student and public. Rs. 39,52,256/- is spent for green initiatives/activities.

Well- defined waste management policy for solid waste management in the form of vermicompost, effluent treatment plant for chemical water treatment, disposal of e-waste through buy-back policy and hardware training.

A good distribution of water system and a waste water recycling through oxidation pond and the recycled water is used for gardening.

Community Engagement: UBA has adopted five villages in Kanyakumari district and installed four solar lights.

H.Share Scheme: Students contribute 10 rupee a week to help the needy during festival season.

RUN (Reaching the Unreached Neighbourhood), UBA and 18 active clubs carry out extension activities in 49 villages.

Activities: Seashore cleaning, solid waste management, monetary help to rebuild houses affected by the flood, distributed sewing machines.

The clubs and committee meet regularly and conduct medical and blood donation camps, awareness programmes and allies, hands-on-training, workshops and training for transgenders.

Celebration of National and Religious Days: National days like Malala Day, Sadhbhavana Day, Republic Day, and Independence Day are celebrated to foster communal harmony. Festivals like Pongal, Christmas, Diwali, Ramzan, and Onam are celebrated to promote religious and cultural harmony.

Annual Audits: Green, Environmental and Energy Audits are conducted.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HOLY CROSS COLLEGE (AUTONOMOUS)
Address	Holy Cross College (Autonomous), Roachnagar, Kurusadi, Nagercoil
City	Nagercoil
State	Tamil Nadu
Pin	629004
Website	www.holycrossngl.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S. Sahayaselvi	04652-261473	9487416509	04652-260704	holycrossngc@yahoo.com
IQAC / CIQA coordinator	H. Jimsy Asha	04652-298705	9489739703	-	iqac@holycrossngl.edu.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes minoritydoc_1552638683.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	02-08-1965
Date of grant of 'Autonomy' to the College by UGC	20-05-2007

University to which the college is affiliated		
State	**University name**	**Document**
Tamil Nadu	Manonmaniam Sundaranar University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-01-1968	View Document
12B of UGC	01-01-1968	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Holy Cross College (Autonomous), Roachnagar, Kurusadi, Nagercoil	Semi-urban	20	289198.3

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Mathematics,Mathematics	36	Higher Secondary	English	48	31
UG	BSc,Physics, Physics	36	Higher Secondary	English	48	31
UG	BSc,Chemistry,Chemistry	36	Higher Secondary	English	48	42
UG	BSc,Botany, Botany	36	Higher Secondary	English	48	26
UG	BSc,Zoology,Zoology	36	Higher Secondary	English	48	34
UG	BSc,Computer Science,Computer Science	36	Higher Secondary	English	48	48
UG	BA,English, English	36	Higher Secondary	English	74	72

UG	BA,Tamil,Tamil	36	Higher Secondary	Tamil	0	0
UG	BA,History, History	36	Higher Secondary	Tamil	64	29
UG	BA,Economics,Economics	36	Higher Secondary	English	64	9
UG	BCom,Commerce,Commerce	36	Higher Secondary	English	144	141
UG	BSc,Costume Design And Fashion,Costume Design and Fashion	36	Higher Secondary	English	48	16
PG	MSc,Mathematics,Mathematics	24	Under Graduation	English	50	47
PG	MSc,Physics,Physics	24	Under Graduation	English	29	29
PG	MSc,Chemistry,Chemistry	24	Under Graduation	English	25	22
PG	MSc,Botany, Botany	24	Under Graduation	English	25	13
PG	MSc,Zoology,Zoology	24	Under Graduation	English	25	25
PG	MSc,Computer Science,Computer Science	24	Under Graduation	English	25	12
PG	MA,English, English	24	Under Graduation	English	60	56
PG	MA,History, History	24	Under Graduation	English	30	11
PG	MA,Economics,Economics	24	Under Graduation	English	30	8
PG	MCom,Com	24	Under	English	33	33

	merce,Commerce		Graduation			
PG	MSW,Social Work,Social Work	24	Under Graduation	English	30	10
Doctoral (Ph.D)	PhD or DPhil ,Mathematics ,Mathematics	36	Post Graduation	English	7	6
Doctoral (Ph.D)	PhD or DPhil ,Physics,Physics	36	Post Graduation	English	17	5
Doctoral (Ph.D)	PhD or DPhil ,Chemistry,Chemistry	36	Post Graduation	English	15	0
Doctoral (Ph.D)	PhD or DPhil ,Botany,Botany	36	Post Graduation	English	4	3
Doctoral (Ph.D)	PhD or DPhil ,Zoology,Zoology	36	Post Graduation	English	9	2
Doctoral (Ph.D)	PhD or DPhil ,English,English	36	Post Graduation	English	6	2
Doctoral (Ph.D)	PhD or DPhil ,History,History	36	Post Graduation	English	7	1
Doctoral (Ph.D)	PhD or DPhil ,Economics, Economics	36	Post Graduation	English	3	0
Doctoral (Ph.D)	PhD or DPhil ,Commerce, Commerce	36	Post Graduation	English	8	2
Pre Doctoral (M.Phil)	MPhil,Physics,Physics	36	Post Graduation	English	0	0
Pre Doctoral (M.Phil)	MPhil,Zoology,Zoology	36	Post Graduation	English	0	0
Pre Doctoral (M.Phil)	MPhil,English,English	36	Post Graduation	English	0	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				15				66			
Recruited	0	0	0	0	0	15	0	15	0	64	0	64
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				65			
Recruited	0	0	0	0	0	0	0	0	2	63	0	65
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				57
Recruited	12	44	0	56
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	3	15	0	18
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	14	0	2	101	0	117
M.Phil.	0	0	0	0	0	0	0	22	0	22
PG	0	0	0	0	0	0	0	5	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	6	0	6

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	473	5	1	0	479
	Others	0	0	0	0	0
PG	Male	265	1	0	0	266
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	20	0	0	0	20
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	19	16	28	41
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	181	180	222	256
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	172	179	192	194
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	373	376	442	492
	Others	0	0	0	0
Total		745	752	884	983

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Botany	[View Document](#)
Chemistry	[View Document](#)
Commerce	[View Document](#)
Computer Science	[View Document](#)
Costume Design And Fashion	[View Document](#)
Economics	[View Document](#)
English	[View Document](#)
History	[View Document](#)
Mathematics	[View Document](#)
Physics	[View Document](#)
Social Work	[View Document](#)
Tamil	[View Document](#)
Zoology	[View Document](#)

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Imbibing the Spirit of the Holy Cross, the institution envisions a harmonious society by empowering young women for global competency and ecological sustainability through a holistic approach with innovative skills. The institution promotes multidisciplinary and interdisciplinary research and follows NEP-2020 policy with effect from 2021-2022 in tune with the Parent University and TANSCHE. The institution offers Non-Major Electives, Discipline Specific Electives, Skill Enhancement Courses, Yoga and Meditation, Financial Literacy, Health and Wellness, Generic and Specific Value-Added Courses and Certificate Courses, Research Projects and Internships. The institution organizes Seminars/ Workshops/ Conferences and Training programmes both at the discipline and multidisciplinary levels involving STEM. Research scholars are motivated to pursue socially-relevant research. The Institution ensures effective planning and implementation through a systematic process to engage in multidisciplinary research endeavours to

	find solutions to society's most pressing issues and challenges. Curriculum design focuses on interdisciplinary programmes that combine elements of humanities, science, and STEM fields. Through academic and non-academic initiatives, the college aims to provide students with a holistic and multidisciplinary education that prepare them to be engaged citizens, ethical leaders, and stewards of the environment. The institution has MoU with International Women's Peace Group (IWPG), South Korea, Sustainable Environmental and Ecosystem Management (SEEM), Nepal, Edex Academy, New Zealand for joint ventures pertaining to research, training, orientations, employability and internationalization of education.
2. Academic bank of credits (ABC):	Holy Cross College (Autonomous), Nagercoil has registered to the National Academic Depository (NAD), which maintains Digi locker Academic Bank of Credits. The NAD id of the college is NAD041486. As per the instruction of the Parent University, student data are uploaded in UMIS portal- UMIS ID -i12486. In view of creating Academic Bank of Credits (ABC) ID, the students were oriented on Academic Bank of Credits and Digi locker. All the students have enrolled themselves in the Digi locker with the specific Academic Bank of Credits (ABC) ID.
3. Skill development:	Holy Cross College aligns with the National Skills Qualifications Framework by integrating vocational education and soft skills into its curriculum. This includes skill-based training, industry collaborations, internships, and industrial placements, bridging the gap between theory and practice. Regular skill tests and certifications enhance employability. The Placement and Career Guidance Cell organizes workshops, seminars, and training sessions, developing communication, teamwork, problem-solving, and technical skills. Innovation contest, idea presentation and sales cum exhibition bring out the innovative and entrepreneurial skills of the students. The Institution's Innovation Council (IIC), established in the year 2018, imparts innovation and entrepreneurship, upgrading the skill of the students. The College aims to enhance skill development in several key areas: Languages and Communication Skills (via a Language Laboratory), Research Skills (by involving students in research projects),

	Foundation Courses and Technical Skills (Digital Fluency, Cybersecurity, and Artificial Intelligence). The College emphasizes value-based education by incorporating ethical, constitutional, and universal values into the curriculum. Life Skill training programmes foster moral, social, and emotional development. Service-learning projects, conservation initiatives, and field studies reinforce core values and holistic education.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Holy Cross College integrates IKS into its curriculum through diverse methods, including curriculum design, cultural integration experiences, and interdisciplinary education. The Language Lab offers training in eight languages. Faculty receive training to deliver education effectively, ensuring a comprehensive understanding of IKS. Indian Languages: Initiatives include a Hindi certificate course with comprehensive Tamil instruction and Basic Tamil as NME course. Ancient Traditional Knowledge: Collaboration with traditional practitioners to preserve Ayurveda, Yoga, and crafts. Indian Arts: Degree programmes in classical music, dance, visual arts, theatre, and crafts are offered. Annual cultural events, exhibitions, and performances showcase Indian arts. Indian Culture and Traditions: Courses on Indian culture, history, philosophy, and customs are integrated into the curriculum. Festivals and events like Kumari Pasumai Sangamam promote traditional food, products, and games. Reaching the Unreached Neighbourhood (RUN) and Unnath Bharath Abiyan (UBA) are extra- curricular activities to extend services to the society. The IIC attempts to expose the students with scientific temperament to participate in the state, regional and national innovation contests.
5. Focus on Outcome based education (OBE):	Holy Cross College, Nagercoil has embarked on a transformative journey to embrace the principles of Outcome Based Education (OBE) into its curriculum. This shift signifies the institution's commitment to enhance the quality and relevance of education, aligning it closely with the evolving needs of society and industry. Considering the outcome of the educational journey of the students, the college emphasizes on the constant restructuring of the curriculum that reflect the knowledge, skills and attitudes of the students. The college meticulously

	designs its curriculum to ensure that these outcomes are clearly articulated, measurable, and adaptable to the dynamic demands of the contemporary world. The college recognizes the importance of assessment practices aligned with OBE principles. Assessment tasks are designed to evaluate not only the acquisition of knowledge but also the mastery of skills and the demonstration of desired behaviours. Variety of assessment methods, including portfolios, presentations, case studies, and simulations provide a comprehensive evaluation of student learning outcomes. Through regular feedback and constructive assessment practices, the institution promotes student engagement and self-reflection, thereby, fostering a culture of continuous learning and improvement. The college has undertaken a holistic approach to transform its curriculum towards Outcome Based Education. Through strategic curriculum redesign, innovative pedagogical practices, faculty development initiatives, and stakeholder engagement efforts, the college is committed to provide high quality education that prepares students for success in a rapidly changing world.
6. Distance education/online education:	The integration of online education and assessment is one of the hallmarks of the curriculum offered by the institution. Institutional LMS is used to share learning resources and for assessment. Asynchronous learning modes, blended and flipped classes give chance for self-paced learning. The institution has a registered local chapter in SWAYAM and is made mandatory as compulsory credit-earning courses. The college employs technology platforms and learning management systems to deliver vocational courses effectively in the ODL mode. This includes access to online lectures, virtual labs, simulation tools, and digital repositories of learning resources. Additionally, interactive communication channels such as discussion forums, chat rooms, and video conferencing facilitate student-instructor and peer interactions. Developing reliable assessment mechanisms is crucial to ensure the quality and credibility of the institution. Holy Cross College has implemented a combination of formative and summative assessments, including online quizzes, assignments, practical demonstrations, and proctored examinations. Upon successful completion of the online courses, students receive recognized

certifications/credentials that validate their skills and competencies in the job market. The college adopts a culture of continuous evaluation and improvement to enhance the effectiveness and relevance of courses offered in SWAYAM. This involves soliciting feedback from students, instructors, and industry partners, monitoring learning outcomes, and making timely adjustments to curriculum, delivery methods, and support services as needed.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, in order to educate students on voting rights and to acquaint with the processes involved in registering to vote and casting a ballot, the institution has formed an Electoral Literacy Club. By utilizing the skills and capacities of its members, ELC seeks to promote electoral education and awareness within the local community. It also intends to expedite the voter registration procedure for those who are qualified but have not yet registered. Additionally, created awareness to students and their families to link their Aadhar card and voter identity. In order to increase awareness throughout the college community, the Club also plans events.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The faculty adviser and student representatives have been nominated as office bearers by the active campus chapter of the Electoral Literacy Club. The Nodal Officer and Mentors are elected. This club functions once in a month during the clubs and committees hour. Election was conducted to elect the Executive members. The roles of the elected members are Campus Ambassador, as President, as Vice President, as Secretary, as Joint Secretary.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior	Throughout elections, College often performs the duties of poll worker and presiding officer. The Election Commission arranges Union, parliamentary, and Panchayat elections, and it uses the College's facilities and grounds for election-related activities such as setting up polling places, distribution hubs, and counting stations. To assist the district government in keeping the peace during the elections, the members of the College NSS Unit act as Student volunteers.

citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	As evidence of its strong commitment to promote democratic values and encouraging participation in election processes, the College has actively participated in socially significant projects and activities related to electoral concerns. An outstanding initiative was the awareness campaign that was run in 2024 during the Union election. A campaign was carried out by the College along with NSS unit and the District Election commission of Kanyakumari to encourage the fusion of Aadhar cards with voter Ids for students and their families. This campaign streamlined the process of registering to vote and emphasized the importance of accurate voter information. Furthermore, in order to inspire students to take the National Voters Day pledge and emphasize the importance of actively participating in the political process, the Electoral Literacy Club was instrumental in organizing virtual sessions. SVEEP Rally, selfie point, pamphlet distribution, street play program on election awareness, Historia "My Right my Vote my Identity" an awareness program on quiz also organized. These events demonstrate the commitment of Holy cross College Nagercoil to producing informed and engaged people.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Students and their families were encouraged to use their Aadhar cards as voter Ids through a campaign run by the Holy cross College along with NSS unit and the District Election commission of Kanyakumari. This campaign highlighted the value of proper voter information and expedited the registration process. In addition, the Electoral Literacy Club played a crucial role in setting up online workshops to encourage students to sign the National Voters Day pledge and stress the value of being involved in politics. These activities show how Holycross College Nagercoil is dedicated to creating knowledgeable and involved citizens.

Extended Profile

1 Students

1.1

Number of students on rolls year wise during last five years

2023-24	2022-23	2021-22	2020-21	2019-20
2005	2222	2474	2582	2506
File Description			**Document**	
Provide Links for any other relevant document			[View Document](#)	
Institutional data in the prescribed format (data			[View Document](#)	

1.2

Number of final year outgoing students year wise during last five years

2023-24	2022-23	2021-22	2020-21	2019-20
788	907	921	900	854
File Description			**Document**	
Provide Links for any other relevant document			[View Document](#)	
Institutional data in the prescribed format (data			[View Document](#)	

2 Teachers

2.1

Number of full time teachers year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
130	128	139	142	134
File Description			**Document**	
Provide Links for any other relevant document			[View Document](#)	
Institutional data in the prescribed format			[View Document](#)	
Certified list of full time teachers			[View Document](#)	

2.2

Total number of full time teachers worked/working in the institution (without repeat count) during last five years:

Response: 194

File Description	Document
Provide Links for any other relevant document	View Document
Institutional data in the prescribed format	View Document

3 Institution

3.1

Total expenditure excluding salary year wise during the last five years (INR in lakhs)

2023-24	2022-23	2021-22	2020-21	2019-20
505.34	429.26	287.33	199.81	315.01

File Description	Document
Provide Links for any other relevant document	View Document

Other Upload Files	
1	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1

Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs) and Course Outcomes(COs) of the Programmes offered by the institution

Response:

In the dynamic landscape of education, Holy Cross College (Autonomous), Nagercoil has crafted a curriculum that transcends conventional boundaries addressing LNRG developmental needs. The curricula are designed in tune with the vision and mission of the institution taking cognizance of the integrating **emerging technologies, industry best practices, and feedback to update the courses to contemporary needs.**

The departments shape curricula in Pre-board Meetings. With inputs from Subject Experts, University Nominees, Industrialists, Student Representatives and an Alumna, the Board of Studies reviews and approves the course syllabi. The decisions made in the BoS are subject to the approval of the Academic Council and the Governing Body.

Significant efforts are made to design PEOs, POs, PSOs and COs to meet the developmental needs at local, national, regional and global needs, which are reflected in the institution's graduate attributes. Curricula has integrated **Indian Knowledge System** (IKS) and **Sustainable Development Goals** (SDGs) into its curricula.

PEOs, POs, PSOs and COs are framed and displayed in the college website. The mapping and attainment processes are successfully implemented.

Part I and Part II language studies in Tamil, French and English nurture **language skills** with relevance at local, national, regional and global levels.

The institution leverages its autonomy to develop curricula that **align with industry requirements**, creating a need-based syllabus that empowers students in every aspect.

Research projects, field projects and surveys **across all programmes** identify societal challenges and equip students with practical solutions.

Internships and value-added courses offer **hands-on training and skill development,** fostering practical understanding, technical proficiency, and employment opportunities.

The courses in different programmes cater to **local and regional needs** particularly focusing on the ecological sensitivity, linguistic and cultural diversity. Algae, Fungi and Lichens, Animal Care and

Services, *Ikkala Ilakkiyam, Vaaimozhi Ilakkiyangal, Sutrulaaviyal*, History of Kanyakumari District, Consumer Behaviour and Public Health Management instil an understanding of traditions, heritage, and culture.

Part IV & V Extension Activities: **Service-Learning Programmes,** Reaching the Unreached Neighbourhood (RUN), Community Engagement Course (CEC), and participation in the NSS, NCC, YRC, RRC, Women's Cell and Eco Club educate students to face real life situations.

Socio-cultural History of Tamilnadu, Dravidian Movement, Herbal Botany, Plant Diversity, Medical Botany, Translation: Theory and Practice, *Bakthi Ilakkiyam, Ara Ilakkiyam* pertain to **local and regional needs.**

The students of Physical and Life Sciences are equipped with reasoning, creativity, Skill and critical thinking effectively. Biophysics, Solar Energy Utilization, Chemistry for Competitive Exam, Gardening and Floriculture, Ethno Botany, Naturopathy and Traditional Healthcare, Biofertilizers, Biofuels and Biopesticides that help students to be on par with **national and global advancements.**

Courses offered under Humanities and Commerce Indian Writing in English, Indian Folklore, Indian Economy and History of India, Cultural Heritage of India refer to **national needs.**

Non-Major Electives, World Literature in Translation, Professional English Courses, Training for TNPSC Group Examinations, Meditation and Exercise, Computer Literacy, Skill Developing Certificate Courses, Generic and Specific Value-Added Courses, Soft Skill and Life Skill Training, Self-Learning Courses, MOOCs and Human Rights Education shape students into nationally and globally competent individuals.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.1.2

The programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements

Response:

The institution recognizes the need to equip students with academic knowledge, practical, entrepreneurial and employable skills. The programmes seamlessly integrate industry-relevant skills, experiential learning opportunities and internships, bridging the gap between theory and practice.

Curriculum is designed with inputs from subject experts, industrialists and alumnae, emphasizing the development of essential skills, employability and entrepreneurship.

Courses like Data Science, Artificial Intelligence, Computer Literacy, Public Speaking, Biotechnology and Molecular Biology, Microbiology and Plant Pathology, Cell and Molecular Biology, Economic Zoology, Applied Zoology, Food and Nutrition, Journalism and Mass Communication, Fundamentals of Tourism, Introduction to Archaeology and Mathematical Methods hone the learners in getting better job opportunities. By collaborating with industry experts and conducting regular assessments, the graduates are ensured to possess the skills sought after by employers.

Industrial visits, internships, projects, field projects are structured to prepare students for diverse career opportunities.

The institution advocates **entrepreneurship** by activating the entrepreneurial spirit in students. Moreover, the curriculum actively encourages students to participate in entrepreneurial ventures that connect them with mentors and industry experts who guide them in the nuances of business establishment and management. Courses like English for Business, Creative Writing, Entrepreneurial Development, Apiculture, Vermi-technology, Sericulture, Mushroom Culture, Medicinal Botany and Pharmacognosy impart entrepreneurial knowledge and skills. Besides this, the Deanery of Entrepreneurship promotes entrepreneurial activities. By instilling an entrepreneurial mindset, the learners are empowered to seize opportunities and contribute to their economic growth. Earn While You Learn scheme, training through certificate courses and **WISE projects** help the students to earn while pursuing their studies.

The institution has active cells for Start-up, IPR, Innovation, Internship and Entrepreneurship to guide and train students.

Campus Bazaars are organized periodically to promote entrepreneurial skills. As a result of this venture, hundred student entrepreneurs are identified within the campus. Intensive training programmes like **Hackathons (17 teams), Boot Camps, Yukthi Prototype and Design Thinking (26),** enhance the entrepreneurial skills of the students. **As a result, the institution was granted (5) and has filed (11) and published (30) Patents.**

The institution places strong emphasis on **skill development**, regularly updating the course syllabi. Courses in all the programmes align with skill development. Workshops, seminars, and field projects further enhance their abilities, allowing them to apply and refine their skills in real-world scenario.

Communication and Soft Skills, Artificial Intelligence, Digital and Financial Literacy enhance the skill sets of students.

The institution has registered under "**NAAN Muthalvan"- National Skill Development Corporation (NSDC)** and students were trained. Skill Enhancement courses are crafted in accordance with the **National Skill Qualification Framework (NSQF**) guidelines, emphasizing vocational skill development.

Institution Innovation Council (IIC) identifies and promotes potential research-oriented students who are capable of innovation for patent application filing and publishing.

The institution serves as an innovation hub in education, prioritizing employability, entrepreneurship, and skill development. By infusing contemporary requirements into syllabi, the college provides students with a holistic and progressive education. The institution has dedicated itself in shaping the lives of the

young generation who could bring about transformative development in the society.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years

Response: 57.5

1.2.1.1 **Number of new courses introduced during the last five years:**

Response: 732

1.2.1.2 **Consolidated number of courses offered by the institution across all   Programmes (without repeat count) during the last five years :**

Response: 1273

File Description	Document
Subsequent Academic Council meeting extracts endorsing the decision of BOS	[View Document](#)
Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability and other value framework enshrined in Sustainable Development Goals and National Education Policy – 2020 into the Curriculum

Response:

Holy Cross College integrates Gender, Environment and Sustainability, Human Values, and Professional Ethics into its curricula for holistic development, fostering a socially conscious and sustainable society.

Recognizing the significance of intertwining dimensions like ethical conduct, gender parity, moral principles, ecological sustainability, and adherence to the value system outlined in the Sustainable Development Goals (SDGs) and India's National Education Policy 2020 (NEP), the curriculum is designed to offer a comprehensive learning experience.

Professional Ethics:

The syllabi include courses on professional ethics, emphasizing the importance of ethical behaviour in future engagements.

Research Methodology, Internet and its Applications, Business Communication, Labour Economics, Indian Economic Development and Policy, Archives Keeping, Principles of Political Science with Special Reference to India, Media Studies, *Ara Ilakkiyam* enhance a wider understanding of Professional Ethics.

Conferences and Seminars on Intellectual Property Rights, research projects, fieldworks, internships, and patent filing collectively contribute to the understanding of academic and professional ethics.

Gender Sensitization:

The institution fosters gender equity through various courses and activities that sensitize individuals to promote equality. Gender equity, focusing on empowering women, is reflected in the curriculum, featuring modules that address gender biases, stereotypes, and discrimination. These courses emphasize inclusivity and diversity and actively contribute to the establishment of a gender-sensitive environment.

Syllabi of Part I Tamil and Part II English include sections relevant to women's issues.

Gender Equity Studies and Women's Studies (SDG 5) under Part IV are mandatory for all UG students.

Part III includes Women's Writing in English, Marginal Writings, Subaltern Studies, Psychology in Literature, *Kaapiya Ilakkiyangal, Penniyam* (SDG 5), *Naveena Ilakkiyangal* and *Ikkala Ilakkiyangal* also sensitizes towards Gender issues.

The institution extends helping hands to the poor people with cognitive disabilities, and transgenders.

Human Values: The incorporation of human values through curricular, co-curricular and extra-curricular activities is fundamental to education. Human Rights and Literature (SDG 10), Psychology in Literature, Disability Theory and Literature, Freedom Struggle in TamilNadu, *Bakthi Illakkiyam* impart human values.

Part IV Life Skill Training and Human Rights Education impart human values.

Service-Learning Programmes- RUN, UBA, Eco Club, YRC, Rotaract Club, NSS, RRC, AICUF,

Consumer Club, Women's Cell, and Legal Literacy under Part-V kindle human values in students.

The courses are designed to impart knowledge and instil values such as empathy, integrity, and social responsibility.

Environment and Sustainability: The institution is dedicated to produce eco-conscious professionals.

Environmental Studies is a compulsory course under Part IV for all UG students.

Eco literature, Green Studies, Environmental Science, Biotechnology, and Nano-science emphasize the importance of preserving the Mother Earth.

Field projects, Field Visits, exhibitions, workshops, and seminars on environmental conservation and sustainable practices equip students.

Seedball distribution and cleaning water bodies (riverbanks & seashores) transform students into eco-conscious citizens.

Honesty Emporium, Shopping sans Shopkeeper, Spare and Share, and H. Share nurture empathy and charity in students.

Nasha Mukt Bharat Abhiyaan Scheme offers diploma courses that aim at transforming inmates and the local community.

The curricula of the institution shape students not only as skilled professionals but also as responsible and ethical global citizens.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Number of certificate/value added courses/Diploma Programmes offered by the institutions and online courses of MOOCs, SWAYAM/e-PG Pathshala/ NPTEL and other recognized platforms (without repeat count) where the students of the institution have enrolled and successfully completed during the last five years.

Response: 72

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Evidence of course completion, like course completion certificate etc	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

1.3.3

Percentage of programmes that have components of field projects / research projects / internships during the last five years.

Response: 100

1.3.3.1 **Total Number of programmes that have components of field projects / research projects / internships (without repeat count) during the last five years**

Response: 26

1.3.3.2 **Total Number of programmes offered (without repeat count) during the last five years**

Response: 26

File Description	Document
Sample Internship completion letter provided by host institutions	[View Document](#)
Sample Evaluated project report/field work report submitted by the students	[View Document](#)
Provide the relevant information in institutional website as part of public disclosure	[View Document](#)
Program and course contents having element of field projects / research projects / internships as approved by BOS	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.4 Feedback System

1.4.1

Structured feedback for curriculum and its transaction is regularly obtained from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows:

Response: A. Feedback collected, analysed, action taken & communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 75.8

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2023-24	2022-23	2021-22	2020-21	2019-20
745	752	884	983	994

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
1044	1096	1193	1203	1213

File Description	Document
Provide the relevant information in institutional website as part of public disclosure	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document relating to sanction of intake as approved by competent authority	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 64.57

2.1.2.1 Number of actual students admitted from the reserved categories in the first year of the programme year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
200	197	250	297	301

2.1.2.2 Number of seats earmarked for reserved category as per GoI/State Govt. rule year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
347	366	401	405	409

File Description	Document
Provide the relevant information in institutional website as part of public disclosure	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of the letter issued by the State govt. or Central Government Indicating the reserved categories(SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any	[View Document](#)

2.2 Catering to Student Diversity

2.2.1

The institution assesses the learning levels of the students and organises special Programmes to cater to differential learning needs of the student

Response:

The institution adopts an inclusive approach to identify the needs of its students who hail from diverse

socio-economic, cultural and linguistic backgrounds with varied levels of knowledge, aptitude and skills.

Assessment Methods

Students are given orientation on their course of study, learning and assessment methods. The learning potential is evaluated based on marks obtained in the Higher Secondary, medium of study, domain-specific diagnostic tests and classroom performance.

The performance of the students is assessed periodically by Continuous Internal Assessment components like Class Tests, Assignments and Quizzes. Students Profile and Mentor Ward Records provide detailed information on students' academic achievements, socio-economic backgrounds, and talents. The students are assigned to mentors who identify their academic and emotional needs.

Stimulating Learning Environment for Advanced and Slow Learners

- Discipline-specific Bridge Courses help at the entry level
- Student Induction, outreach programmes, participation in cultural and sports
- Scholarships and freeships to the economically weak students
- Career Guidance, Training and Placement Support
- Special Internship Programmes
- Seed money to student entrepreneurs
- Department wise Student Clubs
- Alumnae interaction and guidance through endowment lectures

Programmes for Advanced Learners

The advanced learners are provided with various opportunities to bring out their inherent potentials. The students get chances for

- Participation in SMART India Hackathon (17), Ideation (5), and Yukthi Prototype (26)
- Patent Filed (8) Published (1)
- Government-funded projects under student project scheme of TNSCST (10 projects - Rs.75,000/-)
- Special Internships with Premier Institutions like BITS Pilani, IREL Manavalakuruchi, IGCAR Kalpakkam
- Engage in Start-up and Entrepreneurial activities
- Present and publish papers in conferences and journals
- Gain extra credits through MOOC and Self Learning Courses
- Undergo Career Guidance Programmes - TNPSC, NET/SET coaching
- Participate as a student representative in the Board of Studies meeting
- Take leadership roles and initiatives in curricular and extra-curricular activities
- Serve as resource persons in department and club meetings
- Take classes during Student Administration Days and host programmes
- Participate in intra and inter collegiate competitions
- Help the slow learners with peer teaching
- Attend Placement Drives and get placed

Special Programmes for Slow Learners

Special care is taken to help slow learners to overcome the hurdles in learning with personal counselling and remedial classes

Remedial classes are conducted regularly and the progress is monitored

- Simple course materials with worksheets, mind maps and question banks
- Bilingual teaching and one-to-one teaching
- Peer Teaching and Group Discussion involving advanced learners
- Academic and Personal Counselling by mentors and Counsellors
- Periodical meetings with parents
- Continuous assessment through class tests, slip tests, open book tests and quizzes
- Tailor-made assignments catering to differential learning needs

Outcome

- Enhanced academic performance and confidence
- Improved Cognitive abilities and test scores
- Enhanced study and communication skills
- Positive behavioural changes and active classroom participation
- Guiding first-generation learners into the mainstream
- Reduce the risk of student dropouts by addressing academic difficulties

File Description	Document
Upload Any additional information	[View Document](#)
Provide link for additional information	[View Document](#)

2.2.2

Student - Full time teacher ratio (Data for the latest completed academic year)

Response: 15.42

File Description	Document
List showing the number of students in each of the programs for the latest completed academic year across all semesters	[View Document](#)
Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Student-centric learning environment is created to meet higher order thinking, individual interests and goals of the students. These learning experiences enable improved cognitive levels, critical thinking and problem-solving skills. ICT-enabled teaching and blended learning methods provide greater independence for personalized learning.

Students apply conceptual knowledge in real-world settings:

Internships, Industrial visits, Field visits, Study tours, Research Projects, Field projects, Paper presentations, Surveys, Case Study, Skill-enhancement, Value Added and Certificate courses, Language Lab for proficiency in communicative skills, Hands-on-training - Horticulture, Mushroom Culture, Apiculture, Silkworm Rearing, Vermicomposting, Household Cleaning Articles, Extraction of Essential Oil, Identification of Blood Group, Hardware Training, Basic and Advanced Lab Experiments, assignments, and discipline-wise seminars, Demonstration with Models, Collage Making, Chart Displays, Team Work Exhibitions, Sales Day, French Food Expo for cross-cultural experience.

Service-learning through outreach programmes accentuate Experiential learning.

Participative learning improves analysis, creativity and engage in complex cognitive process.

- Flipped classroom, blended learning, simulations, case studies, real-time analysis
- Multimedia sessions, presentation of models, making charts and posters, designing journal /newspaper, album making
- Flashcard presentation, MOOC and Self-Learning Courses
- Discipline-specific panel discussion, group discussion, role-play, debate, and street plays, *Aivagai Nilam*, its landscapes, food and culture, Audio-visual and dramatic presentations, documentary films, video clippings and movies
- Language Lab
- Solving Mathematical puzzles
- Poster-presentation competitions
- Participation in Research Colloquium, seminars and workshops
- Interactive sessions and group discussions in the classroom
- Album Making, Portfolio and Mind Map
- Activities like storytelling, creative writing, book and movie review

Problem-solving methodology is effectively incorporated to stimulate logical thinking for better decision making.

- Research projects on identifying problems and arriving at solutions

- Making Sensor-based devices
- Computer Programming and the use of Statistical Tools for problem-solving
- Application of Computational Techniques
- Brainstorming sessions, assignments on problem analysis and related quizzes
- Field Projects with solutions

ICT-enabled teaching-learning process

The Wi-Fi enabled classrooms, equipped with LCD Projector/Television or Computer, cater to the needs of the students. Professional development programmel development programme are regularly conducted for faculty to enhance the usage of ICT tools.

The Media Centre has facilities for

- High-definition video and audio recording
- Editing and E- Content preparation
- Green mat facility
- Lecture capturing system and Live multi-camera broad casting system

The **YouTube Channel** of the institution broadcasts all the major academic and cultural deliberations. The digital library and the N-List of INFLIBNET contain rich sources of learning resources. The Language lab has inbuilt teaching-learning aids.

ICT Tools

- Faculty members undergo regular training on ICT tools - evolving methods of teaching and learning
- Editing tools: Video Cutter, V-Recorder, Ice-cream Video Editor, KineMaster, Render Forest and Inshot
- Institutional LMS and Google Classroom to receive study materials, submit assignments and projects
- Quizzes through Google Form, Quizizz, Edmodo, Socrative
- Online presentation apps - Google Slides, Canva, Gamma AI, Nearpod, TOME and Prezi
- Document preparation through LaTeX, Excel Sheets
- Mentimeter, Slido and Survey - Heart App for conducting surveys

Outcome

- Shift from Teacher-centric to Learner-centric
- Better understanding of domain knowledge, stimulates higher order thinking
- Digital Literacy and Digital Culture
- Learner autonomy

File Description	Document
Upload any additional information	[View Document](#)
Provide Link for Additional Information	[View Document](#)

2.3.2

The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues

Response:

Motivation, a central tenet of the Mentor-Mentee Scheme, is related to the institutional values and culture

The Mentor-Mentee Scheme commences with the **Student Induction Programme,** marking the beginning of a supportive and enduring relationship between mentors and their mentees

The institution acknowledges the importance of early mentoring in establishing a solid foundation for the academic journey

Provides systematic training which helps mentors to identify signs of psychological distress or mental health issues in their mentees

Mentor - Mentee are assigned in a ratio of **1:14**

A best practice involves integrating mentor-mentee interactions into the regular schedule, creating a structured and supportive environment for fostering mentor-ward relationships.

"**Hour of Blossoming** (HoB)" is added to the regular time table incorporating mentor-mentee scheme for the overall holistic development of students.

Monthly sessions of **traditional games** provide a recreational outlet, therapeutic feeling and relaxation.

Mentor Mentee allocation list (1:14) is prepared and circulated, allowing wards to meet their mentors individually or in groups. The wards can meet their mentors any time they require support.

The **Mentor-Ward Record** serves as a comprehensive repository, recording academic progression and achievements, behavioural patterns, extra-curricular activities, soft skill development, SLOC and personal interests. This holistic approach enables mentors to provide academic and psychological support, addressing student support and progression.

During the pandemic, mentors maintained regular online connections to effectively address concerns about academic progress and assessment issues. Financial aid, groceries and basic amenities were provided to the needy students. Fee waiver and Institution Merit and Sports Scholarships are provided to assist the students.

Personal counselling is a cornerstone of the Mentor-Mentee relationship, aligning with student-

centeredness. Mentors closely monitor their wards' academic progress, offering guidance on electives, projects and internship opportunities. They also serve as a vital connection between the institution and parents, facilitating effective communication about academic issues, behavioural changes, and interpersonal relations.

The **Counselling Cell** led by mental health trainer Sr. Nirmala and trained counsellors, provides a safe space for clients to effect up purgation.

Therapy Used:

- Talk Therapy
- Mindfulness
- CBT – Cognitive Behavioral Therapy
- Grief Therapy
- Art Therapy
- Motivational Interviewing
- DBT- Directorial Behavior Therapy
- Humanistic Therapy

Beyond academic pursuits, mentors guide students on career opportunities and higher studies to enable a secure future. This guidance is instrumental in helping students make informed decisions about their future, ensuring they are well-prepared for the professional world.

Mentor-Mentee Scheme is meticulously designed and implemented to address academic and student-psychological issues which exemplify the institution's commitment to holistic student development. The scheme plays a crucial role in creating an educational environment where every student feels recognised, supported and empowered to reach full potential.

Outcome

- Personal and academic development
- Enhanced skill acquisition
- Increased self-confidence and positivity
- Guided educational progression
- Better human being, thus a good citizen

File Description	Document
Upload any additional information	[View Document](#)
List of Active mentors	[View Document](#)
Provide Link for Additional Information	[View Document](#)

2.3.3

Preparation and adherence of Academic Calendar and Teaching plans by the institution

Describe the Preparation and adherence to Academic Calendar and Teaching plans by the institution.

Response:

The Academic Calendar and Teaching Plan are planned in advance by the institution. The institution follows a systematic process for preparing its Academic Calendar and Teaching Plan.

The **Calendar Committee** collects **annual plans** drafted by the management, IQAC, Deans, Controller of Examinations, Departments and Clubs and Committee before compiling the handbook.

A **participative approach** is applied in the process of planning, executing and monitoring the same.

The **Academic Calendar** contains the academic guidelines, important dates, events, and holidays, serves as a blueprint for the staff and the students to carry out all the academic and non-academic activities. The Calendar is strictly adhered to by the college except in unexpected situations that demand alteration.

The Academic Calendar, serves as an essential source of information and planning for the entire academic year.

A copy of the Academic Calendar is given to every staff and student and it is displayed in the college website.

The highlights of the academic calendar are:

Vision, Mission

Core Values, Graduate Attributes

Code of Conduct

Academic Guidelines

Day order with dates, schedules for common programmes and cultural events

Examination Guidelines with Dates of Continuous Assessment

Details of Clubs and Committees

Detailed Academic Planner

Every member of the department receives a printed sheet of the academic planner that includes day orders, dates of Continuous Internal Assessment (CIA), reopening and closing dates, semester result dates, government holidays and common celebrations**.**

Action Plan

The Departments, Clubs and Committee prepare specific action plans that include details of the proposed

action and dates of seminars, association meetings, Endowment Lectures, competitions, and extension services. The activities are carried out in accordance with the plan of action.

Teaching Plan

The curricula of each program explicitly outline the total number of teaching hours needed based on credit and weightage.

The Heads of the Departments along with the course instructors chart the teaching plan before the commencement of the classes in a semester.

It incorporates course outcomes, assessment plans, pedagogies, ICT resources and student centric activities - as per Bloom's Taxonomy, Internal components and evaluation methods.

Assessment tests, quizzes and assignments are conducted as per the plan. Activities related to Employability/ Entrepreneurship/ Skill Development/ Cross Cutting Issues are also scheduled.

Sample Question papers and Question banks are prepared and posted in the website for students' reference.

Monitoring System

Log Book

Individual logbook is maintained by the faculty, to document the class hour, the topic handled, the pedagogy followed, ICT resources utilized and assessment methods employed. Every week the logbook is submitted for the perusal of the Head of the Department and at the end of the month, it is submitted for the scrutiny of the Principal.

Review Meetings

Action Plan and action taken are presented by the Heads of the Departments and Coordinators of Clubs and Committee. The Administrative team gives feedback on the basis of the impact created and its outcome.

Outcome:

- Academic activities are planned well in advance
- Systematic planning involves dividing portions for the CIA
- Academic and other activities are monitored

File Description	Document
Upload any additional information	[View Document](#)
Provide Link for Additional Information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers appointed against the number of sanctioned posts year wise during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
130	128	139	142	134

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts).	[View Document](#)
Provide the relevant information in institutional website as part of public disclosure	[View Document](#)
Institutional data in the prescribed format (data template merged with 2.4.3 and 2.4.4)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with Ph.D./D.Sc. / D.Litt./ L.L.D during the last five years

Response: 65.98

2.4.2.1 **Number of full time teachers with *Ph.D./D.Sc. / D.Litt./ L.L.D* during the last five years**

Response: 128

File Description	Document
List of faculty having Ph.D./D.Sc. / D.Litt./ L.L.D along with particulars of the degree awarding university, subject and the year of award per academic year.	**View Document**
Institutional data in the prescribed format (data template merged with 3.2.3 and 3.4.2)	**View Document**
Copies of Ph.D./D.Sc. / D.Litt./ L.L.D awarded by UGC recognized universities	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

2.4.3

Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)

Response: 10.41

2.4.3.1 **Total teaching experience of full-time teachers as of latest completed academic year**

Response: 1353

File Description	Document
Institutional data in the prescribed format (data template merged with 2.4.1 and 2.4.4)	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

2.4.4

Percentage of full time teachers working in the institution throughout during the last five years

Response: 144.78

2.4.4.1 **Number of full time teachers worked in the institution throughout during the last five years:**

Response: 194

File Description	Document
Institutional data in the prescribed format (data template merged with 2.4.1 and 2.4.3)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results during the last five years

Response: 15

2.5.1.1 *Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years*

2023-24	2022-23	2021-22	2020-21	2019-20
11	12	16	25	11

File Description	Document
Result Sheet with date of publication	[View Document](#)
Policy document on Declaration of results (if any)	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Exam timetable released by the Controller of Examination	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5.2

Percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 0.8

2.5.2.1 **Number of complaints/grievances about evaluation year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
5	4	71	12	0

2.5.2.2 Number of students appeared in the examination conducted by the institution year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
1943	2175	2407	2507	2456

File Description	Document
List of students who have applied for re-valuation/re-totaling program wise certified by the Controller of Examinations year-wise for the assessment period.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5.3

IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA)/Formative Assessment have brought in considerable improvement in Examination Management System (EMS) of the Institution

Describe the examination reforms with reference to the following within a minimum of 500 words

- **Examination procedures**
- **Processes integrating IT**
- **Continuous internal assessment system**

Response:

The Examination Wing envisions an assessment system that maintains the academic integrity of the institution and evaluates the outcome-based education of the graduates. To achieve this, reforms are brought into the examination system and information technology is integrated in all the examination procedures which has brought in improvement in the EMS of the institution.

Examination Procedures

The examination schedule for Continuous Internal Assessment, Semester Practical and End Semester

Examination, valuation and publication of results are formulated at the beginning of the academic year and the examination calendar is communicated to the stakeholders through the academic calendar.

Semester pattern of examination with Continuous Internal Assessments (CIA).

Choice Based Credit System.

Learning Outcome-Based Curriculum Framework, assessing both higher and lower-order thinking skills.

Timetable and all guidelines regarding examination and valuation are placed in the Examination Committee.

Flexibility in the internal components to assess the students besides the internal test and quiz.

Questions are set and scrutinized by the external subject experts.

Outcome Based Assessment, evaluation of higher and lower order thinking skills, online courses, internship, innovation, research, sports, startup and entrepreneurial skills are given due importance and credits are offered to the students.

Online quizzes and online assignments are given to students to hone the technological skills.

Faculty members are appointed as invigilators and senior faculty as squad. Physically challenged students are helped with scribe and extra time.

Centralized valuation system is followed and the result processing is fully automated. The answer scripts are valued by external examiners for UG and for PG/M.Phil. double valuation by both internal and external examiners and validated by the Chairpersons.

The results of the semester examination are presented in the Award Committee and officially published within 15 days.

Transparency in valuation (Students can claim their answer scripts for clarification).

Students can apply for revaluation following the guidelines presented in the grievance policy. The outgoing students can appear for supplementary examination.

During the Covid-19 pandemic, online examination and valuation were conducted.

Procedures integrating IT

The office of the Controller of Examinations is fully automated and is under CCTV surveillance.

A separate server for examination, the intranet, internet Wi-Fi facility, intercom and public address system ensure better communication and facilitate paperless system.

Online mark entry and Outcome Based Assessment is facilitated through ERP portal.

Exam registration, payment of fee, issue of hall ticket, nominal roll, seating arrangement for exam, results and generation of mark statement is automated. Marks are displayed in the ERP and the students can view their marks through student login.

Online verification by corporate and institutions can be done through directverify.

Continuous Internal Assessment: Internal test, quiz, class test, online assignment, seminar, open book test, group discussions, book review, project, album, skit/song etc. are integrated in the examination pattern and conducted depending on the curriculum. Quiz is conducted through different online platforms like Kahoot, Google forms, Quizizz, Socrative, LMS of the college to kindle the learning interest of students.

File Description	Document
Upload any additional information	[View Document](#)
Provide links as Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

The institution has stated learning outcomes (programme and course outcome)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution

Response:

Curriculum Design: Learning Outcome Based Curriculum Framework (LOCF) is designed in accordance with the vision and mission of the college that fosters not only quality education but also a holistic development and lifelong learning of students.

Having realized the importance of Outcome Based Education (OBE) the college ventured into OBE in the year 2017. Learning Outcome-based Curriculum Framework (LOCF), student-centric teaching and learning and assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different cognitive levels.

Assessment Methods: In the Teaching plan, the syllabi are split into modules where the learning outcome, pedagogy, student centric methods and assessment types for each module are incorporated. The OBTL practices has helped the students to attain the 21st century.

Skills like critical thinking, analytic reasoning, communication skill through Seminars, debates and group discussion, problem solving through case studies, digital skill through online assignments, power point presentations, blog, poster making, video content, vlog, practical skill through laboratories, field work, industrial visit and projects, employability and entrepreneurial skill through internship and certificate courses.

Communicating Learning Outcomes: The graduate attributes, PEOs, POs, PSOs and COs are incorporated in the syllabus and teaching plan are publicized through website, display boards in the classroom, LMS, google classroom and by each faculty in the beginning of each semester.

Seminars: The IQAC and COE has organized workshops and conducted extensive discussions on OBE for the faculty. The faculty and the students are instigated to make sure the learning outcome is achieved and the attainment is evaluated by the institution.

OBE Software : The OBE process is fully automated where the marks are entered in the OBE portal as per the K level and CO level. CO-PO and PSO mapping matrix, CO-PO and PSO attainment and overall attainment is calculated using OBE software.

Direct and Indirect attainment

The graduate attributes, Programme Educational Objectives(PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are defined to facilitate the direct and indirect attainment of each student.

Outcome based assessment is followed where the lower order and higher order thinking skills are assessed. Assessment is aligned with the different cognitive level and the stated course outcomes.

Direct attainment: COs are measured using the following direct methods are obtained by taking averages of all CO-PO and CO-PSO attainment matrices defined for all courses for all semesters.

Indirect attainment: Obtained from attainment values of COs of Course exit survey. Final attainments were calculated by considering 80% of direct assessment and 20% of the indirect assessment.

Student progress mapping helps teachers identify the academic strength and weakness and assess the outcome attainment of each student. OBE attainment is reviewed department wise and remedial measures are taken when the attainment value is less than the target value in terms of curriculum, teaching, learning and evaluation.

File Description	Document
Upload POs and COs for all courses (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Provide links as Additional Information	[View Document](#)

2.6.2

Pass percentage of students (excluding backlog students) (Data for the latest completed academic year)

Response: 99.87

2.6.2.1 **Total number of final year students who passed the examination conducted by Institution during the latest completed academic year:**

Response: 787

File Description	Document
Institutional data in the prescribed format (data template)	[View Document](#)
Certified report from the COE indicating the pass percentage of students of the final year (final semester) eligible for the degree program-wise / year wise	[View Document](#)
Annual report of Controller of Examinations (COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.95

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1

The institution's research facilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

Crossian Centre for Research & Development of the institution has a well-defined policy for research and consultancy to provide a clear, comprehensive and supportive framework to conduct innovative research. It adheres to the Code of Ethics for quality research. To enhance research capabilities and culture, the institution supports research and innovation by offering essential resources, seed money to its faculty and scholars, assistance to researchers through regular seminars, knowledge sharing and training.

Highlights of Research and Development

Research Ethics and Advisory Committee: An Active Research Ethics and Advisory Committee to oversee quality initiatives and monitor decisions.

Research Colloquium: Scholars Forum and Research Colloquium for regular knowledge sharing.

Research Forum for Scholars: The Research Coordinator organizes regular meetings for research scholars and provides instructions, addresses grievances and updates university norms and guidelines.

Software: Plagiarism checking software DrillBit and Urkund.

Resources: Digital resources such as INFLIBNET and N-List. Annual renewal of e-resource databases.

Vidwan: The teacher profiles have been updated in Vidwan - IRINS

Seed Money: Crossian Research Seed Money Scheme (CRSMS) for faculty and research scholars. 21 research projects have been sanctioned under this scheme.

Institution Fund: The institution allocates 2% of its funds to Research and Development and 1% to the Institution Innovation Cell.

Incentives and Cash Awards: Best Researcher Award for Science and Arts Discipline. Incentives and Cash awards to faculty for quality publications and paper presentations.

Financial support for participating (registration fee and travel grant) and organizing Seminars, Symposiums and Workshops.

Institution Innovation Cell: The institution regularly conducts seminars on Intellectual Property Rights (IPR) and innovation. Ambassador training programs are also provided, along with training sessions for students to prepare for ideation competitions. These initiatives aim to foster a culture of innovation and

creativity among students and staff.

HCIIC: Established Holy Cross Innovation and Incubation Centre (HCIIC) in the year 2021.

Patent: Mentoring and financial assistance for patent drafting and filing.

Patents filed- 11, Published- 30, Granted - 5.

Collaboration – The institution has 65 functional MoUs - Industry-Institution and linkages for collaborative research with   institutions and industry exposure.

International MoUs: Four international MoUs with; EDEX Academy NZ Ltd., New Zealand, International Women's Peace Group, South Korea, Sustainable Environmental and Ecosystem Management (SEEM), Nepal and FEED Nepal.

Seminars: All the departments regularly organize National and International Seminars, Conferences, Workshops, Colloquiums and Training sessions.

Research Methodology: Research Methodology courses in PG curriculum.

Research Database Repository - https://holycrossngl.edu.in/Research/ResearchActivites

Inhouse Journal - Biannual Multidisciplinary Journal entitled "Crossian Resonance" since 2010.

Scholarships: Research scholarship by UGC- Savitribai Jyotirao Phule Single Girl Child Fellowship, UGC - National Fellowship for Persons with Disabilities and State Government Ph.D. Research Scholarship.

Fellowships: Fellowships for Research in National and International research centers.

Research Projects: Funded projects by UGC, DST-SERB, TNSCST, National Commission for Women, Indian Council of Philosophical Research.

Research Centers and Laboratories: A robust infrastructure with 9 research centers, DST - FIST central instrumentation lab, well equipped departmental laboratories, general and departmental libraries.

Research Guides: 57 recognized research guides.

Research Scholars: 199 research scholars.

File Description	Document
Upload any additional information	[View Document](#)
Provide links as Additional Information	[View Document](#)

3.1.2

The institution provides seed money to its teachers for research

Response: 2.06

3.1.2.1 **Amount of seed money provided by institution to its teachers for research year wise during last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
2.06	0	0	0	0

File Description	Document
Sanction letters of seed money to the teachers is mandatory	[View Document](#)
List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Audited Income-Expenditure statement highlighting the expenditure towards seed money endorsed by the Finance Officer	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.1.3

Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years

Response: 3.09

3.1.3.1 **Number of teachers who received national/international fellowship /financial support by various agencies, for advanced studies / research; year-wise during the last five years**

Response: 6

File Description	Document
List of teachers who have received the awards along with nature of award, the awarding agency etc.	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
E-copies of the award letters of the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.2 Resource Mobilization for Research

3.2.1

Total Grants research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, endowment research chairs during the last five years (INR in Lakhs)

Response: 113.5896

File Description	Document
List of Extramural funding received for research, Endowment Research Chairs received during the last five years along with the nature of award, the awarding agency and the amount	[View Document](#)
Institutional data in the prescribed format (data template is merged with 3.2.2)	[View Document](#)
Copies of the letters of award for research, endowments, Chairs sponsored by non-government sources	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.2.2

Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years

Response: 0.26

3.2.2.1 **Number of research projects funded by government and non-government agencies during the last five years.**

Response: 51

File Description	Document
List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc	**View Document**
Institutional data in the prescribed format (data template merged with 3.2.1)	**View Document**
Copies of the grant award letters for research projects sponsored by government agencies	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

3.2.3

Percentage of teachers recognised as research guides as in the latest completed academic year

Response: 43.85

3.2.3.1 **Number of teachers recognised as research guides as in the latest completed academic year:**

Response: 57

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	**View Document**
Institutional data in the prescribed format (data template merged with 2.4.2 and 3.4.2)	**View Document**

3.3 Innovation Ecosystem

3.3.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

1. Innovations (IIC/Research)

- Instituted Institution Innovation Council (IIC) in the year 2018 under the aegis of MHRD's Innovation Cell.

- Composition of HCIIC in 2021
- Submitted 17 ideas in Smart India Hackathons.
- Trained 21 faculty as Innovation Ambassadors by Ministry of Education's Innovation Cell.
- Organized 55 workshops/seminars/mentoring events on Design Thinking and Innovation for students.
- A team of six students participated in SIH Grand Finale 2022 (Hardware Edition) and built the Solar Dispenser Prototype at QIS College of Engineering and Technology, Ongole, Andhra Pradesh.
- Conducting Inter/Intra institutional Holy Cross Innovation Contest for students and rewarded with cash prizes.
- Providing mentoring support for the winners of Holy Cross Innovation Contest through Industry-Institute collaboration.

2. IKS

- Integrating IKS in Research to address complex societal challenges with diverse perspectives to enhance problem-solving capabilities and promote holistic solutions.
- Encouraging faculty and students to undertake multidisciplinary research projects to explore various aspects of traditional knowledge.
- Pursuing research on Vedic Mathematics, Traditional Medicinal Plants, Varmam and Cultural Heritage.
- Integrated Indian Knowledge System in the curriculum.
- Providing a holistic understanding of Indian knowledge tradition through courses such as Indian Philosophy, Indian Architecture, Herbal Medicine, Taxonomy of Angiosperms and Herbal Technology, Astronomy, Meditation and Exercise, Classical arts etc.
- Organising workshops, seminars, field trips to heritage sites, and practical demonstrations of ancient techniques.

3. IPR

- Patents: Granted - 5; Published - 30; Filed - 11
- Providing seed money for patent filing.
- Received reimbursement of Rs. 11,200/- from Ministry of Education's Innovation Cell and All India Council for Technical Education under Kalam Program for IP Literacy and Awareness (KAPILA) scheme.
- Organized awareness programmes on IPR through NIPAM, Government of India.
- Conducted 30 workshops/seminars/mentoring events on IPR for faculty and students.

4. Incubation Centre

- Established Holy Cross Innovation and Incubation Centre (HCIIC) in the year 2021.
- Implemented a startup policy for the residents and incubatees.
- Registered 100 incubated Start STEPS under Deanery of Entrepreneurship Development Cell of HCIIC.
- Registered 4 Start STEPS under MSME.
- Recognized 30 alumnae entrepreneurs.
- Conducted 55 seminars/workshops related to entrepreneurship and startup activities for faculty and students.

5. Transfer of Knowledge/Technology

- Innovation ambassadors are sharing their expertise to the schools, colleges and neighbouring community through outreach programmes.
- Organizing technology transfer and knowledge sharing sessions to the three selected ATL school students.

Outcome

- NIRF-Innovation 2023 - positioned in the band of 151-300.
- IIC - awarded four-star rating for three consecutive years from 2020-2021 to 2022-2023.
- Nominated as Mentor for Mentor-Mentee scheme.
- Mentoring 5 Mentee Institutions.
- Participated in SIH Grand Finale 2022 (Hardware Edition).
- Integration of Indian knowledge system produces graduates, proficient in contemporary academic subjects and cultural heritage.
- Granted 5 patents.
- Created 100 Incubated Start STEPS.
- MSME registered Start STEPS.

File Description	Document
Upload any additional information	[View Document](#)
Link for Any other additional information	[View Document](#)

3.4 Research Publications and Awards

3.4.1

The Institution ensures implementation of its stated Code of Ethics for research.

The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:

1. **Inclusion of research ethics in the research methodology course work**
2. **Presence of institutional Ethics committee (Animal, Chemical, Bio-ethics etc.)**
3. **Plagiarism check through software**
4. **Research Advisory Committee**

Response: A. All of the above

File Description	Document
Institutional data in the prescribed format (data template)	[View Document](#)
Copy of the syllabus of the research methodology course work to indicate if research ethics is included	[View Document](#)
Constitution of the ethics committee and its proceedings as approved by the appropriate body	[View Document](#)
Constitution of research advisory committee and its proceedings as approved by the appropriate body.	[View Document](#)
Bills of purchase of licensed plagiarism check software in the name of the HEI	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

3.4.2

Number of candidates registered for Ph.D per teacher during the last five years

Response: 2.19

3.4.2.1 **Number of candidates registered for Ph.D during the last 5 years:**

Response: 125

File Description	Document
Ph.D. registration letters/Joining reports of candidates.	[View Document](#)
Letter from the university indicating name of the Ph.D. student with title of the doctoral study and the name of the guide.	[View Document](#)
Institutional data in the prescribed format (data template merged with 2.4.2 and 3.2.3)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

3.4.3

Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last five years

Response: 0.9

3.4.3.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Response: 175

File Description	Document
Institutional data in the prescribed format (data template)	[View Document](#)
Link to the uploaded papers, the first page/full paper (with author and affiliation details) on the institutional website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Links to the paper published in journals listed in UGC CARE list	[View Document](#)
Link re-directing to journal source-cite website in case of digital journals	[View Document](#)

3.4.4

Number of books and chapters in edited volumes published per teacher during the last five years

Response: 1.2

3.4.4.1 **Total Number of books and chapters in edited volumes published during the last five years**

Response: 232

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4.5

Bibliometrics of the publications during the last five years based on average Citation index in Scopus/ Web of Science

Response: 4.78

File Description	Document
Bibliometrics of the publications during the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.6

Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the Institution

Response: 12

File Description	Document
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View Document](#)
Any additional information	[View Document](#)

3.5 Consultancy

3.5.1

Revenue generated from consultancy and corporate training during the last five years

Response: 17.43

3.5.1.1 **Total Amount generated from consultancy and corporate training year wise during last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
4.38	3.67	0.65	0.22	8.51

File Description	Document
Letter from the corporate to whom training was imparted along with the fee paid.	[View Document](#)
Letter from the beneficiary of the consultancy along with details of the consultancy fee	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
CA certified copy of statement of accounts as attested by head of the institution	[View Document](#)
Audited statements of accounts indicating the revenue generated through corporate training/consultancy.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.6 Extension Activities

3.6.1

Outcomes of extension activities in the neighbourhood community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any during the last five years (Showcase at least four case studies to the peer team)

Describe the impact of extension activities in sensitising students to social issues and holistic development with four case studies within a maximum of 500 words

Response:

1. Climate Change Adaptation and Mitigation- SDGs 13 and 14

The College in collaboration with **Pro-Vision (NGO)** organised cleaning and awareness campaign to sensitise students and the community on climate change.

- Students under NSS, RUN and UBA participated in the shoreline cleaning activity at Pallam, Periyakadu, Muttom, Manakudy, Annai Nagar, Colachel, Rajakamangalam, Pozhikarai, Vaniyakudi and Puthenthurai.
- Plastic wastes collected from the shoreline were dispatched for recycling.
- The Departments of Zoology and Botany observed World River Day and *Van Mahotsav,* eco-friendly initiatives, to clean riverbanks by eradicating parthenium weeds and other plastic wastes.

Impact: The students (1200) and the local community were educated about climate change and plastic wastes were removed.

2. Use of Cloth Bags - *Meendum Manjapai* - SDG 15

- The College initiated *Meendum Manjapai* (Use of Cloth Bags) during 2022-2023. More than 2000 bags were distributed to the public. Ms. J. Helan Davidson, Former Member of Parliament, launched the *Meendum Manjapai* event.
- Participated in the INDIAAN World Record for the longest human chain to promote the use of cloth bags.
- *Manjapai* vending machine is installed at the entrance for the use of public, at minimal cost of five rupees.
- Departments opted *Manjapai* instead of plastic files for seminars/conferences. Students distributed cloth bags to the villages they visited for extension services.

Impact: Encouraged students (2000) and public to use reusable, eco-friendly cloth bags and reduce single-use plastic.

3. Renewable and Clean Energy - SDG 7

- Under Unnat Bharath Abiyaan Scheme, the institution has installed four solar lights in Kattuvillai and Pozhikkarai on 25-02-2021 Rs.1,00,000/- was received from Rajiv Gandhi National Institute of Youth Development.
- Institution has installed a solar light in Thollavillai on 24-05-2024.
- Awareness and Training on Bio-fertilizer- Pipe Composting and Vermi Composting were given to Students(1000) and people of Pozhikarai. Rs. 50,000/-was sanctioned from the District Rural Development Agency for the installation of Pipe Composting Unit.

4. Wellness and Health Camps - SDGs 11& 17

- Wellness and Health Camps, Medical and Blood Donation Camps were organised regularly by the RRC, YRC, Rotaract Club and NSS.
- Each year an average of 75 units of blood were donated to Government Medical College, Asaripallam.
- 4 Free Medical Camps in collaboration with Jeyasekaran and Bejansingh Hospitals.
- 4 Blood Donation Camps by YRC, Rotaract Club and RRC organized at Government Arts and Science College, Konam.
- 2 Free Eye Check Up Camps by the YRC in collaboration with Agarwal's Eye Hospital, Naduvoor.
- A Free Dental Camp by the Rotaract Club at Pallam.
- Thiruppumunai (Addiction Treatment Ministry of Kottar Diocese) in collaboration with the institution aims to liberate individuals from the grip of addiction through education, awareness, and support. Under the **NASHA MUKT ABHIYAAN** scheme, the institution was awarded for its fight against Drug Abuse in Kanyakumari District and in appreciation for Master Volunteers Training.

Impact

- Students become responsible citizens aware of societal role and engage in more community services
- Reduced stigma associated with seeking help for drug addiction and strengthened community

support networks.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

3.6.2

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years

Response: 194

3.6.2.1 **Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years.**

2023-24	2022-23	2021-22	2020-21	2019-20
50	63	17	13	51

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.7 Collaboration

3.7.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative

research during the last five years

Response: 169

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for

1. **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
2. **ICT – enabled facilities such as smart class, LMS etc.**
3. **Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc.**

Response:

- Located on 20 acres, Holy Cross College has 2, 89,198.25 sq. ft. of built-up area
- The institution has continuously raised the standard for infrastructural provisions over its 59 years of educational service.
- The **Six major blocks** are Administrative Block, Examination Wing, Mermier Block, Madonna Block, Claudine Block, Joseph's Block and Golden Jubilee Block.

a) Teaching-Learning

- **70 classrooms and seven seminar halls,** furnished and equipped with interactive smart boards or monitors or LCD projectors
- **Seven Halls and One Conference Hall**- Golden Jubilee Hall (5589.29 Sq mt), Multipurpose Hall (1441.5 Sq mt), Cecile Hall (1500 sq. ft), St. Joseph's Hall (1600 sq.ft), Sr. Emilie's Seminar Hall, Sr. Casilda's Seminar Hall, and the Green Hall which can accommodate 3500, 2000, 110, 200, 250, 150, 100 students respectively.

Laboratories

- There are **40 PG and UG laboratories; 1 Central Instrumentation Centre**
- Nine research centres, Zoology lab funded by DIST-FIST, DST-SERB laboratory
- Tissue Culture Laboratory, Microbiology Laboratory, Wet Lab for Ornamental Fish Culture, Sericulture Unit, Vermi Compost Unit, Mushroom Cultivation Unit, Hydroponics Unit and Herbal Garden
- Incubation Centre of 194.04 Sq.mt
- Fashion Designing and Printing Labs

Computing Facilities

- The college has Institutional LMS, six computing labs and a Language Lab. Licensed and Open Software is in use.
- There are 459 computers with a band width of 160 Mpbs.

b) ICT Enabled Facilities:

- Classrooms with ICT facility
- Learning Management System
- Digital Library with INFLIBNET
- Browsing Centre and Cubicles for Research Scholars
- The **Media Centre** for E-content development
- Seminar Halls with ICT facility
- **CCTV Camera (84) surveillance** is ensured 24/7 throughout the campus
- **Digital Boards** installed in the front area display the day-to-day events

C) Facilities for Cultural and Sports Activities

- **Cultural events** are held at the Multipurpose Hall and the Golden Jubilee Hall which are equipped with lights, audio-video facilities, and LCD projectors.
- Outdoor cultural events and festivals are celebrated in the sprawling college campus.
- The amenities available on the 6-acre sports field provide plenty of space for both indoor and outdoor games.
- For indoor sports, a table tennis board, a badminton court (13.41 m x 6.10 m), chess boards, and two weight lifting sets are available.
- Outdoor sports facilities include Basketball Court (28m x 16 m), Volleyball Court (8m x 9m), Kho-Kho Court (33 m x 21 m), Kabaddi Court (11m X 8m), Ball Badminton Court (24 m x 2) and Football Field (100 m x 64 m).
- High jump mat guarantees safe indoor training.
- 200 m running track, long jump pit (8 m x 2.75 m) and an area for tossing activities.
- The **gymnasium** (5364 sq.ft) is equipped with a single station unit gym, a multi gym, an ergo cycle, manual jogger, an abdominal exercise bench, a twister, a rowing machine, and a weight lifting set and a 2400 sq.ft yoga hall.
- The Reprography Centre has photocopy machines, printers and a binding equipment.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

4.1.2

Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years

Response: 10.65

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
114.78	42.21	10.51	1.92	15.46

File Description	Document
Institutional data in the prescribed format (data template is merged with 4.2.2 and 4.4.1)	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

- The College Library is a vital resource, optimally used by both faculty and students. Serving a diverse community—including researchers, nearby college students, alumnae, and local residents.
- The library plays a crucial role in facilitating learning and research.
- Spanning 27,097.28 sq. ft., the library holds 35,344 titles from a total of 59593 books. It also houses 93 journals with 8,048 back volumes, 16 periodicals, and 3 Tamil and 4 English daily newspapers.
- Fully automated with Integrated Library Management System (ILMS) catalogued with OPAC, the Central Library ensures easy access to book circulation and references. It is networked with INFLIBNET, providing access to over 10,000+ e-journals, 6,00,000+ e- books. RFID (Radio-Frequency identification) technology is integrated with the Gate Entry for Check-in/Check-out.
- The library's e-resources include Shodh Sindhu, Shodh Ganga, PG Pathshala, and Shodh Gangothari.
- The library is fully automated with ILMS catalogued with OPAC - Open Access System, integrating Circulation, Membership, Cataloguing and Accessioning, Periodicals, Digital Library, Open Public Access Catalogue (OPAC) and Reporting are seamlessly executed.
- A convenient book drop facility is provided for students, allowing them to return books at their convenience, with records automatically updated.
- The library's extensive database, e-journals, e-books, and other electronic resources can be

accessed through ERP.

Details of the software used for **Integrated Library Management System**

Name of the ILMS software	Smart Library Automation with **RFID (Custom made)**
Nature of the automation (fully or partially)	Fully
Front end	Visual Studio (VS)
Back End	MYSQL
Version	5.7
Year of Automation	2020 (upgraded periodically)

To promote reading, each class is allocated a library hour per week. The software facilitates book transactions through modules like Book Issue Entry and Book Receipt Entry, with new books integrated via the Book Entry module.

Users can search for books through OPAC using various criteria such as Book Title, Subject, Publisher, Author, and Term Search. The system logs new journals through the Journal Entry feature and manages departmental theses via the Theses Entry module.

A range of reports—including Student Entry, Thesis, Book Due, Term Search, and Author Search—can be generated through the system. To support academic integrity, DrillBit software is used for plagiarism detection. NVDA Braille software is also available, providing auditory and Braille output for computer activities.

Faculty members are enrolled in Vidwan and IRINS, platforms essential for managing academic profiles and research outputs. Access to e-books and journals is facilitated through N-List INFLIBNET. The library also offers Rare Book Collections, loan books to needy students and regularly organizes Book Reviews and Library Week Celebrations.

The library operates from 8:45 a.m. to 5:30 p.m. on regular working days and from 8:45 a.m. to 3:30 p.m. on Saturdays, excluding Sundays and government holidays.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

4.2.2

Percentage of expenditure for purchase of books/ e-books and subscription to journals/e-journals year wise during the last five years

Response: 0.43

4.2.2.1 **Expenditure for purchase of books / e-books and subscription to journals/e-journals year wise during last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
1.12	3.56	1.30	1.30	0.18

File Description	Document
Institutional data in the prescribed format (data template merged with 4.1.2 and 4.4.1)	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for purchase of books/ e-books and subscription to journals/e-journals should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The institution's IT policy aims to address the growing needs of the college.

1. LAN and Wi-Fi

- The policy is inclusive of institutional e-mail services, Wi-Fi, firewalls, software installations, endpoint protection, online services, and regular maintenance.
- Wi-Fi networking is provided by a Fiber Optic Internet Leased Line 160 Mbps.
- Every computer and network switch has high-speed 100/1000 Mbps LAN, Wi-Fi, and OFC connectivity.
- Institution email IDs are connected with G- Suite.
- Storage management is facilitated by the bandwidths 99 percent uptime guarantee, which includes server uptime, data recovery, and backup.

Server/ Cloud Server   :

- ERP Application Server (Lenovo SR530) SSD, RAM & OS updated to Windows Server 2019 on July 2022
- ERP Database Server (HP ProLiant DL380 Gen10) purchased on December 2022 and installed Windows Server 2019 on January 2023
- Cloud Server 2021-2023 ERP Application & Database
- Cloud Server 2024 May to July for Admission (ERP)

Network Switches, Network Routers:

- One D-Link L3 Stackable Managed Switch (Core Switch)
- 25 D-Link Gigabit smart managed switch and 61 Wi-Fi Access Points

Surveillance camera: 84

2. Cyber Security

·   Centralised UPS provides services to all of the IT infrastructures in the campus. Network user, and application protection is offered by Sophos XG Firewall.

·   Computer protection is provided by Sophos Endpoint Security.

Fire wall /Cyber Security   **:** Sophos XG230 firewall (License up to 31-03-2025)

: Sophos End Point Security (100 users) (License up to 13-02-2027)

3. Hardware and Software

- Need based Hardware, licensed and open software is installed and updated periodically.

4. Budget allocation

- The annual budget allocation includes broader-scale purchase and maintenance.

5. Updation of IT Facilities:

- Computers are purchased on demand and maintained through AMC and technical Staff
- Unused hardware is dispatched through buy-back policy.
- Supply of electricity, cooling, and network support are maintained in the data centre.
- The advancement of technology leads to obtainment of new hardware, more terminals, more bandwidth, and high-capacity connections.
- NLIST- INFLIBNET facility.
- RFID-enabled Entry and Exit system.
- A total of computers 459 are available in the campus.
- **84 CCTVs** are installed across the campus.
- The college has facilities for both video conferences and video lecture recording.
- ERP enabled student admission, payment of fees, publication of internal, semester exams result.

IT Facilities Updation / Website Updation

- 2020-2021: D-Link DGS-3000-28XS SFP-Port Layer-2 managed Gigabit Switch, network connectivity enhanced with Fiber connectivity. 20Wi-Fi Access Points installed.
- 2020-2021: Firewall Licence renewed for 3 years
- 2020-2021: Endpoint Security purchased for 3 years licence
- 2020-2021: 9 D-Link Layer-2 managed Gigabit Switch
- 2022-2023: D-Link DGS 1250 Layer-2 managed Gigabit Switch
- 2023-2024: Firewall Licence renewed for 17 months
- 2023-2024: Endpoint Security licence for 3 years
- D-Link L3 Stackable managed Switch (Core Switch)

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

4.3.2

Student - Computer ratio (Data for the latest completed academic year)

Response: 4.94

4.3.2.1 **Number of computers available for students' usage during the latest completed academic year:**

Response: 406

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.3.3

Institution has dedicated audio visual centre, mixing equipment, editing facility, media studio, lecture capturing system(LCS) and related hardware and software for e-content development

Response:

- The college has a well-established media center with Audio Visual and Video

Recording Centre. Lecture Capturing System and Mixing Equipment & Software for Editing.

Audio-Visual Centre- Audio Lab

- The Audio-Visual Centre acts as a central hub where faculty, staff, and students can access advanced audio-visual equipment and services.
- The Audio Lab features an Audio Recording Centre equipped with recording booths for audio and green screens for video production, facilitating content creation, media projects and recordings.

Mixing Equipment

- The mixing equipment ensures optimal sound recording and editing capabilities superior soundboards, microphones and audio mixers.
- Acoustically treated mixing room elevate the quality and clarity in creating music, podcasts, and other audio projects.
- With modern mixing equipment available at the media center, users can produce high-caliber audio content.

Editing Facility- Video Lab

- The Media Centre has a separate editing room with two i9 computers. Processor with advanced editing software provides seamless audio and video integration.
- The Media Centre of the institution is responsible for creating social media content for the college including promotional videos, posters, brochures, educational videos, college news, event photos & videos etc..
- The college releases bi-monthly campus news on its YouTube channel- Holy Cross College, Nagercoil, with content processed at the media center.

Media Studio- Crossian E-Content Development Centre

- Media Studio is designed for professional multimedia production and live streaming, photography, and video recording.
- To meet the various needs of media studio digital cameras - Canon EOS 6D, Canon R6 Mark II, one video camera Canon XA55, three Audio-Technica - M50X headphones for video editing have been purchased.
- Four fluorescent lights, four Video continuous lights and four umbrella, two tripods, four big light stands and two small light stands.

Lecture Capturing System (LCS)

- The incorporation of lecture-capture technology improves the educational experience by providing resources that are easily accessible and flexible.

Software used: The institution utilizes free and open-source software, and paid software is purchased on a need basis

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years

Response: 33.38

4.4.1.1 *Expenditure incurred on maintenance of physical facilities and academic support facilities of DDE and total expenditure excluding salary, year - wise, over the last five years (INR in lakhs)*

2023-24	2022-23	2021-22	2020-21	2019-20
170.17	123.22	100.89	84.14	101.38

File Description	Document
Institutional data in the prescribed format (data template merged with 4.1.2 and 4.2.2)	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for maintenance of physical facilities and academic support facilities should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4.2

There are established systems and procedures for maintaining and utilizing physical and academic support facilities – laboratory, library, sports complex, computers, classrooms etc.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within a maximum of 500 words

Response:

- Holy Cross College prioritizes creating an optimal academic environment on an eco-friendly campus.
- The Planning Review and Evaluation Committee oversees comprehensive maintenance systems, covering equipment, labs, classrooms, IT, sports facilities and waste management.
- Annual Maintenance Contracts and a dedicated procurement team ensure adherence to the institution's maintenance policy.

Established Systems and Procedures:

- Chaired by the Principal, the Planning Review and Evaluation Committee submits reports on physical, academic and support facilities to the Governing Body for approval.
- The Heads, faculty, non-teaching staff and service personnel are responsible for maintenance.
- Regular reporting to the Principal and an annual audit ensure effective assessment and evaluation of all facilities.

I. Maintenance and Utilization of physical facilities:

- College buildings, waiting shed, restrooms, seminar halls, administrative sections, library and classrooms undergo annual maintenance. This includes whitewashing, furniture repairs and necessary additions.
- Skilled personnel handle electrical and plumbing maintenance, funded through college budgets.
- Classrooms, halls and the green area undergo regular cleaning. Committee meetings are scheduled in advance to prevent program overlaps.
- The Golden Jubilee Hall, Multipurpose Hall and Seminar Halls host diverse activities, fostering collaboration among the college, government organizations and NGOs. Waste management is monitored to ensure proper disposal of waste.
- Maintenance and monitoring of indoor and outdoor sports facilities are supervised by the Physical Directress.
- A solar power plant with 20 KVA capacity and 17 solar lights are well- maintained.
- The college operates two generators with 62 -KVA, 20KVA for uninterrupted power supply, maintained by in-house technicians. Maintenance of solar panels, power distribution system and ACs, CCTVs, projectors, public address systems, printers, Wi-Fi modems, backup batteries, inverters and servers for computer network are regularly checked and maintained by service providers.
- Fire extinguishers in the laboratories, hostels, library and offices are maintained by the electrician/technician.
- The maintenance of the bank and the cafeteria is done by the college management.
- The Department of Zoology maintains the wet lab, Vermicompost pits and sericulture garden.
- The Department of Botany manages the Mushroom Culture and the Herbal Garden.
- Students utilize these for startups and training programs.
- Oxidation Pond is maintained by the management and it is used to recycle waste water.
- Four borewells are used for constant water supply. The college provides purified RO drinking water. The overhead water tanks are cleaned on a regular basis. Rain Water Harvesting system is maintained.

II. Maintenance and Utilization of academic facilities:

- The classrooms, department laboratories, research centres, DST-FIST sponsored centralized labs,

computer lab and language lab are well-maintained by the college.
- The college library is fully automated with a number of books and periodicals. INFLIBNET is available for all users. It is maintained by the college librarian and the IT wing.

III. Maintenance and Utilization of support facilities:

- Media centre is used to record, edit and publish videos and to develop e-content.
- The institution provides excellent technological support to all departments. The institution has an AMC with Vilraay Computer to maintain computers and their peripherals. The institution has in-house technicians responsible for maintaining and repairing computers, electrical systems and plumbing.

File Description	Document
Upload any additional information	View Document
Provide the link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 72.6

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
1341	1881	1739	1821	1777

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Efforts taken by the institution to provide career counselling including e-counselling and guidance for competitive examinations during the last five years

Response:

- The institution equips students with the skills needed for successful, sustainable careers and higher education.
- The Placement and Career Guidance Cell helps students to identify students' interest, explore

career options and prepare for competitive exams.

- Career counselling is offered from the start through the **Student Induction Programme**, and career opportunities are introduced. Students are trained and helped in acquiring skill sets.
- The curriculum of each discipline is designed to focus on **employability, entrepreneurship and skill development,** aligning with **Industry 4.0** trends.

Placement and Career Guidance Cell

- Career Guidance helps students to get clear picture on opportunities of evolving industry needs and job roles.
- With the help of external experts and HR, the Placement Cell gives **pre-placement guidance** for successful recruitment.
- The Career Guidance and Placement Cell, with a dedicated team of faculty, continuously organizes **training programmes** on competitive examinations and guidance for the same.
- Placement cell collaborates with companies and organizations to conduct **on-campus recruitment drives, offers internships** and assist students in finding off-campus opportunities.
- Through participation in clubs, committee and department associations, students cultivate their **interpersonal and soft skills**.
- **Curriculum**: Computer Literacy, Soft Skill, Public Speaking, Training for TNPSC and other Government Examination, Quick Arithmetic for Competitive Examinations and UGC/ CSIR, NET Coaching classes enhance student outcomes effectively.
- The institution's commitment to categorize students based on interests, conducting mock interviews, interview skills, training, and offering continuous guidance on government exams reflects its dedication to prepare students for various career paths and opportunities

Career Guidance and Counselling

- Mentors of the institution offer counselling, leveraging career guidance and placement assistance.
- Regular mentor-mentee interactions assist students in selecting appropriate career paths and higher education opportunities.
- The Career Guidance Cell and Departments organized enlightening lectures by experts on various topics like **Industry 4.0 and Digital Transformation –** "Navigating Global Opportunities", "Digital Transformation and Upskilling", "Navigating Industry 4.0: Career Pathways and Insights", "Building Real-Time Chat Apps with Firebase and Android", "Elevate Your Career with Advanced Android App Development"
- **Upskilling** Courses through 'Naan Mudhalvan Scheme', Certificate and Value-Added Courses, MOOCs
- **Seminars and Orientation Programmes**: "Personal Excellence", "Career Preparation" and Virtual Campus Drives "Medical Coding", "TNPSC Group Exams" "Competitive Exams" "Career Guidance" "Awareness on Placement and Entrepreneurship" "Ways to Appear for a TNPSC Examination
- **Awareness Programmes** on Competitive Exams "Coaching programme on Competitive Exams" "Solving Mathematical problems in competitive examinations" "Entrepreneurial Skills" "How to Appear for Language Papers in Competitive Examinations"

On-campus Counsellor

- A trained mental health professional is available on campus to meet students in small groups and

address their needs.

- The psychological well-being of the students is monitored by personal counselling, besides yoga and meditation at periodical intervals.
- Recognizing the importance of personalized guidance to address specific career-related concerns.
- Whenever needed, the class teacher pays keen attention to the welfare of each and every student apart from weekly mentoring and counselling by trained personnels.

Placement Drives/Job fairs

- There is an ascending growth curve in employability prospects.
- A copy of the English daily **'The Hindu'** is provided to all the classes for knowledge updation.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

5.1.3

Following capacity development and skills enhancement activities are organised for improving students' capability

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)**
4. **Awareness of trends in technology**

Response: A. All of the above

File Description	Document
Report with photographs on programmes conducted for awareness of trends in technology	[View Document](#)
Report with photographs on programmes/activities conducted to enhance soft skills, Language & communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. Any 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee monitoring the activities and number of grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 81.17

5.2.1.1 **Number of outgoing students placed and progressed to higher education during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
700	807	817	754	469

File Description	Document
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2.2

Percentage of students qualifying in state/ national/ international level examinations out of the graduated students during the last five years

(eg: NET/SLET/ Civil Services/State government examinations etc.)

Response: 1.17

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/Civil Services/State government examinations etc.) year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
25	20	3	3	0

File Description	Document
List of students qualified year wise with details of examination and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/cultural activities at University / state /national / international Level events during the last five years

Response: 83

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at University / state / national / international level events (award for a team event should be counted**

as one) year wise during last five years

2023-24	2022-23	2021-22	2020-21	2019-20
28	26	10	2	17

File Description	Document
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution.

Describe the Student Council activity and students' role in academic & administrative bodies within a maximum of 500 words

Response:

- A vibrant and active Student Council has been an integral part of academics and administrative activities. It actively participates in strategic decision-making bodies and committee. The Council aims at making learning experience productive and rewarding.
- **The Student Council**: Selection process involves training students from each department in leadership by experts and evaluating the teamwork and managerial skills through assigned tasks. The council operates under the oversight of the college Principal and Deans of Students.
- **Student Involvement:** The **Presidents of various committees** such as the Student Council, Quality Circle, Internal Compliance Committee, Discipline Committee, Anti-Ragging Committee / Eve Teasing Committee, Class Representatives, Institution Innovation Cell, Student Research Forum, Women's Cell, NSS, Consumer Club, Rotaract and Legal Literacy Committee work together with the elected student council members to strengthen the quality of the college.
- The Discipline Committee and the student council leaders take care of the safety and wellness of the students.
- **Student Leadership:** The student council plays a key role in organizing cultural and social events, fine arts competitions and ethnic Days

Student Involvement and Empowerment

- The Council organizes motivational programmes, orientation programmes on Code of Conduct

and Common Celebrations.

- The institution has 40 Associations and Clubs that offer opportunities for holistic development of the students to take up leadership roles as presidents and secretaries.
- They play a vital role in activities like organizing seminars, workshops, symposium, and intercollegiate sports, cultural and quiz meet.

Decentralisation

- **Administrative Representation**: Students are given the opportunity to participate as members of **the IQAC, Academic Council, Planning Review and Evaluation Committee, Institution Innovation Council, Internal Complaince Committee, Anti-Ragging Committee/Eve Teasing Committee and the Quality Circle** in administrative decisions.
- On **Student Administration Day,** the students take care of the classroom activities and play the role of a teacher as well as an administrator.

Outreach Programmes and Social Consciousness

- To enhance the intellectual growth and social consciousness, the students actively participate in community outreach programs (RUN). This experience fosters their understanding of social responsibility, preparing them to become future leaders and responsible citizens.
- The participation of the students in service-oriented committees like NSS, YRC and RRC, Rotaract, Eco Club and Legal Literacy Club helps the students to transform the vision of the college into a reality as they conduct frequent medical and blood donation camps.
- The Council actively participated and organized various celebrations, such as College Day, Students Council Election, Investiture Ceremony, Teachers Day Celebration, Holy Cross Feast Celebration, World Students Day, Diwali and Graduation Day. These events showcased the vibrant spirit of the campus and provide platform for students to engage with distinguished guests and dignitaries.
- The launch of *Yuvathi* **Magazine** documents the Student Council's significant role in enhancing both the academic and creative endeavours of the institution.
- Through a variety of activities, celebrations, and initiatives, the council has enriched the academic and cultural experiences of students, actively influencing institutional decision-making processes.
- The diverse range of events organized underscores the Council's dedication to foster holistic student development, leadership, creativity and social responsibility among the student body.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

5.3.3

The institution conducts / organizes following activities:

1. **Sports competitions/events**

  2.Cultural competitions/events
  3.Technical fest/Academic fest
  4.Any other events through Active clubs and forums

Response: B. Any three of the above

File Description	Document
Report on Sports, Cultural competitions/events, Technical/academic fests, Any other events through active clubs and forums along with photographs appropriately dated and captioned (whichever is applicable)	[View Document](#)
List of students participated in different events year wise signed by the head of the Institution	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Copy of circular/brochure indicating such kind of activities.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.4 Alumni Engagement

5.4.1

Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution through registered Alumni association:

Response: 35.38

5.4.1.1 **Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution year wise through registered Alumni association:**

2023-24	2022-23	2021-22	2020-21	2019-20
1	34.38	0.00	0.00	0.00

File Description	Document
List of alumnus/alumni with the amount contributed year-wise	[View Document](#)
Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered Accountant/Finance Officer	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.4.2

Alumni contributes and engages significantly to the development of institution through academic and other support system

Describe the alumni contributions and engagements within a maximum of 500 words

Response:

- Holy Cross College has an active Alumnae Association registered under Societies Registration with **registration number 6/2019**.
- The association plays a strategic role in fostering the growth of the institution through education. The alumnae of the institution are exemplars of intellect, character, personality, values and achievements.
- They excel in various fields and occupy positions of leadership and influence as distinguished leaders, entrepreneurs and prominent academicians.
- An **Executive Committee elected by the annual general bod**y administers and monitors the functioning of the Association.

Objectives of the Association

- To provide platform for professional networking, career development, sustained learning opportunities and emotional bonding between the institution and its alumnae.
- To provide the current students in the institution an opportunity to connect with the alumnae across the globe.
- To help in enhancing and upgrading the existing facilities of the college with the contribution of alumnae.
- To conduct orientation and training programs to students on various topics to enhance their skills and to create awareness among students about the scope of their subject in the professional world.
- To arrange motivational talks to the students to develop their qualities and to support the college in various academic, co-curricular and social activities.
- To organize and establish scholarship funds to help the needy and deserving students.
- To give opportunity to alumni to express their views about college and keep the alumni abreast of the various developments of the college.

Activities of the Association

- The Association continuously enrolls new alumnae members and calls for periodical meetings to achieve the objectives mentioned above.
- **Annual Alumnae Meet** is regularly conducted every year second week of **August** where the alumni interact and reminisce about their days in the college.
- Alumnae **chapter meets** are organised at regional and international levels, facilitating local networking and engagement opportunities for former students residing in different geographical locations.
- **Alumni engage in the Academic process** by serving as members of Academic Council, Board of Studies and IQAC.
- The Alumnae provide Curriculum **Feedback,** feedback on policies and activities of the institution.
- Alumnae are regularly invited as the **Chief Guests, Resource Persons and Guest Speakers for conferences, seminars and workshops.**
- The Alumnae has established regular **Endowment Lectures/Endowment scholarships**

Certificate Courses and Entrepreneurial training by Alumnae

- The association has also launched a new noon meal scheme *Amuthasurabi*, 225 students got benefitted.
- Initiative was taken to maintain and update **alumnae database.**
- **Mentorship Programme** by alumnae for juniors.
- **Extension activities** in the neighbourhood are coordinated by the alumnae of the villagers.
- The Alumnae wherever placed, act as advocates for the institution, promoting the institution in their social and professional circles.
- The Alumnae Association publishes an **annual newsletter**, providing updates on alumnae achievements, college developments, upcoming events and other relevant information.
- **Alumnae contribute** generously to the college through philanthropy, providing financial assistance to enhance the institution's infrastructure, facilities, and academic programs, thereby raising its stature and reputation.
- WhatsApp groups were generated to connect them and share invitations and information for important college events and programs.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The college envisions a harmonious society by equipping young women with skills for global competency and a commitment to ecological sustainability through a holistic approach with social consciousness and social responsibility, harmonizing with the institution's vision and mission.

The institution's commitment to academic excellence and holistic student development has driven sustained institutional growth, establishing its position as a premier educational institution in the region, with a focus on innovation, research and community engagement.

Participative Management is evident at all levels, encompassing both administration and academics. Stakeholders actively engage in decision-making processes and contribute to the implementation of key areas, including academics, administration, financial management, infrastructure development and other vital activities.

Administrative Governance

The **Board of Management** is the apex body responsible for making key decisions.

The Provincial is the chairperson of the Governing Body. The Secretary deals with recruitments and employee's welfare measures. The Principal leads all academic and student-related activities.

The **Administrative Team** comprises of the Secretary, Principal, Vice Principals, CoE, Directors and Deans. Meetings are convened periodically to plan, execute, monitor and review evaluate the yearly/ semester wise agenda of theinstitution, departments and various bodies.

The **Office Superintendent and Finance Committee** prepares annual budget and ensures the deployment and utilization of resources.

Academic Governance is overseen by a structured framework involving the Governing Body, Academic Council, BoS, Principal, IQAC, Deans and HoDs.

IQAC focuses on enhancing the quality in all aspects of institutional functioning and develops strategies to improve the efficiency of essential functional areas.

Regular review of curriculum with stakeholder's feedback is conducted to ensure the delivery of quality education to students. Faculty, Subject Experts, Alumnae, Industry Experts, Academic Peers and

Students, serve as members of Board of Studies and actively contribute to the assessment of various syllabi and curricula.

Decentralisation and participation in various institutional practices

Active participation in decision-making is facilitated through the periodic meetings of the Staff Council, General Body for teaching and non-teaching staff, Quality Circle involving student representatives and Student Council members, as well as an Open Forum for all stakeholders.

The elected Student Council, along with the Dean of Students and the Vice Principal, plans all cultural, co-curricular activities and common events.

The Grievance Cell and Anti-Ragging Cell promptly take action upon receiving any grievance.

A well-structured and active extension program, coordinated by faculty and overseen by the Dean of Extension.

Institutional Development Plan

The management and administrative team prepare **short-term, medium-term and long-term plans.** The entire planning and implementation process is democratic and participative, considering feedback and suggestions from all stakeholders.

Planning and Evaluation Committee meets twice a year to meet developmental plans

An effective democratic management system, ensures participatory decision-making. Short and long-term goals for the institution are formulated collaboratively, engaging all the administrative team and all stakeholders.

Theme-based **Crossian Model** gear up activities with focus towards the objectives of the year

Every department formulates and submits an action plan encompassing curricular, co-curricular, and extracurricular activities. The institution subsequently compiles and creates the annual action plan and academic calendar.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies

are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The **institution's visionary plan** emphasizes various academic, resource mobilisation, infrastructure and sustainable development initiatives, fostering neighbourhood growth and moulding the younger generation into responsible citizens. Institution's perspective plans are thoughtfully crafted and meticulously executed with the participation of directors, deans, academic heads and students.

The college has a strong organizational structure that works together to implement policies and procedures in accordance with government, UGC, Academic Council, Governing Body and affiliating university directives. The **policies, roles and responsibilities of the administrative team** detail their role in the developmental process.

Deployment of Work

The academic calendar and organogram outline the scheduling of various activities and delegation of work, including clubs and committees.

Administrative Setup

The institution is an **autonomous college** affiliated to Manonmaniam Sundaranar University, Tirunelveli with 2(f) and 12 (b) status.

The President of the Society is the chief administrative head of the **College Management Board** and the **Governing Body.** The President of the Managing Committee appoints both the Secretary and the Principal.

The Secretary sees to the recruitment, pre-service training programmes, self-appraisal procedures and sanctioning of leave other than casual leave based on the rules and regulations of the government and UGC.

Principal is the chairperson of all the statutory and non-statutory bodies other than the Governing Body and Board of Studies.

Principal is the chairperson of the **Academic Council**, which is convened after the conduct of the BoS meeting. The Head of the Departments of the respective departments acts as the Chairperson for BoS.

The **COE** and the **Examination Committee** take care of examination related activities, which are subject to approval of the **Award Committee.**

Finance Committee is convened by the Principal and Office Superintendent. Annual Budget is planned by the Finance Committee.

The **IQAC** focuses on Academic Audit, quality initiatives and sustenance efforts.

The **Academic Deans** coordinate Curriculum Design and Development and Research.

Staff Council regularly meets and executes all the academic activities Students' Council headed by the Student Deans along with the student office bearers.

Service Rules, Procedures, Recruitment, Promotional Policies

The college is a charitable trust under the society Act 1960. Being a minority college, follows the education policy of the Congregation. The institution follows the service rules laid down by the Government, parent university and UGC.

Recruitment Procedure

The College Management Board follows the University Grants Commission's guidelines and regulations for recruitment. Job advertisements specifying requirements are placed in leading newspapers. The selection process is transparent and involves a committee comprising the Principal, Management representatives, Heads of Departments and subject experts. Candidates are chosen based on their qualifications, competency, experience and interview performance.

E-Governance ensures efficient functioning by integrating technology into all aspects of institutional operations.

Promotional policy

The Institution follows the promotion policy of Government aided private minority institutions of Tamilnadu Government and UGC for faculty and Tamilnadu Government for non-teaching staff

The redressal of grievances of staff are effectively done by the Principal and the Secretary. Decisions taken are usually bottom up.

File Description	Document
Upload any additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide the link for additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations. e-governance is implemented covering the following areas of operations:

1. **Administration including complaint management**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examinations**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Faculty undergo 360° performance evaluations emphasizing confidentiality and mutual respect, based on Academic Performance Indicators, score card and student feedback, promoting accountability and continuous improvement.

Professional development encompasses faculty membership in professional bodies, professional responsibilities and research publications, workshop/seminar organization, innovation and patents, projects student support activities and feedback given by students.

The Secretary of the college explains the aim, objectives and need for performance appraisal before giving the format to the faculty

The interaction of the Secretary with faculty gives an opportunity to clarify or speak her mind. The Secretary appreciates the faculty for the efforts put in for the welfare of the student community and also gives constructive suggestions for the individual's growth

Non-teaching staff

The parameters for the appraisal of non-teaching staff are their functional efficiency, work output, personality traits, individual skills, team skills.

The self-appraisal is given in the form of a questionnaire with five-point scale. The Secretary of the college interacts with the staff members and the responses are analysed with compassion and addressed with due sensitivity.

Outcome

Faculty self-appraisal drives faculty to identify strengths, areas for improvement and refine teaching methods.

Recognizing achievements boosts morale and makes them proactive, while feedback guides leadership roles, fosters research innovations and personal achievements.

The Institution has effective welfare measures for the teaching and non-teaching staff. The Existing welfare measures are itemized below.

Financial Support:

Interest free salary advance to faculty and staff until they receive their regular salary, interest free loans.

Part Final, Teachers Provident Fund, Provident Fund Advance facility for all employees who come under the eligibility criteria.

A scheme of EPF for teachers who work in the self-financing stream.

Seed money for minor research projects, incentives for attending seminars and paper presentation.

Granting maternity leave, medical leave, casual leave, RH as per government norms.

Compliments to non-teaching staff (S.F) during Christmas season.

Medical Facilities:

Health insurance for aided faculty and ESI medical facility for the staff of the self-financing stream.

Free Health check-ups, vaccination drives and awareness programmes on health and diagnosis.

Seminars on blood and organ donation, use of alternative medicines, healthy diet and administering herbal medicines

Gym, Yoga, Playground, Wellness Centre, Relaxation Point

Retreats and healing liturgical services for the mental and physical well-being

Career Development and Progression

Study leave for faculty pursuing research leading to doctoral degree

Career Advancement Scheme (CAS), On Duty to attend Orientation, Short Term, Refresher Courses,

Professional Development Programmes, Conferences and Workshops

The institution acknowledges the achievements of faculty members by awarding Best Contributor and Best Researcher Awards

Performance-based Promotion as Associate Professor for Self-financing faculty

Increment for Self-financing faculty

Other facilities

E- repository through ERP facility

Media Centre for recording facility

Child care centre for the children of employees

Flexi timing for staff who put in extra hours of work

Soft skill training for support staff

24/7 free internet facilities-Wi-fi facility

Canteen facilities, banking facilities, photo-copying and scanner facilities in the campus

Festival get-togethers, team lunches, picnics and tours for a happy unwind

Festival bonus for bottom-line

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 56.32

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year-wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
135	102	29	22	91

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDPs)/ Management Development Programmes (MDPs) during the last five years

Response: 105.2

6.3.3.1 **Total number of teachers who have undergone online/ face-to-face Faculty Development Programmes (FDP)/** *Management Development Programs (MDP)* **during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
132	141	146	139	150

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format (data template)	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institutional strategies for mobilisation of funds other than salary and fees and the optimal utilisation of resources

Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words

Response:

Being a government aided autonomous college affiliated to Manonmanium Sundaranar University with 12(b) and 2(f) status, the salaries of the aided staff members are from the government.

Sources of Mobilization

- UGC grants / UGC Autonomy grant / Central and State government funds for projects and seminars are utilized as per the guidelines
- DST-FIST and DST-SERB funds
- Fund generated through research projects
- Student fee
- Endowments by alumnae, retirees and philanthropists
- Student welfare scheme - fund generated by faculty
- Alumnae fund, PTA and Staff contribution
- Mobilization of funds from philanthropists

Strategy

- Expanding infrastructure through fund raising projects and student fee
- Availing the funds from UGC/ DST/other funding agencies for research, seminars/ projects
- Mobilizing and disbursing of funds generated through student welfare scheme for the financially backward students.

- Providing endowment prizes/scholarships/ lectures with funds from alumnae/ retirees/ philanthropists
- Utilizing the autonomy grant as per the norms of UGC
- Utilization of research fund for augmenting infrastructure facilities
- Upgrading learning resources with funds generated by way of donations from well-wishers and alumnae

Resource mobilization and utilization policy

- The institution has a policy and procedure to monitor effective and optimal utilization of available resources for the development of the stakeholders
- Annual budget is prepared at the beginning of the financial year, in view of the income and expenditure are channelised after approval from the finance committee and the college management committee
- Fee deposited through ERP students is allocated to the non-salary account and audited annually
- Fee collected from the students of self-financing stream is utilized for the salary of the teaching and non-teaching staff of the S.F stream and also for the enhancement of academic and physical facilities
- The managing committee plans and confers about the augmentation of infrastructure including buildings. Building committee is constituted to monitor the construction work
- The amount donated for endowment prizes/scholarships/lectures by philanthropists is to be maintained as fixed deposits and the interest is utilized for the purpose for which it is given. The student welfare fund contributed by the faculty is maintained systematically with transparency and is utilized for the benefit of the financially backward students
- The audit statement of the grant sanctioned by UGC/DST/TANSCST for the conduct of seminars, projects, conferences is to be sent to the concerned agency
- Voluntary contribution by all the students through H.Share is channelized for charity purposes and outreach programmes
- Funds collected for the victims of natural disasters, HIV patients, physically challenged people are to be sent to the concerned organizations or persons with the consent of the principal
- The departments and the library also prepare their annual budget and the Finance Committee allocates the fund
- There is internal and external audit for all financial commitments to ensure transparency, accountability and adherence to financial regulations.
- The Governing Body, Management Board, and Finance Committee play crucial roles in the institution's financial management. The institution employs a well-defined mechanism to monitor the effective utilization of financial resources, prioritizing transparency in transactions and compliance with financial regulations.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

6.4.2

Funds / Grants received from government bodies, non-government bodies, and philanthropists during the last five years (not covered in Criterion III and V)

Response: 179.19

6.4.2.1 **Total Grants received from government/non-government bodies, philanthropists year wise during last five years** *(not covered in Criterion III and V)* **(INR in Lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
168.71	0.69	0	9.79	0

File Description	Document
Institutional data in the prescribed format (data template)	[View Document](#)
Copy of the sanction letters received from government/ non government bodies and philanthropists	[View Document](#)
Annual audited statements of accounts highlighting the grants received	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4.3

Institution regularly conducts internal and external financial audits regularly

Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words

Response:

The financial management process at Holy Cross College is designed to ensure transparency, accountability and the effective allocation of resources. The Management Board and Finance Committee prepare the annual budget and supervise the allocation of funds across the institution's various operations.

Care is taken to utilize the grants for the allotted categories. Further, the institution ensures the utility of the same through diligent auditing.

Internal audits are conducted annually by Certified Chartered Accountant. Reviewed documents include financial statements, student fee registers, cash books, bank transactions, investment registers, grants, library, sports expenses, salary records, utility bills, and maintenance payments. This thorough audit process identifies discrepancies and areas requiring corrective action to meet financial transparency and

accuracy within the institution.

At the end of every financial year, the utilization is audited by the external auditor and submitted to the UGC. The grants from the UGC and the government are audited by internal and external auditors and the financial statement is submitted to the Regional Joint Director's Office in Tirunelveli. Moreover, all the financial support to the institution by the government and UGC are audited by the auditors appointed by the government.

Annual budget for the self-financing programmes is planned by the Finance sub-committee for the various academic and administrative requirements of the staff and students of the self-financing stream. At the end of every financial year, it is audited by the College auditor and is again subjected to an audit by an external charted accountant appointed by the Society of the Sisters of the Cross of Chavanod.

External audit from Joint Director's office has been conducted upto the year 2020-2021. So far, there is no audit objection.

In summary, the Governing Body and Finance Committee play crucial role in the institution's finance management. The institution has a clear mechanism to ensure effective use of financial resources, prioritizing transparency in transactions and adherence to financial regulations.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –

- **Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)**
- **Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**

Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words

Response:

Institutionalising the Quality Assurance Strategies and Processes

- Regular meetings for decision implementation
- Implementation of E-Governance
- ISO Certification and Quality Audits
- OBE for optimal learning outcomes and measurable attainment
- Skill-focused certificate courses and Industry 4.0 focused value-added courses
- HCIIC Startups and Entrepreneurial initiatives
- Patent Publications- Drafting and Filing
- 65 Functional MoUs
- Researchers Network- Vidwan
- Student Induction, career guidance and counselling programmes
- Performance Based Appraisal System, Open Forum and feedback sessions
- Green initiatives, outcome-based extension activities

I Tech-Infused Education: Transformative Trends in Teaching and Learning

- Faculty undergo systematic annual training on innovative teaching methods with the integration of ICT
- MOOCs on Swayam, Coursera, and EdX- monitored by the SPOC
- Need based online/ offline value-added courses and certificate courses
- Virtual Learning Environments: Institutional LMS, Google Classroom and Edmodo facilitating content delivery, assessment, and communication within digital classrooms.
- Virtual Collaboration Platforms: Zoom, Microsoft Teams, and Google Meet facilitate live communication, virtual classrooms and cooperative projects, supporting remote or hybrid learning scenario.
- Virtual Laboratories offer simulated environments
- Interactive AI teaching tools: Slido, Mentimeter, Nearpod, Socrative, Gamma, Twee, Polls, Quizizz, Padlet, Pixabay, Flipgrid, ZOOM
- Online quiz using Quizizz, Nearpod, Google Classroom, Kahoot
- Course content preparation using ICT and AI Tools; multimedia presentations, interactive modules and online resources
- Flipped, Blended learning and Inquiry-based pedagogies incorporating digital tools to enrich traditional classroom settings
- Internships to gain expertise in Industry 4.0 practices
- RFID and Inflibnet for effective use of resources

Outcome

- Continuous updation on pedagogies, integration of ICT and AI tools
- Shift from Teacher-centered to Learner-centered Teaching Learning
- Shift from rote memory to skill enhancement by integrating 21st century skills

Impact

- Students are more actively engaged in participatory classes compared to traditional classroom

settings.

- The Internal Quality Assurance Cell (IQAC) has organized 306 training programmes, Professional Development Programs to enhance effective teaching and learning.

II. Skill Training for Empowering Women Entrepreneurs

- NEP 2020 emphasizes holistic education, integrating skill development, vocational training, and entrepreneurship to prepare students for the challenges of the 21st century. The Crossian Skill Development Centre focuses more on skill-based courses.
- The undergraduate students engage in three discipline-specific value-added courses.
- The postgraduate students learn two discipline-specific value-added courses.
- The first-year undergraduate students -mandatory certificate courses for 30 hours to enhance small-scale employability skills.
- 100 hrs Diploma Courses, Courses through WISE Programme and 30 hrs Certificate Courses help the students attain employability skills.
- Generic Value-Added Courses, focus on Industry 4.0 and bridge the gap between the industry-academia, introduced in 2023.
- Students undergo Discipline-specific Value-Added Courses in the odd semester and Generic Value-Added Courses in the even semesters.
- Typewriting classes are organised inside the campus where the interested students learn and undertake government exams.
- 36 placement drives and Career Guidance Programmes were organised in the five years by the placement cell.
- IIC and Deanery of Entrepreneurship organized 51 activities.

Outcome

- 100 student entrepreneurs were recognised. Four registered under the MSME
- Participated in the Smart India Hackathon Grand Finale 2022
- 17 teams nominated and submitted Problem Statements for Smart India Hackathons (SIH) since 2020.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

6.5.2

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each.

Response:

Practice I – Teaching- Learning: From Planning to Outcome

* At the commencement of each academic year, the institution drafts institutional-level academic planning: **Handbook, Detailed Academic Planner and Examination Timeline Planner**
* **Action Plans,** prepared and presented by the departments are reviewed by the IQAC
* The Handbook, Academic Planner and **Teaching Plans** are available on the website
* Each course instructor develops a detailed teaching plan, incorporating instructional methods, Learner Centric Pedagogies, ICT tools, diverse assessments and assignments for an effective learning experience monitored by the Heads of the Departments and the IQAC
* Faculty maintain logbook, recording detailed hourly lectures, student centric activities, assessment methods and uses of ICT tools
* The Logbook is subject to weekly scrutiny by the HoDs, reviewed monthly by the Principal
* **Academic Audit** reviews teaching plan, syllabus covered, result, internal components and other activities of the departments
* Effectiveness of the course is measured through **attainment**

Feedback System

* SLOC, Curriculum Feedback from all stakeholders is recorded for continuous improvement
* Informal feedback from Course Instructors and Heads of the Departments on the effectiveness of teaching and curriculum provides detailed insights for continuous improvement
* The students' performance is discussed and analysed with parents in every PTA Meet

Outcome

* Vibrant and interactive classroom atmosphere.
* Enhanced leadership and presentation abilities observed in students.

Practice II: Innovative Assessment Strategies and Result Analysis

* Tailor-made assessment components to assess different cognitive levels including, Open book test, Seminar, Quiz, Class test, Interactive Quizzes and Games
* Project-Based Assessment on Real World Problems- Research Projects and Field Projects
* Performance-Based Assessments: Evaluate skills through practical demonstrations or activity-based learning and Performance- Modelmaking, Skit, Role Play
* Simulations: virtual or physical, mirroring real-world scenario, assess individuals' handling of situations, decision-making and problem-solving skills.
* Sales and Exhibition: Entrepreneurial and Employability Skills are measured along with subject knowledge on marketing skills
* Online quiz using Quizizz, Nearpod, Google Classroom, Kahoot
* ERP system oversees continuous assessment activities and attendance
* Question bank and the attainment
* Systematic training on Outcome-Based Education (OBE) with expert guidance to ensure successful attainment
* Online exam registration, payment of fee, issue of hall ticket, nominal roll and seating arrangements for exams.

- Establishment of Academic Bank of Credits (ABC)
- The Controller of Examinations and the IQAC monitor attainment of outcome through the Academic Management system, proposing corrective actions as needed.

Result Analysis

- Result analysis is an ongoing mechanism for assessing outcomes, identifying areas of institution's continuous improvement process.
- The results of Continuous Internal Assessments are reviewed by the Heads of the Departments and the Controller of Examinations.
- The course-wise semester results are analyzed, and the Heads of Departments present the analysis in the Staff Council, providing feedback collected from students.
- In addition to manual analysis, attainment is measured through ERP.
- Internal and external audits also examine the results of the programmes.

Outcome

- Implementation of feedback involves actively incorporating constructive changes and adopting proactive measures to facilitate continuous improvement.

Impact of Review

- Curriculum revision
- Tailor-made internal components
- Internship for III UG
- Field project for all students

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

6.5.3

**Institution has adopted the following for Quality assurance*:*

1. **Academic and Administrative Audit (AAA) and follow up action taken**
2. **Conferences, Seminars, Workshops on quality conducted**
3. **Collaborative quality initiatives with other institution(s)**
4. **Orientation programme on quality issues for teachers and students**
5. **Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc**
6. **Any other quality audit recognized by state, national or international agencies**

Response: A. Any 5 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The college takes a multifaceted approach to sensitize students and the community on gender equity through curricular, co-curricular and extension activities

Curricular and Co-curricular activities

- Gender Equity Studies and Women's Studies offered to all UG students and courses like Feminist Writings, Indian Folklore, Gender Studies, *Kristava Illakiam*, *Penniyam,* address gender issues and sensitization.
- **Common Courses –** Language Studies, Human Rights, Life Skill Training, Yoga and Meditation, include topics on gender equity.
- **Extension Activity** - Students actively participate in sensitizing young women and children in the neighbourhood on gender issues and women empowerment.
- **Women's Cell** for the inclusive development, project from National Commission for Women on **Cyber Crime and Preventive Measures.**
- Research projects, dissertations, surveys and fieldwork on gender-related topics to simulate professional environment.

Skill Development Programmes

- Computer Literacy, Driving Classes, Training on Entrepreneurial Skills - Mushroom Cultivation, Sericulture, Vermicompost.
- Internships, Projects, Placement Trainings, Certificate and Value-Added Courses are designed to meet industry demands and promote women employment and career advancement.

Activities on Gender Sensitization

- Departments and Clubs and Committees regularly organize gender sensitization programmes. Internal Compliance Committee, Anti Ragging Cell, Equal Opportunity Cell, Women's Cell and Grievance Cell organise orientation and awareness programmes to uphold gender equity and equality on the campus.
- Celebration of National Girl Child Day, International Women's Day, Prevention of Child Abuse, Awareness on Sexual Harassment and Trafficking of Women and Children, Awareness Talks on Cyber Security, Anti-ragging, Health and Hygiene raise gender consciousness.

Facilities for Women

- **Counselling Cell** with a full-time mental health trainer Dr.Sr.Nirmala and more than 30 trained counsellors
- An **MoU with KDCM** and Collaboration under the scheme **NASHA MUKT ABHIYAN**
- Effective **Mentor Mentee System** 1:14 ratio helps emotional, psychological and academic growth
- Career Counselling and Life Skill Training for women empowerment
- **Morning Prayer** with thought for the day, **Yoga and Meditation** training
- Monthly schedule of **Hour of Paradise** and **Traditional Games** for better physical health
- Student welfare scholarships, merit-based scholarships and government schemes like the Single Girl Child Scholarship and SC/ST scholarships
- On campus banking facility
- Six public buses and eleven College buses plying from all parts of the city
- **Day Care Centre** for stakeholders' children.
- The College serve as Child Help Line Nodal centre
- Periodic Health checkup on campus
- Training in health and hygiene, Ayurveda cosmetology, first aid and CPR training
- Health and Wellness Centre with qualified doctors on campus

Safety and Security

- Entrance and Exit outlets with full time security
- Police conduct regular patrols at scheduled intervals
- CCTV surveillance with 84 cameras covering the entire campus view under supervision. **Wi-fi Campus** with 24/ 7 internet connectivity
- Laboratories and Library with all possible safety measures
- Fire Safety Installation- Fire Extinguishers at every floor and laboratories
- Students and Staff trained in first aid and disaster management
- The Hostel offers secure stay with three wardens
- **Anti-harassment and Sexual Harassment Cell** monitors students' complaints
- An **Internal Compliance Committee** monitors and takes measures for the grievances.
- **The Discipline Committee,** headed by the Vice-Principals, undertakes surveillance duty
- Identity cards are compulsory for staff and students

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

7.1.2

The Institution has facilities for alternate sources of energy and energy conservation measures
1. Solar energy
2. Biogas plant

3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment
6. Wind mill or any other clean green energy

Response: A. Any 4 or more of the above

File Description	Document
Permission document for connecting to the grid from the Government/ Electricity authority	[View Document](#)
Geo-tagged photographs of the facilities.	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **e-Waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The College employs an eco-friendly waste management policy aimed at minimizing waste and actively promoting the principles of reduce, reuse, recycle, and refuse.

Solid Waste Management

- Waste is sorted into **degradable and non-degradable** categories using **coloured bins**
- Dust bins, paper tray, pen disposable bags are used in every classroom
- Food waste from hostel used as **cattle feed**
- Biogas is produced from food waste
- Biodegradable waste, such as dried leaves, cow dung and coconut husk, totalling approximately 300 kg/day of green waste, is utilized to produce organic manure through 5 decomposing pits and 8 vermicompost tanks with a **total capacity of 4 tons/**year which is either sold or used as a manure.
- Paper waste, glass, damaged furniture are sent to external agency for recycling through vendors
- **Napkin vending machine** and **incinerators are in usage**

- Biowastes are decontaminated in an autoclave, washed separately and then disposed with the standard protocol
- Single use plastics are strictly **banned** in the campus.
- The college follows a **green protocol** for all its official and common meetings, seminars, and conferences

Liquid Waste Management

- An **Effluent Treatment Plant** (ETP) is installed to treat and neutralize chemical wastewater before its safe discharge into the environment. Its capacity is 2000 litres.
- Sewage water from the hostel is naturally treated. **Typha is planted** in the mouth region of the channel to absorb toxins/ heavy metals released from hostel waste water
- Metal screens are placed along the flow path to filter floating wastes and treated water from **Oxidization pond,** with a pH of 7**,** is used for moriculture and horticulture

    Amount of water used = 39,69,000 litres/year

    Amount of water treated = 38,21,400 litres/year

- Rainwater is efficiently recharged through **thirteen rainwater harvesting pits and more than 150 bunds** are for recharging deeper aquifers
- There is no water stagnation and not a drop of water is let out of the campus
- Support staff are appointed to promptly rectify water leakages from faucets, pipelines, tanks, and toilet flushes
- Chemical waste from the laboratory is neutralized and treated using water percolation systems
- Hazardous Chemicals and Biomedical wastes are not in use

E-Waste Management

- Computers are bought under buyback system
- Damaged computers are used in the practical sessions of the skill development course Computer Hardware Training

Impact

- Steel tiffin boxes and bottles are used in the campus. Reusable plates and cups are used in the Canteen and Common functions
- Purified drinking water is available block wise, and the use of bottled water is prohibited
- Single use plastic is strictly banned in the campus
- NSS and Eco Club regularly conducts Campus Cleaning Drives
- Cloth banner and paper bag making trainings were given to students
- Use of *Majappai* **(cloth Bag)** instead of plastic files as conference kits for seminars and workshops
- Used pens are collected and then submitted to municipal workers
- A minimal e-waste management is ensured by periodic maintenance helps to reduce wastage
- Digital boards and common announcements using public addressing system and WhatsApp messages reduce the use of paper

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Geo-tagged photographs of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.4

Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. Any 3 of the above

File Description	Document
Green audit reports on water conservation by recognised bodies	[View Document](#)
Geo-tagged photographs of the facilities	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.5

Green campus initiatives include

Describe the Green campus initiative of the institution including Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles , Pedestrian Friendly pathways , Ban on use of Plastic, landscaping with trees and plants etc in 500 words

Response:

Holy Cross College (Autonomous) is committed to promote environmental consciousness and sustainability among its staff and students through green policies, and it raises awareness in the neighbourhood community.

Green Campus Initiatives

- The campus features diverse flora and fauna, documented in publications, with students actively participating in data collection to enhance awareness and understanding of biodiversity.
- A Miyawaki forest is created to enhance biodiversity and ecological balance. The green infrastructure of the campus, lawns, and gardens undergo meticulous maintenance, with ongoing afforestation efforts.
- A **plant tissue culture unit** is dedicated for culturing and propagating endangered plant species.
- **QR codes** are installed to facilitate naming and details about species.
- **Green Audit** and ISO certification ensure adherence to sustainability standards, aims to serve as a model for sustainable development without additional construction.
- The INDIAAN World Record was bestowed to the institution, for the longest   human chain formed to promote environmental consciousness.
- Carpooling and **Shuttle-Free Day** are observed to reduce carbon footprint. (approximately 0.52% (582.24166 kg CO2) of the total Green House Gas emission).
- Public transport is encouraged on campus to minimize the number of vehicles.
- Green gifts for guests, resource persons.

Green Landscaping with Trees and Plants

- Green area of **69,798** square meters and a separate lawn area of **9,196** sq. mt.
- The institution upholds an extensive green cover, constituting 54%, resulting in a decreased carbon footprint. The grant total of carbon absorption of the flora is 1,431 tons and 700 kg. The flora emits 42,97,856 tons of oxygen annually.
- Preserving the biodiversity, includes 6,357 **Flora** species, involves special care for endangered plants, ornamental rose, herbal and botanical garden. **Fauna**: 36 species of butterflies, 36 species of ants, 69 species of arthropods and 9 species of centipedes.
- Planted **100 palm seeds** with the aim of conserving endangered plant species.
- Replanted trees after the loss of trees during Ockhi and Kaja cyclones.
- **Pedestrian-friendly pathway** and restricted entry for automobiles inside the campus.

Green Energy

- A scheduled, **weekly one-hour shutdown** conserves electricity of 891.4 units per year.
- 17 solar lights are installed inside the campus. The equivalent electrical energy of 33,915.5 units is utilized from renewable energy sources solar photovoltaic, thermal and street lights.
- 2 Biogas units produce 144 LPG equivalent and the total reduction of carbon foot print per year is 6 tons of CO2**.**
- E-Governance, announcements through public address system, digital display boards promote Paperless office.

Plastic-free campus

- A stringent plastic-free policy with ban on use of single-use plastic items, use of steel alternatives for plastic bottles, lunch boxes are followed.
- Collecting and storing the plastic wastes and handing them over to the municipality for recycling.
- Promotion of cloth banners, placards with inspirational captions to instil eco- consciousness in young minds.
- Used ball point pens are collected and sent to recyclers.
- *Manjapai* (**Cloth Bags**), an alternative to plastic bags, are available through vending machine at

the entrance gate for students and visitors.

File Description	Document
Policy document on the green campus/plastic free campus	[View Document](#)
Geo-tagged photographs/videos of the facilities	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.6

Quality audits on environment and energy are regularly undertaken by the institution

The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environmental audit**
2. **Energy audit**
3. **Clean and green campus recognitions/awards**
4. **Beyond the campus environmental promotion and sustainability activities**

Response: A. All of the above

File Description	Document
Report on environmental promotion and sustainability activities conducted beyond the campus with geo-tagged photographs with caption and date.	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.7

The Institution has Differently-abled (Divyangjan) friendly, barrier free environment

Write description covering the various components of barrier free environment in your institution in maximum of 500 words

- **Built environment with Ramps/lifts for easy access to classrooms**
- **Divyangjan friendly washrooms**
- **Signage including tactile path, lights, display boards and signposts**
- **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- **Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response:

Holy Cross College has a detailed policy to create an inclusive environment that ensures equal access and opportunities for every student on campus. The institution prioritizes maintaining a disabled-friendly environment by integrating hassle-free mobility and ensuring access for individuals with physical challenges.

Student Council - Physically Challenged Student is elected as Joint Secretary for Student Council.

Admission- Following the **government quota for the admission** of the disabled students and refunding of the special fees after admission.

Scholarships- The institution, whenever needed, provides financial assistance for semester fees and examination fees through the Student Welfare Fund Scheme.

The institution takes necessary steps to facilitate the process of obtaining government scholarships.

Human Assistance- Providing scribe assistance and extra time for tests and examinations, if necessary. Mentors take extra care by counselling and also assign a peer to guide whenever they need help.

Assistive Technology- The college utilizes resources, including audio notes, soft copies of reading material, digital materials, videos and presentations to support differently abled students. Screen reader Readera is used for screen reading. Installing need-based special tools for the blind and assistive tools for making learning satisfactory. Learning materials posted in Institutional LMS help special students to access at their own pace.

Barrier-Free Environment: Maintaining a suitable infrastructure to provide free movement for the disabled with ramps, rails, accessible washrooms equipped with grab bars.

Personal Assistance and mobility aids such as wheelchairs for individuals with mobility impairments are provided.

Equal Opportunity Cell is established to oversee the implementation of inclusive practices and address

any concerns related to accessibility and accommodation of Divyangjan individuals.

Skill Training and Entrepreneurial Guidance is provided to Divyangjan students to provide equal opportunities for skill training and entrepreneurial guidance to pursue their career aspirations and contribute meaningfully to the society.

Healthcare Services, Mental Health Support and Counselling Services are provided to address the unique challenges faced by the disabled.

File Description	Document
Upload any additional information	[View Document](#)
Provide the link for additional information	[View Document](#)

7.1.8

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and such other diversities (within 500 words).

Response:

The college encourages a sense of unity among students from diverse backgrounds, to cultivate a broad and inclusive environment. The college embodies SDGs principles by uniting diverse backgrounds, bridging socio-economic differences and leveraging cultural and regional diversity.

The admission policy reiterates the need to create an inclusive student community

Socio-economic Inclusivity

- Admission based on Government reservation ensures the inclusion of students from diverse socio-economic background
- Scholarship, Fee waiver, Student Welfare Fund **support 72.4%** of the students
- **Equal Opportunity Cell** monitors the benefits for SC/ST and Divyangjan students
- *Amuthasurabi* free noon-meal scheme and Christmas gift for the needy
- Consensus-driven use of **uniforms** to address **economic disparity**
- Awareness and orientation to neighbourhood villages through **Service-Learning**

Regional, National Inclusivity

- Curriculum is designed to be inclusive, incorporating regional writers, the history of the district and the significance of the local area to provide an understanding of the cultural and historical context.
- Commemoration of Yoga Day, regional writers, national leaders, Language Day and Festivals of Harvest, Days of national importance like Independence and Republic Day are celebrated

- Millet Year 2022-23 was observed with **millet expo** and cooking competitions
- The **Kumari Green Fest** showcased and celebrated traditional local products, including a variety of plantains, artifacts, food, and palm leaf products.

Communal Harmony

- Celebration of **Christmas, Diwali, Ramadan, Onam and Pongal** reflects the cultural and religious harmony.
- The morning prayer, Moral and Catechism classes, Renewal Programs, and Code of Ethics sessions foster unity.
- **Social Harmony Day** is observed to inculcate communal harmony.

Linguistic Diversity

- International Mother Language Day, *Muthamizh Vizha*, Sadhbavana Diwas, International Yoga Day, World Anti -Drug Day, World Elder Abuse Awareness Day, International Literacy Day and NSS Day.
- Offering French as an optional language to promote linguistic diversity.
- *Sarakontrai, Yuvathi*, department-wise magazines to promote language skills.

Student Engagement in Community

- During the pandemic, economically weaker students were supported with **financial aid**
- Smartphones to facilitate online education, counselling, fee waiver to students, financial assistance during the Pandemic
- Migrant labourers and the general public from the weaker sections were supported with food, medicines, groceries and counselling support during the Pandemic
- Visit and support to the underprivileged Tribal and Coastal villages
- **H. Share Scheme** contributions to orphanages, old-age homes and the adopted schools during Christmas under the initiative Joy of Sharing
- Commemoration of International Eradication Day of Poverty as **Spare and Share Day** encourages students to bring an extra food packet from home to donate to the destitute
- Providing financial assistance for the **construction** and **renovation of houses, as well as donating sewing machines to the poor**
- Green initiatives and extension activities to promote inclusivity
- Installation of four **solar street lights** in adopted villages
- Providing hands-on training under the **WISE scheme to empower the underprivileged women (154)** making them self-employed
- Under **UBA and RUN programme,** students **train women and transgenders** on phenyl making, mushroom cultivation, vermicomposting and jewel making. 48 villages receive support through UBA and RUN
- Seminars, conferences, awareness and orientation programmes contribute to students' understanding of the importance of fostering an inclusive environment in society

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Any other relevant information	[View Document](#)

7.1.9

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.

Response:

- Holy Cross College prioritizes holistic education by imparting knowledge while sensitizing students to their constitutional rights, values, duties, and responsibilities.
- The Foundation Course **Human Rights Education** helps students to realize the constitutional rights of the citizen and reinforces the values of justice, equality, liberty and fraternity.
- Orientation on **code of conduct** guides the inmates of the institution. Specific codes of conduct are drafted for students, faculty and administrators.
- Sessions and classes on **Value Education, Code of Conduct, Ethics, Fundamental Rights, Voter's Rights, Civil Rights, Child Rights, and Constitution Day** help students to realize their responsibilities.
- **Service Learning** through extension programmes, addressing issues such as helping the poor and destitute, ensures the safety of children and women
- The college has organized campaigns to facilitate voter registration, Aadhar card updates, passport application and verification, aiming to promote civic engagement and raise awareness about documentation among students and the public.
- Awareness classes on the **right to vote** are organized for students and staff and the initiative is extended to the neighborhood.
- **Student Council Elections** are conducted democratically, emphasizing an open and fair election system, with candidates demonstrating a service-oriented mindset to serve both the institution and the student community.
- Activities dedicated to raise **awareness** about legal rights, women's rights, food adulteration and eradicating social evils like dowry, domestic violence and child labour.
- NSS Camps, Blood donation and medical camps, orphanages, rescue-relief operations during floods and COVID and visits to old-age homes and orphanages help students to develop a **sense of responsibility and actively contribute** to the betterment of society
- Participation in Rastriya Ekta Diwas, Azadi Ka Amrit Mahotsav, Martyr's Day and Teacher's Day.
- Initiatives to create child-friendly communities through Children's Parliament, women empowerment activities and Swachh Bharat Cleanliness Campaign create awareness of the broader societal and environmental concerns.
- Holy Cross College, Nagercoil is the **nodal Centre for Childline** Kanyakumari district which

- organizes awareness programmes for students and the public on Juvenile Justice, Child Protection, Human Rights and POCSO Act.
- Awareness programme on **Child Protection** is given to Anganwadi teachers and MSW students.
- **Competitions and Discussions** like India before Independence, patriotic and independence themes, emphasize service and historical awareness among students.
- A **common oath** emphasizing civic responsibilities and principles such as Anti-Corruption, Voting Rights, Voter's Day, Untouchability Abolition Day, Girl Child Protection and Consumer Awareness is taken.
- **National Anthem** is sung during all common and official programs.
- Association meetings and group activities focusing on **Universal Values** like equality, justice, integrity, peace, tolerance, honesty, truthfulness and Responsibility.
- **The Honesty Emporium, Shopping sans Shopkeeper** aims to cultivate self-discipline, integrity and honesty in students.
- In collaboration with KDM under the **Nasha Mukt Abhiyan Scheme**, diploma courses were conducted for the inmates and people from the neighbourhood community, raising awareness on drug use, parenting skills and the impact of social media significantly impressed the benefactors.
- **Discipline Committee** oversees students' conduct, administer disciplinary measures and provides counseling to foster their development as better individuals.

File Description	Document
Any other relevant information	[View Document](#)
Details of activities that inculcate values necessary to nurture students to become responsible citizens	[View Document](#)

7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The institutional Code of Conduct principles are displayed on the website
2. There is a committee to monitor adherence to the institutional Code of Conduct principles
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

File Description	Document
Report on the student attributes facilitated by the Institution	[View Document](#)
Policy document on code of ethics.	[View Document](#)
Handbooks, manuals and brochures on human values and professional ethics	[View Document](#)
Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.	[View Document](#)
Constitution and proceedings of the monitoring committee.	[View Document](#)
Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Title of the Practice: Holistic Enhancement for Women Empowerment

Objectives of the Practice:

Holy Cross College embodies a comprehensive approach to fulfil the 360° needs of women learners for holistic development and empowerment.

To empower 52% of the first-generation graduates by educating, developing academic, entrepreneurial, and life skills, particularly in women-led startups, to contribute to societal progress and foster inclusive economic development.

The Context:

Achieving the institution's vision of holistic education requires a multifaceted approach that integrates

various principles and practices. In a semi-urban area where 70% of students come from lower socio-economic backgrounds, it is essential to focus on skill and entrepreneurship training, fostering creativity, innovation, economic growth and career readiness.

This educational philosophy aims to impart academic knowledge while fostering intellectual, emotional, social, physical, and spiritual growth, enabling individuals to approach life with empathy, critical thinking and a sense of purpose and to bridge the skill gap that hinder the socio-economic barriers to holistic development.

The Practice:

Academic Skills : Language Lab, Ability Enhancement and Skill Enhancement Courses, Soft Skill Development, Value-added Courses, Certificate Courses, Self-learning Courses, SWAYAM Courses, Internship and Project Based Learning.

Life Skills: Value Education Classes, Service-Learning. Renewal programmes and Eco Consciousness.

Placement Cell : Career Guidance- Communication Skills, Emotional Skills, Functional Skills, Interpersonal Skills and Personality Skills, Mock Interview and Resume Preparation.

Clubs and Committees: Academic Excellence, Personal Development, Leadership and Career Preparation.

Entrepreneurial Skills : The Holy Cross Innovation and Incubation Centre (HCIIC) was established in 2021, and was also registered with Micro, Small, and Medium Enterprises (MSME) on September 23, 2021.

The institution prioritizes entrepreneurship by nurturing an entrepreneurial spirit in students. The Dean of Entrepreneurs identified **130 entrepreneurs**, empowering learners to seize opportunities and contribute to economic growth through an entrepreneurial mindset.

Evidence of Success:

- Established Holy Cross Innovation and Incubation Centre (HCIIC) in the year 2021.
- 91 Student Start Steps; 30 Alumnae; 9 Faculty.
- Entrepreneur Cell gives regular training, as a result 130 start steps.
- The Campus Bazaar is organized periodically to promote entrepreneurial skills.
- Registered 4 Start Steps under MSME.
- Patents: Granted - 5; Published - 30; Filed - 11.
- Providing seed money for patent filing.
- Received reimbursement of Rs. 11,200/- from Ministry of Education's Innovation Cell and All India Council for Technical Education under Kalam Program for IP Literacy and Awareness (KAPILA) scheme.
- Organized awareness programmes on IPR through NIPAM, Government of India.
- Conducted 30 workshops/seminars/mentoring events on IPR for faculty and students.
- Skilling through 227 specific and generic value-added courses, 71 certificate courses and 163 SWAYAM courses were organized and the regular career guidance and soft skills training.
- Students become job creators instead of job seekers, launching their own businesses and

potentially employing others. Students gain access to networks of entrepreneurs, investors, and mentors, which open doors to future career opportunities.

Problems Encountered and Resources Required:

- Limited funding and resources
- Limited networking and partnership opportunities in the locality
- Balancing entrepreneurial activities with academic responsibilities

Title: Green Journey: From Campus to Community

Objective: To contribute to a greener, healthier planet.

Context: The initiative focuses on extending sustainability efforts from the academic environment into the wider local community.

Practice:

Community Initiatives

- **Reaching the Unreached Neighbourhood (RUN) Service-Learning Programme**: Enhances environmental awareness among students and the public.
- **Unnat Bharat Abhiyan**: Installed three solar lights in Kaattuvillai and Pozhikkarai with funding from Rajiv Gandhi National Institute of Youth Development (Rs. 1,00,000/-). A solar light was contributed to Thollavilai village.
- **Palm Seed Plantation**: Conserved endangered palmyra trees by planting 100 native palm seeds in Periyakadu village and participated in a statewide initiative to plant one crore palm seeds, earning an award from the Tamilnadu Government.
- **Plastic-Free Campus - *Meendum Manjapai* Campaign**: Aimed at eliminating single-use plastics, resulting in Rs.1,00,000/- cash prize from the Tamilnadu Government. Over 8,000 cloth bags were distributed, and a Manjapai vending machine was installed for public use.
- **Green Fest (*Pasumai Sangamam*)**: Showcased millets, organic food, local banana species, and flowers to promote environmental sustainability.
- **Shuttle-Free and Car-pooling Day**: Raised awareness about reducing carbon footprints by encouraging walking, cycling and public transit.
- **Village Engagement**: Created terrace gardens, distributed grow bags, seeds, organized sapling distribution, plantation drives, preparing vermicompost in villages, wastewater treatment and rainwater harvesting initiatives.
- **Environmental Awareness Campaigns**: Conducted 58 environmental awareness programmes, eco-rallies, Swachh Bharat Abhiyan campaigns, shoreline clean-ups.

On-Campus Sustainability Efforts

- **Miyawaki Forest**: Dense planting of native trees enhancing biodiversity, sequestering carbon, improving air quality.
- **Blossom Nursery**: An entrepreneurial plant nursery cultivating and selling diverse plant species to students and the local community.
- **Energy Conservation**: A weekly one-hour power shutdown and a 20 KV Solar Power Plant help

conserve electricity and reduce reliance on non-renewable energy. 30 awareness programmes on renewable resources have been organized for the local community.

- **Plastic Reduction**: Restricted use of plastic water bottles, banned single-use plastics during college events. Reusable fountain pens are promoted, used pens are collected and sent for recycling.
- **Eco-friendly Startups**: The Department of Economics initiated two startups, Eco Sparkles and Eco- Banners.
- **Tissue Culture**: Supports plant propagation and the conservation of endangered species.
- **Celebration of Environmental Days**: Van Mahotsav Week, World River Day, Ozone Day-foster environmental consciousness.
- **Waste Management**: Prioritizes proper disposal and recycling, contributing to sustainability and resource conservation.
- **Digital Noticeboards**: Support IT integration and reduce paper use, promoting a paperless office.
- **Green Audit and ISO Certification**: Regularly conducts green audits to ensure adherence to sustainability standards.

Evidence of Success:

- The campus spans 20 acres, featuring 5,71,200 sq. ft of green space where biodiversity is preserved with 210 tree species, 2,911 trees, 36 butterfly species, ants, squirrels, and numerous birds, creating a rich ecosystem.
- **Financial Investment**: Invested Rs.39,52,256/- in green campus initiatives, with adherence to green building standards and monitoring of water pH and carbon levels.
- **Awards**: Received the ICON OF INDIA-2023 Award for Best Green Practices, Rs. 1,00,000/-cash prize from the Tamilnadu Government with the Green Champion Award, Green Award 2023, several other recognitions from local panchayats for exemplary environmental contributions.

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Crossian Model: A Comprehensive Approach to Academic Excellence

Objective:

The Crossian Model is designed to integrate core values of academic excellence through continuous quality initiatives and sustainable efforts. It establishes clear goals for all stakeholders, guiding the institution in making significant impacts both on and off-campus. Each academic year, the institution adopts a thematic focus that shapes and influences all its activities and initiatives.

Themes by Academic Year:

2023-24: OBE, Industry 4.0, Patent and Publication

2022-23: Initiate, Innovate and Collaborate

2021-22: Student Leadership

2020-21: ICT Integration in Teaching and Learning

2019-20: Universal Values

Context:

The Crossian Model acts as a guiding framework, embodying the institution's core values and goals. It unites stakeholders in the pursuit of common goals, highlighting the institution's unique identity and global contributions.

The Practice:

Crossian Model is the concept of theme-centered academic years, which enrich the educational experience by organizing activities around central themes. The model equips faculty and students with skills and knowledge to adapt and evolve in societal needs and technological advancements.

2023-2024: OBE, Industry 4.0, Patent & Publication

Holy Cross College introduced **Outcome-Based Education** (OBE) in 2018 and Learner-Centric Outcomes Framework (LOCF) in 2020, focusing on the institution's Vision, Mission, Graduate Attributes, Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes.

In response to the demands of **Industry 4.0**, the curriculum incorporates emerging technologies; Artificial Intelligence (AI), the Internet of Things (IoT), Virtual Reality (VR), and Augmented Reality (AR) and Value-added Courses- data analysis, coding, and digital literacy. Seminars, conferences, and webinars focused on Industry 4.0 to explore emerging technology trends and equip students with essential skills.

Students and faculty received training in **patent filing and publications**, with a strong focus on high-quality and impactful research publications.

- Computer Science students developed software to conduct student council elections.
- Physics students created ten sensor-based water taps on campus.
- Efforts are taken to introduce B.Sc. Artificial Intelligence and Data Science, B.A English with Media Communication and Corporate Secretaryship.
- Filed 11 patents, published 30, and awarded 5 patents between 2020 and 2024.
- In 2023-2024, 10 patents were filed, 21 published, 4 granted and 9 more were in the process of being filed.
- 229 publications, including 17 in SCI, 28 in Web of Science, 32 in Scopus, 41 in the UGC Care

Listed, 79 in *Crossian Resonance* and 32 ISSN journals, 46 books, 3 proceedings, 60 book chapters, 148 full-length papers in proceedings and 63 abstracts in proceedings.

2022-2023: Initiate, Innovate and Collaborate

- Introduced new programmes such as B. Sc. Costume Design and Fashion and M.Sc. Computer Science.
- Students were categorized into Placement, Entrepreneurship, Higher Studies, Competitive Examination and Home Maintenance, allowing tailored guidance and orientation.
- The Placement and Career Guidance Cell organized a Mega Job Fair, through which 344 students are placed.
- Two new National Service Scheme (NSS) units were established, and the institution received permission to start a National Cadet Corps (NCC) unit.
- Created Vidwan IDs, Scopus ID, ORCHID ID enabling continuous professional development.
- Introduced scorecard for performance appraisal, offering a comprehensive evaluation framework.
- Academic and research collaborations by signing of 20 Memoranda of Understanding (MoUs) with reputed institutions and 34 MoUs of departments of other colleges, Six MoUs co-curricular and extracurricular opportunities for students.
- 80 value-added courses and certificate courses were conducted to develop students' skills and competencies
- Research publications, with 327 papers published by staff and students.
- 40 alumnae chapters, with meetings held in Tuticorin, Dubai, and Abu Dhabi.
- In collaboration with the *Thiruppumunai* Addiction Treatment Ministry, the Kanyakumari District Social Welfare Department and Holy Cross College organized a 20-week diploma programme.
- Eight of the faculty members presented papers at the International Conference for Integrated Discipline on Sustainable Development, in Curtin University, Dubai.

2021-2022: Student Leadership

- The Student Council acts as a bridge between the student body and the management, ensuring that students' needs are addressed.
- Elections for the Student Council are held democratically, with provisions to include persons with disabilities to promote inclusivity.
- Students also take on leadership roles as Presidents and Secretaries in Department Associations, Clubs, Committees, and academic bodies such as the Internal Quality Assurance Cell (IQAC), Quality Circle, Board of Studies, and Innovation Cell.
- The student community takes the lead in organizing all festive celebrations.
- The RUN extension service program equips students with the skills needed to identify and resolve social issues, fostering innovative entrepreneurship and leadership qualities.

2020-2021: ICT Integration in Teaching and Learning

The COVID-19 pandemic accelerated the digital transition that the college had initiated earlier, making ICT integration.

- Virtual Learning tools were employed to make the teaching-learning process more effective and efficient.

- Webinars and Faculty Development Programs (FDPs) were organized to help faculty members teach effectively on digital platforms.
- Various online learning platforms, such as Zoom, Google Meet, Microsoft Teams, Quizizz, Google Forms and Google Classroom, were utilized to enhance learning experiences.
- Learning resources were distributed online and supplementary quizzes were conducted, with certificates issued digitally.
- The institution conducted online examinations and evaluations during the lockdown, with results published promptly.
- The internal and external assessment details of every student were made available on the portal for easy access by teachers and students alike.

2019-2020: Universal Values

The academic year 2019-2020 was dedicated to instilling universal values in students.

- The curriculum included lessons on human rights, diversity, and social responsibility, encouraging students to appreciate different perspectives.
- The morning prayer, providing an opportunity for everyone to focus at the start of the day. The "Thought for the Day," shared during the prayer, serves as a daily reminder of values and ethics.
- Value Education classes and the Mentor-Mentee system play a crucial role in shaping individuals and strengthening their emotional resilience.
- **H. Share Scheme** - Students bring light into the lives of the underprivileged

Challenges Encountered:

- Implementing a theme-focused academic year presents challenges - coordinating the curriculum across subjects, requires extensive planning and additional training.
- Ensuring student engagement and accommodating diverse learning styles proves difficult, particularly aligning with central theme.

File Description	Document
Any other relevant information	[View Document](#)
Appropriate webpage in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Recommendations in 4th cycle of accreditation	
Recommendations	Implemented Measures
U.G programs need to be upgraded to PG Programmes.	Introduced two new Programmes - M.Sc. Computer Science and B.Sc. Costume Design and Fashion. Initiatives are taken to introduce new programs: B.Sc Artificial Intelligence and Data Science, B.A English with Media Communication, and B.Com Corporate Secretaryship.
Innovative methods of teaching learning evaluation should be adopted.	Regular training on modern pedagogical approaches and evaluation techniques. Teacher autonomy in assessments and learner-centric methods were implemented and monitored to enhance the overall teaching and learning experience.
Office and library should be fully automated.	Implemented a fully automated ERP system
Training on self-defence should be initiated and proper guidance be made available for competitive examinations.	Self-defence courses *Silambam* and *Kalari* were offered. Regularly offers training for competitive exams and career prospects.
MoUs and linkages leading to employability need to be strengthened.	65 functional MoUs and 124 linkages - to enhance academic activities and collaboration. 130 entrepreneurs, including 30 alumnae, received comprehensive training, 4 registered under MSME.
Communication skills and personality development be supported.	Language Lab is updated - software 'Lady Hawk' (Rs. 5, 35, 750/-).
Alumni activities should be planned and well documented.	Alumnae activities - expert talks and special invitees are planned and documented
More job-oriented certificate courses can be introduced additionally to UG and PG students.	Offers certificate courses for all first year UG students and Specific and Generic Value-Added courses to all the UG and PG students.
Incubation Centres to be established. Self-employment of students can be encouraged by motivating to become entrepreneurs.	The institution has established IIC in 2019 and HCIIC in 2021, earning 4-star rating from MHRD for the past three years.
The institution needs to develop modalities for ensuring proper implementations for the various initiatives and continuous follow up	Planning and Evaluation Committee meets twice a semester to evaluate the initiatives, resulting in outcomes like administrative expansion, the Crossian Model academic theme, internships and research projects for UG/PG students, introduction of NCC, 2 NSS units, Miyawaki Forest, Amuthasurabi noon meal scheme, Start Steps and new policies.

Concluding Remarks :

Holy Cross College, with 59 years of dedicated service, remains committed to total liberation and holistic development, empowering women to assume their rightful roles and responsibilities in society.

Since achieving autonomy in 2007, the college has consistently updated its syllabus, incorporating a global perspective in research, outreach, and collaborations. Both curricular and co-curricular activities are designed to enhance learning beyond the classroom, aligning with Outcome-Based Education.

The college has embraced innovative educational modalities, including MOOCs, Flipped, and Blended learning, while integrating advanced ICT tools and AI to enrich the learning experience.

Certificates and Value-added Courses equip students with industry-relevant skills, addressing gaps in the job market.

The institution's extension programs and service-learning initiatives align closely with the United Nations Sustainable Development Goals, fostering a strong sense of civic duty and responsibility.

Since its inception, the College has been a driving force in higher education, committed to academic excellence, inclusivity, and community engagement. It strives to nurture the spiritual, moral, intellectual, physical, and aesthetic development of its students, shaping them into well-rounded, responsible citizens.

May we continue forward with God's guidance and blessings