YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL.**
• Name of the Head of the institution	**Dr. Anne Perpet Sophy**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone No. of the Principal	**04652-261473**
• Alternate phone No.	**9488575460**
• Mobile No. (Principal)	**9488575460**
• Registered e-mail ID (Principal)	**holycrossngc@yahoo.com**
• Address	**Holy Cross College (Autonomous), Roch Nagar, Kurusady**
• City/Town	**Nagercoil**
• State/UT	**Tamil Nadu**
• Pin Code	**629004**
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	**20/05/2007**
• Type of Institution	**Women**
• Location	**Semi-Urban**

• Financial Status	**Grants-in aid**	
• Name of the IQAC Co-ordinator/Director	**Dr. H. Jimsy Asha**	
• Phone No.	**04652298705**	
• Mobile No:	**9489739703**	
• IQAC e-mail ID	**iqac@holycrossngl.edu.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://holycrossngl.edu.in/Content/pdf/aqar/AQAR_2019_2020.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://holycrossngl.edu.in/Content/pdf/Calendar/Calender_2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	**A+**	**3.35**	**2019**	**09/08/2019**	**08/08/2024**
Cycle 3	**A**	**3.34**	**2013**	**20/05/2013**	**08/08/2019**

6.Date of Establishment of IQAC	**18/07/2001**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Dr. A. Shyla Suganthi, Department of Zoology	Extra Mural Research (Core Research Grant)	SERB-DST	21/03/2018	Rs.21,46,000
Dr.R.Abilasha, Department of English	Cyber Crime and Preventive Measures	National Commission for Women	30/12/2019	Rs. 70,000

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI

View File

9.No. of IQAC meetings held during the year | 5

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?

Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report

No File Uploaded

10.Did IQAC receive funding from any funding agency to support its activities during the year?

No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

- Conduct of Professional Development Programmes, Training Programmes for faculty, support staff and webinar series for all stakeholders.

- A three day Student Induction Programme for fresh entrants.

- Submission of AQAR for the academic years 2018 - 2019 and 2019 –

2020.

- Academic Audit and regular IQAC meetings for sustaining quality in all aspects.

- Feedback from all stakeholders were collected and analysed for further deliberations.

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Organising Student Induction Programme for freshers along with their parents.	A three day (19-08-2020 to 21-08-2020) Student Induction Programme was conducted for the freshers. The Eminent Lecture Series - Code of Conduct for Students, Virtual Campus Tour, History of the College, Curriculum Structure, Skill Development programmes such as Zumba Dance and Yoga, Mentoring, Creative Art, SLOC Analysis and Talent Hunt made the students feel confident towards their successful transition into the higher education institution.
Faculty Development Programme.	A seven day Faculty Development Programme (July 1st to July 8th, 2020) on Redefining Teaching Learning with the Integration of ICT was organised. Mr.A Vimal Jerald, Assistant Professor of Computer Science, St. Joseph's College, Trichy served as the resource person. A live demonstration, online quiz and assignments using online tools made the programme highly beneficial.
Webinar series for all stakeholders.	Webinar Series were arranged for the Faculty, Support Staff, Parents and Students on the topics - Survival of the Fittest, Women Empowering Women,

	Health and Wellness, Innovative Pedagogies for the 21st Century Learners, Active Living and Active Mind, Health and Wellness in COVID-19 Period and Building a Better Future.
Preparation of AQAR.	AQAR for the academic years 2018 - 2019 and 2019 – 2020 were submitted.
Release of biannual newsletter.	Newsletter was released.
Conduct SLOC analysis.	SLOC Analysis was consolidated for constructive changes.
Carry out Internal Academic Audit	Internal Academic Audit was carried out in the month of April.
Institutional Student Satisfaction Survey	Institutional Student Satisfaction Survey was carried out for the Academic year 2020-2021.
Strengthening Institution Innovation Council (IIC)	Two Incubation Centres - Aaro Yoga Centre and Zumba-The Fitness Lounge were initiated.
Encourage student entrepreneurs.	Student entrepreneurs were identified. Seminars, Workshops and Training were given to promote the same.
Mentoring to be strengthened.	Understanding the present global situation - COVID19, pandemic mentors met their mentees virtually and offered educational and psychological support.
Optimise Enterprise Resource Planning (ERP)	Through Enterprise Resource Planning (ERP), the institution centralised all the activities.

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Management Committee and Staff Council	**12/01/2022**

14.Was the institutional data submitted to AISHE ?	**Yes**

- Year

Year	Date of Submission
20/02/2020	**20/02/2020**

Extended Profile

1.Programme

1.1	**38**
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1	**2585**
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2	**883**
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3	**2550**

Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 Number of courses in all programmes during the year:	**1279**

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 Number of full-time teachers during the year:	**147**

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3 Number of sanctioned posts for the year:	**86**

4.Institution

4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**1203**
4.2 Total number of Classrooms and Seminar halls	**99**
4.3 Total number of computers on campus for academic purposes	**339**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**Rs. 1,70,63,448**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

A dynamic curriculum is the paramount feature of Holy Cross College, accorded with the Autonomous Status in the year 2007. The curriculum is designed in tune with the vision and mission of the College taking cognizance of the educational policies of the UGC, expectations of the NAAC, the global needs, the cause of national development, and the regional requirements.

The curricula of all the programmes are revamped once in three years to keep pace with the rapid developments in various fields of study, scientific and technological advancements, the demands of the academia, industry, and society.

Every programme has its generic and specific outcomes with learning objectives and course outcomes, which aims at sensitizing the learner to local, regional, national and global needs and issues. The Choice Based Credit System opens pathways for carefully defining and framing the learning outcomes of each course.

Major core and elective courses of all the science programmes impart theoretical and practical knowledge with local situational relevance. Courses of arts and humanities instill knowledge of local traditions, heritage and culture. Courses like Training for TNPSC Group Examinations, Socio Cultural History of Tamil Nadu, Public Health Management etc. enable the learners to excel in the national and regional job market and contribute for the growth. Research projects undertaken by the students have regional scientific and social relevance. Non Major Elective, Professional English, Meditation and Exercise and Computer Literacy are common courses which build professionalism and skills to compete globally. Besides these, Foundation Courses are imperative in the curriculum. The institution offers value added courses and soft skill development programmes and promotes startups to mould the personalities of the students and prepare them for their career.

Students engage in activities with local communities through courses such asSocial Work and Environmental Studies. The curriculum mandates outreach programmes like 'RUN' (Reaching the Unreached Neighbourhood) and Community Engagement Course. NSS, YRC, RRC, UBA and Social Work (MSW) department ensure that students are exposed to

regional realities and development issues in a constructive way.

The courses with basic and advanced knowledge of the specific disciplines ensure student participation at the national level knowledge drive. Courses on current advancements and global significance, upgrade the learners to be globally competent with their contributions towards global developmental needs.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://holycrossngl.edu.in/Academic/Syllabus#anchor

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

27

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

426

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

93

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

38

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Professional Ethics is inherent in comprehensive knowledge and technical nuances of the specific programmes. It is achieved with courses focusing on the competence and performance of the learners.

Gender equity and empowerment are integral outcomes of all the programmes. Debarring gender roles in the learning process helps learners break gender stereotypes, develop a broad outlook, take up responsible roles and turn challenges into potentialities. Knowledge of the self at the scientific, traditional, philosophical and psychological gamuts help the learners become gender sensitised and societal transformers.

Human Values are vital qualities which make learners live a meaningful life and sustain a quality space of their own through the knowledge they gain through different courses. Learners are addressed with physical, psychological, moral and social well-being

through discipline-specific courses and non-academic courses. Inculcation of human values bring about responsible citizenship among the students.

Believing that nature and man are inseparable and becoming conscientious about ecological conservation are promoted among the learners through knowledge and practice.Most of the courses create awareness on the importance of biodiversity and sustainable developments goals.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

28

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

815

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1086

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://naac.holycrossngl.edu.in/Parameter/C1_1_4_1_Feedback_Process
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	http://naac.holycrossngl.edu.in/Parameter/C1_1_4_2_Feedback_ana
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

983

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

983

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college keeps track of the performance of the students and monitors their academic proficiency systematically and continuously. Efforts are taken to ensure that students of varied backgrounds and different degrees of potential in gathering knowledge in their course of study and are satisfied with the teaching-learning experience that the institution offers.

The students are categorised according to the medium of study, marks obtained at school, previous summative marks, classroom participation in the online and offline modes, performance in the class tests etc. Special and regular care is given through remedial classes, personal counselling, peer teaching, simplified study material, mind maps etc., Their improvement is regularly monitored through open book tests, slip tests, quizzes etc.

The advanced learners are provided with various opportunities to enhance as well as showcase their ability. Major-specific Self Learning Courses with extra credits, online courses and Summer Training Programmes are taken up by them. They serve the fellow students by engaging in peer teaching, organising seminars, competitions, act as heads of group projects, and other activities. They participate in various competitions and win prizes. The primary intention of the faculty is to bridge the gap between the slow and advanced learners.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV_CONTENT/AQAR%20FILES/Criteria%20-%20II/2.2.1/2.2.1%20Programmes%20for%20Slow%20and%20advanced%20learners.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
10/08/2020	2585	147

File Description	Documents
Upload any additional information	[View File](#)

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 experiences:

Experiential learning, participative learning and problem-solving methodologies are well adopted to improve the creativity of the students. The institute confers experiential learning patterns such as demonstration, videos, techniques to operate instruments, individual or group projects, hands-on training, on-job training etc. to strengthen the creativity, imagination, inventiveness and originality of the students. The institute also offers certificate and value added courses every year to build up their learning experience. Compulsory RUN and community engagement programme enhance the learning process of the students through service. It helps the students to escalate the quality of education and enchant their attention towards more effective learning for both their professional and personal life. The students are also encouraged to attend seminar/webinars, conferences, workshops, paper presentations, projects, MOOC courses and skill-based courses/skill enhanced courses. Intercollegiate quiz competitions are also organized every year to enhance the students learning experience. Problem solving methodologies include assignments, intercollegiate competitions, MOOC courses, skill-based courses, debates, group discussions and quizzes that help the students to obtain and pick up the problem-solving skills.

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Information and Communication Technology help students to engage in interactive and self-paced methods of learning that increase their level of digital competency. ICT tools enable the teachers to impart their knowledge while continuously analysing and monitoring the progress of thestudents. As the academic year 2020-2021 was affected by Covid-19 pandemic, the faculty enriched themselves in using the ICT enabled tools.

Faculty have been using the modernized ICT tools such as Edmodo , Moodle, Kahoot , Animation, Mobile applications,Drawing softwares (Chem draw , Origin ,Adobe Photoshop), Web creation and design, Digital video, Emails, Wikis ,Canva, Google reader besides using the ICT tools like Internet, Projector, AVs, Presentations, etc. The use of laptops and internet became a common practice for the teachers and students. As the IQAC of our college focused to enrich the pedagogy of the teachers and make them ready for the new age digital savvy students, it conducted Faculty development programme for the development of e-content and the use of new technological advancements. Facilitated by the programme, the teachers use ICT-enabled tools effectively.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://naac.holycrossngl.edu.in/Parameter/C2_2_3_2_Teach_ICT
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

141

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Every year, the institution plans the academic calendar ahead of time. Exam dates, seminars, conferences, endowment lectures, guest lectures, orientation programmes, workshops, and industrial visits are all recorded in the academic calendar. Academic calendar provides the total effective working days in a given semester. The question pattern for all the papers in the summative examination is also mentioned in the academic calendar. Thus the academic calendar monitors the effective delivery of the program with academic inputs.

The concerned faculty assign the teaching plan for their respective subjects, which are uploaded in the website. These hours are distributed for classroom teaching, case studies, role play, workshops and lab sessions as per the subject requirements. These plans are framed in advance and serve as a guide for conducting the sessions. The principal and HODs check the progress of each course and ensures timely and effective completion of the course in the specified time frame with a perfect blend of theory and practicals.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

147

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

147

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1034

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

2

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<u>View File</u>
Upload any additional information	<u>View File</u>

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

- **Examination procedures**
- **Processes/Procedures integrating IT**
- **Continuous Internal Assessment System**

Examination Procedures

Examination Management System is reformed by integrating the implementation of ERP portal. It is designed to accomplish the smooth conduct of both online and offline examinations. The examinations are conducted as per the academic calendar through online mode. Timetable and guidelines are placed in the examination committee. Questions are set by subject experts and are scrutinized by the HoDs. The results of the semester examinations are presented in the Award Committee and then officially published.

Procedures Integrating IT

Registration, payment of fee, issue of hall ticket, conduct of examination and valuation are done through online mode. The question papers are uploaded in the ERP portal and the students download the question papers before the examination. The exams are supervised by the faculty through Google Meet. The soft copy of the answer script is uploaded and evaluated online. Marks are displayed in the ERP portal and the students view their marks through student login. The examination process is completely automated.

Continuous Internal Assessment: Internal test, quiz, class test, online assignment, seminar, open book test, album, project group discussions, book review etc. are integrated in the examination pattern and are conducted depending on the curricular structure.

04-05-2022 02:17:40

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The generic and programme specific learning outcomes correlate with the vision, mission and educational aim of the institution. The course outcomes are concerned with the achievements of the learners. The students are made aware of the scope for future study or career. The learning outcomes are specific, measurable and attainable. The Continuous Internal Assessment takes the outcomes as the yardstick to check the acquisition of the same. They also specify graduate attributes such as creative thinking, personality development, environmental consciousness, social understanding, communicative competence, aesthetic skills, critical thinking, professional ethics, problem-solving and quantitative skills along with a variety of social and workplace skills. Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) for all the programmes and courses are well defined by the faculty and are communicated to all the stakeholders individually and are displayed in the college website, department notice boards and in the classrooms. Stakeholders are also informed about the orientations, workshops, induction programmes and meetings

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

POs, PSOs and COs are defined by the faculty members to facilitate the direct and indirect attainment of each student. The direct

attainment is assessed through Continuous Internal Assessment (CIA) and Summative Examination. CIA includes a continuous and comprehensive evaluation of students through internal test, quiz, seminar, assignment, open book test, group discussion, album making, skits, digital competence etc. The summative examination questions are set based on the cognitive levels and the results are analysed accordingly. In direct attainment of the PO, PSO and CO mapping matrix is developed by the faculty in a scale of 1 to 3. The levels of attainment of students is measured based on the summative examination results for each course. The level of attainment are fixed as level I, II and III based on the average score in each course and the threshold limits are fixed. In indirect attainment, exit survey is conducted.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	[Nil](#)

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

883

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://naac.holycrossngl.edu.in/SSR_IV/C2_2_6

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://holycrossngl.edu.in/IQAC#anchor

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

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

The institution promotes research in various disciplines. In order to widen the scope of the research opportunities and for obtaining sponsorships and funding options available, the institution strivesto identify, collaborate and establish linkages. Among twelvePost Graduate departments, 9 departments are recognized as centers of research and have forty three research guides. In order to facilitate quality research,the research centers have well equipped laboratories and libraries to enhance knowledge within the visionary researchers. The college library is networked with INFLIBNET, e-ShodhSindhu, e-Shodhganga for e-resources. It is a repository of 52,873 valuable books, a good number of e-books and e-journals. Sr. Mercy Foundation for Research instituted by the management provides seed money / awards / incentives for outstanding research. There is a stated code of ethics for research and the software URKUND is used to check plagiarism. To uphold the publishing standard and provide opportunity and space for the research scholars and faculty members of this institution and other institutions the research committee regularly brings out the peer-reviewed bi-annual research journal 'Crossian Resonance'.

Compilation of data related to research work or projects undertaken by teachers and students as a database is done every year for easy monitoring and scrutinizing of the progress. It prepares and implements a research quality assurance mechanism for ensuring that all research activities of the institution conform to standard quality specifications.

The institution has framed research policy to encourage, endorse and promote research endeavours. Research policy is framed in such a way that, for faculty to accomplish the excellent amalgamation of teaching, research and consultancy. It aims at guiding faculty members in the effective integration of research projects with the regular curriculum implementation and enrichment activities. Its main motive is to encourage and facilitate the publication of research works or projects in reputed academic journals.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://holycrossngl.edu.in/Content/images/dept/research/Policy.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.21

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

16

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

22.16

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://naac.holycrossngl.edu.in/SSR_IV/C3_3_2
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

45

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

2

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	http://naac.holycrossngl.edu.in/Subparameter/C3_3_2_4_Funding_Agencies
Any additional information	[View File](#)

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Holy Cross College has established Institution Innovation Council for promoting an ecosystem for the faculty and the students to become succesful entrepreneurs. HCIIC incubates innovative ideas and has an objective to increase the number of patents and startups. It encourages to earn while they learn by providing a platform to display and sell their innovative products.

Research infrastructure has been created through extramural funding such as UGC and DST FIST, and through intramural funding. Wellestablished Research centres have facilities for quality research and are all accessible to all researchers. To cope with the global energy crisis, the institution concentrates more on research ecosystem.To inculcate research culture, research colloquiums are organised for research scholars and students.Faculty members are encouraged to participate in professional development programmes and organize conferences, seminars and workshops. The institution provides on-dutyand seed money for faculty and students to participate and present papers in district/state/national/global level conferences.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://holycrossngl.edu.in/Content/images/dept/research/Research-Centres.pdf

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

23

File Description	Documents
URL to the research page on HEI website	https://holycrossngl.edu.in/Research/ResearchDatabase
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

`0.37`

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

`0.07`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

`29`

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

`56`

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.04

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Rs. 25.520

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The Institution organizes extension activities to sensitize the students towards social issues and to provide them with social consciousness which further influences their personal development. Thestudents are involved in various society-oriented programs following the pandemic protocol. The faculty and students were

involved in distributing provisions for twenty one families. Food was served to the needy people. This experience made the students both sensitive to society's needs as well as raised a personal awareness of the need for financial planning. Besides this, the students were engaged in creating awareness about personal hygiene and Covid-19 protocol which proved mutually beneficial too. Social consciousness of the students is enchanced through activities which involve them in taking survey in local village surveys on financial impact during Covid period, Impact of mobile phone during lockdown, impact ofonline education, pandemic and positive impact of the pandemic on the natural environment, terrace gardening, awareness of Government schemes, Usageof online tools, difficulties of Homemakers, Covid- 19 Vaccination.

These extension activities and outreach programmess expose the students to various social problems and also develop awareness among the students regarding societal issues. These inculcate moral values, responsibility and practical knowledge among students so that they strengthen their voiceas responsible and responsible citizens.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV/C3_3_6

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

4

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	[View File](#)

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

34

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2585

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

83

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

19

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Holy Cross College for achieving institutional objectives and holistic development in students is facilitated by the adequate infrastructural facilities provided by the college. It owns 20 acres of landwith a built area of 2, 09,801 sq.ft. It has always set standards in infrastructure provisions all through its five decades. The college has 6seminar halls and 94 classrooms of which 44 are computer assisted and 16 are smart classrooms. Media Centre of the institution facilitates the preparation of e-resources which enable teaching-learning process effectively. The campus has LAN network system and Wi-Fi connectivity with 100 mbps data speed. To meet the needs of the student community there have always been an optimal number of classrooms matching to the number of students.

The UG, PG and research laboratories, DST-FIST instrumentation centre, SERB-FIST and DST-FIST Zoology laboratories have modern equipments to serveresearch activities. The three computer labs,language labwith 339 computers serve the academic needs of students and administration . The student computer ratio is 8:1.The seminar halls are well equipped for the conduct of seminars, conferences and intercollegiate competitions. The central library is automated with ILMS catalogued with the OPAC for easy access to book circulation andreference. It is networked with INFLIBNET, e-ShodhSindhu, e-Shodhganga for e-resources. It is a repository of 52,873 valuable books, a good number of e-books and e-journals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Holy Cross College (Autonomous) draws attention to the energetic participation of the students in various sports and co-curricular activities. The Physical Education department established in the year 1966 consists of 6 acre sports field with ample space for both indoor and outdoor games. Students actively engage themselves in table tennis, badminton, chess, basketball, volleyball, kho-kho, kabaddi, weightlifting, ball badminton and football. Robot

propelling machine is arranged for table tennis practice without coplayer. High jump bed ensures safety for the students. There is a 200 m. track , long jump pit and sectors for throwing events. A gymnasium with a working area of 5364 sq.ft. is equipped with manual jogger, abdominal king, twister, rowing machine, ergo cycle, multi gym, single station unit gym and weight lifting set. There ia a stockroom and a dressing room with adequate facilities . Free hostel facilities are provided to the outstanding sports students. Extra credits are given to the District, University, State, National and International level players.

Our instituition has a spacious yoga hall of 2400 sq.ft which helps to reduce thestress of both the staff and the students. The Fine Arts Club organizes competitions for the students every year to showcase their talents. It also encourages the winners by honouring them with awards and certificates. The college has six halls with LCD projectors, audio facilities and effective sound systems. The Multipurpose Hall (15468 sq. ft),has a spacious stage and large background screen where fifty students can perform at the same time. It can accommodate 2000 students. The Cecile Hall which is 1500 sq. ft) is used during clubs and committees meetings. St. Joseph's hall of 1600 sq.ft consisting of nine air-conditioners accommodates 200 students. For outdoor cultural and festivals like Pongal, open space in the campus is utilized. The Golden Jubilee block has a large auditorium which can accommodate more than 3000 students. The adequate facility of the institution helps the students to achieve at all levels in sports and cultural events. The Department of English conducted "CROSSLINKS" – An intercollegiate competition where 12 colleges participated with more than 150 participants. The programs favored for the competitions such as Literary Song, Literary Dance, Literary Masquerade, Literary Quiz Letter Writing, Flash Poem and Painting were conducted. All the cultural and sport activities spread a high level of energy and enthusiasm across the campus.

File Description	Documents
Geotagged pictures	[View File]()
Upload any additional information	[View File]()
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV_CONTENT/AQAR%20FILES/Criteria%20-%20IV/Facilities%20for%20Sports.mp4

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

99

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

61.14

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our Library is fully automated using the Smart Library Automation software (Custom made) in which Visual Basics (VB) software is the front end and SQL is the back end for storing database of the library. The year of automation is 1999. The facility of Open Access System is adopted in the library. Modules used in the software for Book transaction are Book Issue Entry to enter books that are issued, Book Receipt Entry to enter the books that are returned. The newly purchased books are entered in the database through Book Entry.

In OPAC books can be searched in terms of Book Title, Subject, Publisher, Author and Term Search. In Boolean search, the logical operations 'AND' and 'OR' are used for searching books by book title and by author name. Details of students visiting the library are entered in Student Gate Entry. The newly purchased journals are entered in Journal Entry. Theses submitted by the departments are entered in Theses Entry.Using Smart Library Automation software,

Student Entry Reports, Thesis reports, journal reports, Book due reports, Boolean search, Term Search, Author Search, Publisher, Accession Number, Title, Academic Year wise Book reports can be generated.

Facilities Available:

- No. of Computers: 18
- No. of Printers: 3
- Barcode Printer: 3
- Barcode Scanner: 3
- Reprographic Machines: 2
- Typewriting Machines: 2
- CCTV Camera: 15
- Kindle : 1

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://holycrossngl.edu.in/Home/Library#anchor

4.2.2 - Institution has access to the following: e- journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources   A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

0.11

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

388

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Recognising the importance of Information Technology in education, the institution has implemented the IT policy. This policy covers Wi-Fi, Firewall, software installation, anti-virus, web services, Institutional Email services and maintenance. The policy aims at providing uninterrupted services to faculty, staff and students in the institution for academic and administrative purposes. Due to Covid-19 pandemic lockdown, classes were conducted effectively and successfully through online for all programmes. The Wi-Fi is periodically updated and it is ensured by the success of the use of network in online classes, uploading materials and evaluation of exam papers. Institution Email Id integrated with G-suite are provided to Faculty, administrative staff, students and research scholars. All the classrooms and seminar halls are enabled with IT facilities and all the computers are connected to the internet servers.

The server is used for testing and backups. Data centre has been maintained with necessary system for power, cooling and network support equipment. The network service indicates that the network is free from spam and viruses. The bandwidth provides 99 percentage uptime including server uptime, data recovery and backup

facilitating storage management. All IT infrastructure facilities in the campus are provided through centralised UPS. Sophos XG Firewall provides protection for the network, users & applications. Sophos endpoint security provides the computer protection switches. All the computers / network switches are connected with high speed 100/1000 mbps LAN/Wi-Fi/OFC connectivity. ERP is provided to enhance the learning facility and student academic activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2585	**339**

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://holycrossngl.edu.in/Home/Eresource
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

109.50

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The comprehensive infrastructure of the college constitutes elementary features like buildings, classrooms, playgrounds, ICT-enabled classrooms, transport, canteen, gardens, computer laboratories, language laboratory, library and laboratory facilities. Physical, academic and support facilities are provided by the management as per the requirements.

The HODs, librarian, physical directress, controller of examinations and the office superintendent submit their requirements in terms of physical /academic/ support facilities at the end of every academic year. The principal together with the Finance Committee sorts out and presents a report in the Governing Body for approval and implementation. A separate register is kept in the college office to record the requests for the repair works and the superintendent checks and monitors the completion of the task. Based on the infrastructural plan, the Finance Committee recommends the physical, academic and support facilities to the Governing Body for approval. Condition based maintenance and breakdown maintenance should be approved by the College Management Board. Budget for maintenance must be approved by the Finance Committee. Urgent requirements for unscheduled infrastructural work may be approved by College Managing

Committee. All projects related to academic facilities must be approved by the principal. As a policy, the HODs, faculty, non-teaching staff and other service personnel are given responsibility to maintain the facilities under their supervision and report to the principal /vice principal / superintendent for maintenance For maintenance of computer network and software, the institution has AMC with service provider Maintenance of solar panels, power distribution systems, AC, CCTV, LCD projector, PA systems, laptops, printers, water filters, Wi-Fi is done by the service providers.

The Central Library is a repository of rare books, special reports, e-resources, collection of theses and other knowledge resources. It has a conducive ambience for easy navigation of information and reader friendly help desk. Open access system is available. Our library is an open book replete with academic and non academic promises.

Fire fighting equipments are installed and as preventive and safety measures mechanism with regular maintenance. All the buildings of the college including the waiting shed, rest rooms, seminar halls, administrative sections, library and class rooms are maintained at the end of every academic year (white washing, repairing furniture and fixing additional fans and lights and furniture to meet the increasing needs). Electrical and plumbing maintenance works are done with the support of skilled persons and the expenditure is met by the college based on the budget The class rooms, the halls and the green area are cleaned and maintained regularly Department laboratories, research centres, DST-laboratories, computer lab and language lab are put on call basis maintenance according to the requirement. To ensure fitness to wholeness indoor games are provided to the students. The playgrounds are maintained by the marker and monitored by the physical directress. A fleet of 9 buses are maintained by the transport section of the college. To conserve power, CFL bulbs have been replaced with LED lamps. The solar power with 5 KVA is maintained by the Department of Physics. The college has two generators with 62-KVA, 20KVA to provide uninterrupted power supply. It is maintained by the college technician / electrician. Maintenance of solar panels, power distribution system and AC, CCTV, LCD projector, public address system, laptops, printers, Wi-Fi is undertaken by the respective suppliers. The battery backup and invertors and servers for computer network are regularly checked and maintained by Vilraay Computer Centre Library softwares and college office softwares are maintained by 'Soft Solutions', Chennai. The worn out rare books from the general library and department libraries are given for binding annually. Service providers like cafeterias and banking facilities are hired on contract basis. Wet

lab and sericulture garden are maintained by the Department of Zoology; Sericulture and medicinal plant garden are maintained by the department of Botany; Oxidation pond is maintained by the management four bore wells are used for constant water supply. In each block and in each floor of the college building there are provisions to supply mineral and purified drinking water. These systems are maintained by "Mariam Marketing Aqua" The overhead tanks are cleaned on a regular basis. All physical, academic and support facilities are provided to the stakeholders, maintained and used optimally so that the students get the maximum benefit out of such facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

1406

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	[View File](#)
Upload any additional information	[View File](#)

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

552

File Description	Documents
Upload any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://holycrossngl.edu.in/Home/Supportservice
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1618

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

129

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

679

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

6

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

10

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Student representation and participation has been an integral part of academics and administrative activities. It provides necessary assistance to students, to acquire meaningful experiences for learning at the Campus and facilitate holistic development and progression. Due to Covid- 19 pandemic, the term of the student representatives Ms. Anns Fetrica (III B.A. English S.F.)and Ms. Ragavi, (III B.Com S.F.) was extended for the academic year 2020-21. The functioning of the Student Council is guided by the Deans of Students and the Principal of the college. The student council members serve as a bridge between the management and the students. The presidents of various committees such as Academic Council, Student Council, Internal Quality Assurance Cell, Quality Circle, Internal Compliance Committee, Discipline Committee, Anti- Ragging Committee /Anti Eve Teasing Committee, Class Representatives, Institution Innovation Cell, Student Research Forum, Women's Cell, NSS, Consumer Club, Rotaract, Legal Literacy Committee work together with the elected student council members in building up the high esteem of the college. United they help their fellow students in building high self-esteem and leadership quality. They play a vital role in many activities like organizing seminars, workshops, symposium, and intercollegiate sports, cultural and quiz meet. The students are given opportunity to be the members of IQAC, Admission Committee and the Quality Circle. The student council members monitor the effectiveness of the Student's Administrative Day. It

provides a splendid break for the students to substitute the role of faculty and take active participation in teaching and administration. To equip themselves to be global citizens compatible with research, the students have effectively taken part in online and offline research forums. To ensure the safety and wellness of the students, the discipline committee and the student council leaders take care of the issues related to bullying, ragging and other disciplinary issues. These committees have student members in order to have an empathetic and unprejudiced team work. Students' active participation in community outreach programmes (RUN) strengthen the intellectual growth supplemented by social consciousness. This in turn boosts up their understanding of their social responsibility and makes them future leaders and responsible citizens. Service oriented committees like NSS, YRC and RRC conduct medical and blood donation camps. Through these activities, the students transform the vision of the college into reality. To provide a wide knowledge on the external world the students are given opportunities to be the members of various clubs and committees like Rotaract, Eco Club and Legal Literacy Club. Their active participation in these clubs and committees enhances their personality development. Each department has its students as the President and Secretary of their department associations and their efforts are focused towards progression. Despite the challenging pandemic situation and the shifting mode of online- offline teaching, the students have actively participated in multifarious activities nationally and internationally. All these hands-on experience by the students help them to build a successful career, make them optimistic, enthusiastic and become useful productive citizens in society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

7

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Yes, The Alumni Association of our college registered under Societies Registration with the reg. no. 6/2019 is very active. Alumnae are the touchstones of the college with regard to intellect, character, personality, values and achievements. The academic excellence of our students speaks volumes about the heights our college has reached. They have achieved success in diverse fields, hold high positions and are influential as distinguished leaders, entrepreneurs and eminent academicians. Some of the alumni are faculty members and heads in many colleges and universities, teachers, principals, officers in bank and in many government offices, politicians, entrepreneurs and countless dignitaries in different walks of life. The Alumni Association provides the platform for professional networking, career development, sustained learning opportunities and emotional bonding between the institution and its alumni and also provide the current students at the institute an opportunity to connect with the alumni across the globe. Annual Alumni Meet is regularly conducted every year where the alumni interact and reminisce about their days in the college. However, due to the Covid-19 pandemic, the college couldn't organize alumni meet last year. The association provides opportunity to the students to learn from the rich and diverse experiences of the alumni. The alumni support student induction, orientation, placement and counseling. The association collects detailed contact information of our students who later on become alumni members. Current job profile, higher education status and information for any other engagement of the alumni are regularly collected. We maintain proper record of the same. We also contact them and share invitations and information for important college events and programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Describe the vision and mission of the institution with regard to governance, perspective plans and participation of the teachers in the decision making bodies of the Institution.

The college envisions a harmonious society by empowering young women for global competency and ecological sustainability through a holistic approach with innovative skills. One of our mission statements is to nurture participatory leadership to enhance social consciousness and social responsibility. Our lay staff shouldering responsible positions such as Controller of Examinations, Deans of Academic Affairs and Deans of Student Affairs share the various academic duties and activities! Every year, each department prepares and submits the action plan comprising of curricular, co-curricular and extra curricular activities. The institution consolidates and prepares the annual action plan and academic calendar.

Staff Council meetings are conducted at regular intervals as per the need. The agenda for the meeting is given prior to the meeting. Hence the Heads of the Departments discuss with their colleagues and bring their suggestions to the meeting. After discussion, decisions are taken focusing on the well being of the stakeholders. The Deans of Student Affairs, give freedom to the students to organize programmes and take up leadership role, but at the same time, they monitor and support them.

To enhance social responsibility, the students are involved in the Extension programme (Reaching the Unreached Neighbourhood) and Community Engagement Programme in which teachers accompany the students and guide them. Based on the survey conducted in the neighbourhood villages by our students, the responses are consolidated, guided by the staff in charge, and based on the needs of the villages, they are priortised and activities are carried out.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://holycrossngl.edu.in/AboutUs/Vision_Mision

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Enterprise Resource Planning (ERP)

ERP in the education industry is best known as the Student Information System. It is used to manage and monitor all kinds of administrative activities. It assists in admissions, examinations, class and course management, time table management, human resource and many more.

Our college entered into a software project contract with Inspire Innovant Solution (IIS), a software company existing under the laws of the Republic of India, with its Branch office located in Yelagiri hills, Tirupatthur District. This agreement has been made effective from September 1st, 2020.

- **Admission Management**

ERP software has a separate module to take care of all details and process related to admission. It can manage inquiry details.

- **Examination Management**

It makes it easier to collect, arrange and distribute all the information related to examinations. Examination fees collection is done through ERP. Room allocation, faculty allocation and everything else can be executed through ERP.

- **Course and Class room Management**

It keeps record of the courses it offers, which course is assigned to which student etc.

- **Student Management**

This means keeping detailed information of all the students. Their fee payment, enrolled course details attendance details, assessment details, cocurricular details are maintained. Teachers and students can access their information via their respective portal.

- **The ERP software connects the Management, staff, parents and students with the following modules:**

Student admission, Academic, Timetable, Online class, Online registration, Attendance, RFID & Biometric, Controller of Examination online fee collection, SMS and E-mail, Inventory management, Administration, Feedback, Online quiz, Grievance, Online internal and external, Payroll, Website management, IQAC & IIC. ERP covers the role of Business manager, Project coordinator, Customer support and CRM.

- **Services Covered**

College Management Software

Webportal for parents and management

Data setup and implementation

24 x 7 online customer support

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	[View File](#)
Paste link for additional Information	http://naac.holycrossngl.edu.in/SSR_IV/C6_6_1

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The strategic plan is a roadmap for pro growth and pro active development of an institution. It provides the ways and means of realizing the vision and mission. It provides the strategies to achieve the goals, both long and short term and also the metrics associated with the performance indicators.

Innovation and critical thinking is one of the major aspects focused in the strategic plan of the college. Accordingly one activity that has been successfully implemented in 2020 - 2021 is Holy Cross Innovation and Incubation Centre (HCIIC). Holy Cross Innovation and Incubation Centre of the institution incubated three start-up units, Body Scripts Zumba Fitness for Women, Aha Oho Traditional Sweets & Confectionery and Aaro Yoga Centre to help the young entrepreneurs.

Two other strategic plan of the institution are construction of PG Chemistry lab and Electrical Power Room.

The estimated plinth area of the PG Chemistry lab is 2912sq. feet and the estimated plinth area of the electrical power room is 1176 sq. feet. The PG Chemistry lab caters to the academic and research endeavours of the students. The electrical power room is set with the aim of managing the power supply of the newly built Golden Jubilee Hall.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV/C6_6_2
Upload any additional information	View File

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

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

The mission statement of the institution is reflected in the following core values.

- Providing quality education.
- Nurturing participatory leadership
- Upholding ethical values through professional commitment
- Creating empowered women of competence commitment and compassion.

Holy Cross College (Autonomous), Nagercoil is a Catholic College established and administered by the Congregation of the Sisters of the Cross of Chavanod. The college is under the religious jurisdiction of the Catholic Bishop of Kottar.

The President of the society is the chief administrative head of the College Managing Committee and the Governing Body. Powers of the management, Secretary, Principal and Vice Principal are well defined in the Education Policy of the society.

The Governing Body of the institution along with the principal steers the institution to accomplish the strategic plans in tune with the vision and mission of the institution.

Being an autonomous college affiliated to Manonmaniam Sundaranar University, Tirunelveli with 2(f) and 12 (b) status, external experts and university nominees represent the statutory bodies like Academic Council, Board of Studies, Finance Committee, Planning and Evaluation Committee and Award Committee. Their suggestion and recommendation are incorporated into various academic and administrative functions of the institution.

All the examination related activities are rendered through the Controller of Examinations and the Examination Committee.

Annual budget is planned by the Finance Committee, discussed in the Governing Body and executed through the respective administrative sections.

Hostel admission and administration are done by the Principal (Chief Warden) assisted by the 2 wardens appointed by the College Managing Committee.

Staff Council members and staff representatives of various clubs, committees and associations propel the institution towards the achievement of the mission, the objectives and strategic plans.

Academic audit is conducted under the leadership of IQAC for all the departments. Feedback from the students, parents and alumnae, non teaching staff and the faculty are considered for the designing and implementation of the strategic plans of the institution.

Periodic meetings are conducted by the HoDs wherein the faculty discuss and decide on academics, research, extension activities and students support services. The decisions are implemented with the consent of Staff Council which is convened once a fortnight.

Various academic and administrative bodies serve as the fulcrum of the institution aiming at the empowerment of women students through holistic education.

File Description	Documents
Paste link to Organogram on the institution webpage	https://holycrossngl.edu.in/Content/pdf/organogram.pdf
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

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

below.

- Health insurance for aided faculty and ESI medical facility for the staff of the self financing stream.
- A scheme of provident fund for teachers who work in the self financing stream.
- Faculty members are eligible for Earned leave
- Medical leave and Maternity leave for eligible self-financing staff members.
- Granting Maternity leave, medical leave, sabbatical leave, casual leave, RH as per government norms.
- Incubation centres on Aaro Yoga center, Zumba fitness lounge to maintain balanced health and Gym is also accessible for the staff.
- Financial assistance, moral support and psychological counselling in times of need.
- Staff of the aided stream are encouraged to go for FDP, orientation and refresher courses.
- On duty leave / Permission to attend seminars / Workshops
- Internet and free WIFI facilities are available in campus for staff.
- Pooling donating funds in times of crisis to the support staff.
- Free medical checkup during medical campus organized in the college.
- Seed money for Research work for self financing staff.
- Incentives for publication of articles in reputed journals.
- Staff are encouraged to pursue Ph.D and career advancement activities.
- Award for 100% attendance for both teaching and non teaching faculty.
- Workshop on fire safety measures
- Renewal sessions and Training programmes
- Retreats & healing liturgical services for well being of the afflicted.
- Canteen facilities, banking facilities, photo copying and scanner facilities in the campus.
- Softskill training for support staff
- Flexi timing for staff who put in extra hours of work.
- Team lunches, picnics and tours for a happy un wind.
- Consideration during admission for the children of teaching and non teaching faculty.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

128

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The institution is prompt in using the grants allotted by the government and non-government agencies. Care is taken to utilize the grants for the allotted categories. Further, the institution ensures the utility of the same through diligent auditing.

Annual budget from the autonomy grant is allotted by the Finance Committee for various academic and administrative requirements. 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV/C6_6_4

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists

during the year (not covered in Criterion III and V) (INR in lakhs)

9.79

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

- 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 and channelised after approval from the finance committee and the college management committee.
- Fee deposited by the students of the aided stream is allocated to the non-salary account and audited annually.
- Fee collected from the students of self-financing stream is to be 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 philanthropies is 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, COVID-19, HIV patients, differently abled people are 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.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	[Nil](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

1. Technology Based Teaching Learning

The teaching learning process of the college is constantly upgraded on par with the advancements in educational technology. Hence, the faculty, adept in ICT-based teaching, quickly adopted to the needs of online mode of education in the unforeseen pandemic situation. The IQAC offered a Seven-day online Faculty Development Programme (FDP) on Redefining-Teaching Learning with the Integration of ICT for the faculty to train themselves in various tools and techniques such as Socrative tool, Renderforest, Camtasia, Screencast –O-Matic, SLIDO, educational GIF, Canva, interactive PPT, that are employed in the virtual mode. With hands – on - training with quiz and daily assignments the faculty underwent rigorous training by experts. The programme honed faculty's proficiency in video making and editing software and e-tools for effective teaching and evaluation.

2. Procurement of feedback at multiple levels

A regular feedback mechanism is followed at different levels for bringing in constructive changes. Curriculum Feedback received from students, teachers, parents, employees and alumnae, academic audit by experts and Board of Study members assist quality improvement in curriculum framing. The Examination Cell collects its review on the examination procedure and evaluation which helps in the improvement of the Examination reforms.

SLOC analysis, student's grievances from the grievance boxes and

online grievances through ERP, Feedback collected from the student's council members of the Quality Circle are taken into consideration.

Feedback received on autonomy and Students Satisfactory survey is to asses the performance of the institution as a whole.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Result Analysis

The effectiveness of the teaching methodologies adopted by the faculty is observed through the subject-wise analysis based on the results of the end semester exams. Semester marks obtained in all the subjects are entered in registers. The register comprises of the marks, pass percentage, class obtained and the names of the top scorers. Individual performance of the student is monitored semester wise and the progression is noted. The low achievers are classified for the remedial programme. The Heads of the department present the report of semester analysis subject wise in Staff Council meeting. This facilitates the review of the performance of both the teacher and the learner.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://holycrossngl.edu.in/Content/pdf/Anu_report.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution aims to make the students gender sensitive and also aspires to create positive impact that supports students and their rights. The college has organized a number of seminars, webinars, conferences and department association meetings, addressing gender sensitization. The Women's Cell plays a significant role in imparting gender sensitivity on campus. These events help the students to think critically on issues like influence of media, domestic violence, sexual harassment, women's rights as well as women's education. Courses like Women Studies and Women Writers help the institution to offer empowering education to girls.

Holy Cross College ensures the safety and security of the students through the following measures. Security services are provided in the campus round the clock. Fifty CCTV cameras are installed in the campus for safe movement of the students. Laboratories and library are provided with all possible safety measures. Wardens are appointed in both the blocks of the hostel. The hostel has adequate staff to take care of the hostelers round the clock. Internal Compliance Committee and Grievance Cell address issues in and around the college premises. Ragging affidavit forms are duly signed by the students and their parents and proper awareness is given on the same. There is safe commutation through college buses and private vehicles. Awareness programmes on safety, security and cybercrime are conducted by competent authorities for the students.

Special care and attention has been paid to the mental health and wellbeing of the students. The mentors are trained to be effective

counsellors. There is an active counselling centre to address life's challenges in a positive way, helping the students to clarify issues, explore options, develop strategies and increase self-awareness. Students who need special care and guidance are directed to the psychotherapists from Kottar Diocesan Counselling Ministry (KDCM). The institution has signed an MoU with KDCM.

Common room is provided with facilities such as reading materials, safe drinking water medicine kits, newspapers, magazines and audio visual equipments and indoor games like carrom, chess, etc. Day Care Centre functions from 8 a.m to 5.30 p.m.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	http://naac.holycrossngl.edu.in/SSR_IV/C7_7_1

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

Daily functioning of the institution involving a large community of people invariably generates waste in various forms. Taking this into consideration the institution has conscientiously planned waste management. The large quantity of garden waste from the campus is used for mulching, composting and vermicomposting. Dust bins are strategically placed on campus to gather food waste from the lunch time and the same is used as part of animal feed. Waste food is diverted to hog farm and cattle farm. Recycling of Paper products is an enormous task. Paper from the stationery and office supplies are

gathered and sent for recycling. Ours is a plastic free campus. There are separate bins for degradable and non degradable wastes. Bio-degradable plates and cups are used in the college canteen. Meals are served in stainless steel plates and cups during the seminars / workshops and common programmes.

Liquid waste management

Grey water management - the grey water from the hostel and other facilities is naturally filtered and used to recharge the ground water level. Sewage water from the hostel and laboratories is channelized to the waste water treatment pond. Water flow is regulated through closed PVC pipes. Typha is planted in the mouth region of the channel to absorb toxins/ heavy metals released from hostel waste water. Sand bags are used for filtration and the water is purified. Metal screens are placed along the flow path to filter floating wastes and treated water from oxidization pond is used for moriculture and horticulture.

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". The cartridge of laser printers are refilled, UPS batteries are recharged, repaired and exchanged by suppliers to reduce the E - waste.

Chemical Waste

Broken laboratory equipment and glass are sent for recycling.

Chemical wastes from the labs are neutralised and collected in tanks.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore   A. Any 4 or all of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

D. Any 1 of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The regional diversities in India are very unique. To bridge this diversity and facilitate acceptance of the 'other', the institution takes up many inclusive measures. For instance, to inculcate the sense of brotherhood and oneness, the institution, celebrates regional and cultural festivals like Onam and Pongal. The cultural practices of these festivities along with their cultural significances are also showcased. Works of regional writers across

the country are included in the syllabus. Regional writers are commemorated regularly. The International Mother Language day is observed to acknowledge the richness of linguistic diversities. With the consensus of the students, the institution has always recommended the use of uniforms to cover the economic disparity among the student community. The staff contribute every month towards partial payment of fees for the students who are struggling economically. Similarly, all the government assistance for the under privileged students are announced so that they are made available for students in need. Partial financial assistance is extended to students who are differently abled irrespective of the percentage of their disability. Scribes are available to assist students with visual impairment for writing their exams. All students take part in extension activities that serve the community needs. This ensures that everyone is equally aware of the diversities (assisting orphanages, old age home, helping with nearby schools to assist in the learning process, contributing towards the needs of the school, supporting students whose families are in dire straits and so on). During the pandemic, students joined hands with faculty in serving the community and provided monetary help and other essentials needed to people who were severely affected by the pandemic. Further, with the contributions collected from 'H.share' the poor and the needy are supported each year during Christmas.

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

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

Education is less of knowledge sharing and more of character building thus impacting nation building. Staff and student orientation programs, are all placed in position to intentionally guide and shape the individuals. In view of inculcating the service motive, the college educates every individual in understanding how her rights are ensured and protected by the Indian Constitution. This is realised through the Human Rights and Women's Studies courses. The student community is further taught and reiterated in their duties and responsibilities towards the nation by observation of commemorative days like Independence Day, Republic Day, Voter's

Day, Women's Day and Commemoration of National Leaders. Flag Day followed by oath and anti untouchability pledge reminds the constitutional obligations. The Campus Animation Team plans the morning prayer which helps all to orient their focus at the beginning of each day. Thought for the Day shared daily during the morning prayer further helps to remind the vaules and ethics. Value Education classes, Mentor- Mentee system are of major importance in sharing the individuals and strengthening them emotionally. All these above stated activities help in the holistic development and groom the individuals in the righteous path ready to face the world.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Commemoration of various festivals, events and days play a seminal role in forming and shaping an individual. Since the students come from diverse backgrounds, to unify the national and global identity of the individual, the college keenly celebrates such events. As a women's institution Women's day, Girl Child day are celebrated besides the commemoration of national and international women contributors with a vision to inspire young women. The socio-cultural diversity is made inclusive by celebrating Onam, Pongal, Christmas etc. The eco consciousness is promoted by the observation of Earth Day at college as an event by itself. Students actively participate in various competitions conducted towards raising awareness on multifarious themes. In order to create awareness on the importance of fitness, Yoga Day is celebrated by the college. Days like Heart Day, Mental Health Day etc. are also specially mentioned during the morning prayer time. The pride of national identity is reinforced by celebrating Republic Day, Independence Day, Voter's Day, and other national festivals. The local and national heritage is marked by observation of days that celebrate the regional writers, scientists, regional flora etc.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

1.Title of the Practice: Virtual Learning

2. Objectives of the Practice:

Virtual Learning makes the Teaching -Learning process effective and efficient. The digital infrastructure and efficient faculty of the institution aimed to empower the students to adapt to digital world.

3. The Context:

Covid-19 pandemic greatly impacted the education field across the world. This unique situation and the challenges churned up by it,

quickened the digital transition initiated earlier by the college.

4. The Practice:

The institution conducted number of webinars which helped faculty to effectively teach on the digital platform.Multiple learning styles were used to share knowledge through various online learning platforms.Online Examinations and evaluations were conducted and results were successfully published during the lockdown. Wifi and LAN connections support the teaching learning and evaluation process.

5. Evidence of Success

Multiple learning styles were used to share knowledge and to boost the learning process through various online learning platforms such as Zoom, Google Meet, Microsoft teams, Quizziz, Google forms, Google classroom, etc. Learning resources were circulated to students through online platform; supplementary quizzes were conducted and certificates were distributed in the digital mode. E-webinars were conducted to enhance the knowledge acquisition. The details of the internal and external assessment, of every student, have been promptly made available on the portal for easy access of the teachers and students. Thus, the college helped the students and the teachers to be adept at mastering the virtual platforms.

6. Problems Encountered and Resources Required:

Initially some of the students had difficulty in adjusting to the rhythm of the online classes. Students of the rural community had connectivity issues and also in procuring e-devices. However, the teachers were instructed to be empathetic, accommodative and monitor closely those students until they overcome the challenges.

1. Title of the Practice: Knowledge Sharing for Women Empowerment

2. Objectives of the Practice:

The college was conceived and brought forth as a space for educating, empowering and enhancing the lives of individual women. The institution was keen to ensure that every member of the teaching fraternity would be able to take up online teaching and production of e-resources to meet up with the emerging situation.

3. Context:

Digital Knowledge sharing becomes an inevitable part in the pandemic period. The digital adoption has increased reach and accessibility for diverse people to exchange knowledge.

4. The Practice:

The institution conducted professional and faculty development programmes and webinars for all stakeholders to exchange knowledge and maintain social connections through digital platforms. Faculty and students had ample chance to attend and enhance their knowledge and skills through various virtual programmes .

5. Evidence of Success

The year 2020-21 accelerated digital transformation, stronger appreciation for knowledge management amongfaculty and students of the institution, in the form of five International webinarsand fifty four national webinars. The learning process was enhanced and supplemented by ten regional webinars, thirty eight endowment lectures and sixty three Association meetings. To initiate the interest of the students during the lockdown, twenty seven E-quizzes were conducted. All these knowledge sharing initiatives were carried out purely with the aim of empowering women.

6. Problems Encountered and Resources Required:

Even in the digital era, connectivity is one of the major obstacles in the remote areas.

File Description	Documents
Best practices in the Institutional website	https://holycrossngl.edu.in/Content/pdf/Best%20Practices%202020-2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Unnat Bharat Abhiyan scheme (UBA)

The institution has since its inception spearheaded in mentoring its students to be socially responsible and well-developed individuals who can impact the community at large. Pozhikkarai, Kattuvilai, Annai Nagar, Kovil Vilai and Manakkudy are the villages adopted by the institute under UBA, a flagship programme of Ministry of Education, Government of India. Through Unnat Bharat Abhiyan scheme the Crossian family reached out at bettering the local community in spite of the pandemic challenges. Since the lockdown was on for most part of the year a number of competitions were held for the village students to motivate them following SOP. During the field visit in the previous year the students reported the need for installing solar street lights as these villages have more renewable energy. Therefore project proposals were sent to IIT Delhi, National Coordinating Institute (NCI), UBA. After carefully evaluating the proposals, the NCI released fund. By using the fund, six solar lamps were installed in Pozhikarai and Kattuvilai to promote sustainable rural development. The school students of the villages were introduced to ideas on sustainability and an awareness talk on the topic "Saving Natural Resources" was organized for the village community. This addressed the area-specific natural resource management by the local community. Besides the students, teaching fraternity, and the administrators, the occasion was also graced by Mrs. I.S. Mercy Ramya, I.A.S, Additional Collector (Dev.) & Project Director, Rural Development Agency, Kanyakumari (Dist) and Dr. K. Ravichandran, Professor/ Regional Coordinator, Unnat Bharat Abhiyan, Regional Coordinating Institute, Gandhigram Rural Institute (Deemed to be University), Gandhigram on behalf of Holy Cross College, Nagercoil. The activities under UBA spread awareness to promote a healthy environment in the neighbourhood villages.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

A dynamic curriculum is the paramount feature of Holy Cross College, accorded with the Autonomous Status in the year 2007. The curriculum is designed in tune with the vision and mission of the College taking cognizance of the educational policies of the UGC, expectations of the NAAC, the global needs, the cause of national development, and the regional requirements.

The curricula of all the programmes are revamped once in three years to keep pace with the rapid developments in various fields of study, scientific and technological advancements, the demands of the academia, industry, and society.

Every programme has its generic and specific outcomes with learning objectives and course outcomes, which aims at sensitizing the learner to local, regional, national and global needs and issues. The Choice Based Credit System opens pathways for carefully defining and framing the learning outcomes of each course.

Major core and elective courses of all the science programmes impart theoretical and practical knowledge with local situational relevance. Courses of arts and humanities instill knowledge of local traditions, heritage and culture. Courses like Training for TNPSC Group Examinations, Socio Cultural History of Tamil Nadu, Public Health Management etc. enable the learners to excel in the national and regional job market and contribute for the growth. Research projects undertaken by the students have regional scientific and social relevance. Non Major Elective, Professional English, Meditation and Exercise and Computer Literacy are common courses which build professionalism and skills to compete globally. Besides these, Foundation Courses are imperative in the curriculum. The institution offers value added courses and soft skill development programmes and promotes startups to mould the personalities of the students and prepare them for their career.

Students engage in activities with local communities through

courses such asSocial Work and Environmental Studies. The curriculum mandates outreach programmes like 'RUN' (Reaching the Unreached Neighbourhood) and Community Engagement Course. NSS, YRC, RRC, UBA and Social Work (MSW) department ensure that students are exposed to regional realities and development issues in a constructive way.

The courses with basic and advanced knowledge of the specific disciplines ensure student participation at the national level knowledge drive. Courses on current advancements and global significance, upgrade the learners to be globally competent with their contributions towards global developmental needs.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://holycrossngl.edu.in/Academic/Syllabus#anchor

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

27

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

426

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

93

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

38

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Professional Ethics is inherent in comprehensive knowledge and

technical nuances of the specific programmes. It is achieved with courses focusing on the competence and performance of the learners.

Gender equity and empowerment are integral outcomes of all the programmes. Debarring gender roles in the learning process helps learners break gender stereotypes, develop a broad outlook, take up responsible roles and turn challenges into potentialities. Knowledge of the self at the scientific, traditional, philosophical and psychological gamuts help the learners become gender sensitised and societal transformers.

Human Values are vital qualities which make learners live a meaningful life and sustain a quality space of their own through the knowledge they gain through different courses. Learners are addressed with physical, psychological, moral and social well-being through discipline-specific courses and non-academic courses. Inculcation of human values bring about responsible citizenship among the students.

Believing that nature and man are inseparable and becoming conscientious about ecological conservation are promoted among the learners through knowledge and practice.Most of the courses create awareness on the importance of biodiversity and sustainable developments goals.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

28

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

815

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1086

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://naac.holycrossngl.edu.in/Parameter/C1_1_4_1_Feedback_Process
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	http://naac.holycrossngl.edu.in/Parameter/C1_1_4_2_Feedback_ana
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

983

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

983

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college keeps track of the performance of the students and monitors their academic proficiency systematically and continuously. Efforts are taken to ensure that students of varied backgrounds and different degrees of potential in gathering knowledge in their course of study and are satisfied with the teaching-learning experience that the institution offers.

The students are categorised according to the medium of study, marks obtained at school, previous summative marks, classroom participation in the online and offline modes, performance in the class tests etc. Special and regular care is given through remedial classes, personal counselling, peer teaching, simplified study material, mind maps etc., Their improvement is regularly monitored through open book tests, slip tests, quizzes etc.

The advanced learners are provided with various opportunities to enhance as well as showcase their ability. Major-specific Self Learning Courses with extra credits, online courses and Summer Training Programmes are taken up by them. They serve the fellow students by engaging in peer teaching, organising seminars, competitions, act as heads of group projects, and other activities. They participate in various competitions and win prizes. The primary intention of the faculty is to bridge the gap between the slow and advanced learners.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV_CONTENT/AQAR%20FILES/Criteria%20-%20II/2.2.1/2.2.1%20Programmes%20for%20Slow%20and%20advanced%20learners.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
10/08/2020	2585	147

File Description	Documents
Upload any additional information	View File

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 experiences:

Experiential learning, participative learning and problem-solving methodologies are well adopted to improve the creativity of the students. The institute confers experiential learning patterns such asdemonstration, videos, techniques to operate instruments, individual or group projects, hands-on training, on-job training etc. to strengthen the creativity, imagination, inventiveness and originality of the students. The institute also offers certificate and value added courses every year to build up their learning experience. Compulsory RUN and community engagement programme enhance the learning process of the students through service. It helps the students to escalate the quality of education and enchant their attention towards more effective learning for both their professional and personal life. The students are also encouraged to attend seminar/webinars, conferences, workshops, paper presentations, projects, MOOC courses and skill-based courses/skill enhanced courses. Intercollegiate quiz competitions are also organized every year to enhance the students learning experience. Problem solving methodologies include assignments, intercollegiate competitions, MOOC courses, skill-based courses, debates, group discussions and quizzes that help the students to obtain and pick up the problem-solving skills.

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and

learning

Information and Communication Technology help students to engage in interactive and self-paced methods of learning that increase their level of digital competency. ICT tools enable the teachers to impart their knowledge while continuously analysing and monitoring the progress of thestudents. As the academic year 2020-2021 was affected by Covid-19 pandemic, the faculty enriched themselves in using the ICT enabled tools.

Faculty have been using the modernized ICT tools such as Edmodo , Moodle, Kahoot , Animation, Mobile applications,Drawing softwares (Chem draw , Origin ,Adobe Photoshop), Web creation and design, Digital video, Emails, Wikis ,Canva, Google reader besides using the ICT tools like Internet, Projector, AVs, Presentations, etc. The use of laptops and internet became a common practice for the teachers and students. As the IQAC of our college focused to enrich the pedagogy of the teachers and make them ready for the new age digital savvy students, it conducted Faculty development programme for the development of e-content and the use of new technological advancements. Facilitated by the programme, the teachers use ICT-enabled tools effectively.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://naac.holycrossngl.edu.in/Parameter/C2_2_3_2_Teach_ICT
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

141

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Every year, the institution plans the academic calendar ahead of time. Exam dates, seminars, conferences, endowment lectures, guest lectures, orientation programmes, workshops, and industrial visits are all recorded in the academic calendar. Academic calendar provides the total effective working days in a given semester. The question pattern for all the papers in the summative examination is also mentioned in the academic calendar. Thus the academic calendar monitors the effective delivery of the program with academic inputs.

The concerned faculty assign the teaching plan for their respective subjects, which are uploaded in the website. These hours are distributed for classroom teaching, case studies, role play, workshops and lab sessions as per the subject requirements. These plans are framed in advance and serve as a guide for conducting the sessions. The principal and HODs check the progress of each course and ensures timely and effective completion of the course in the specified time frame with a perfect blend of theory and practicals.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

147

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

147

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1034

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

2

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	[View File](#)
Upload any additional information	[View File](#)

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

- **Examination procedures**
- **Processes/Procedures integrating IT**
- **Continuous Internal Assessment System**

Examination Procedures

Examination Management System is reformed by integrating the implementation of ERP portal. It is designed to accomplish the smooth conduct of both online and offline examinations. The examinations are conducted as per the academic calendar through online mode. Timetable and guidelines are placed in the examination committee. Questions are set by subject experts and are scrutinized by the HoDs. The results of the semester examinations are presented in the Award Committee and then officially published.

Procedures Integrating IT

Registration, payment of fee, issue of hall ticket, conduct of examination and valuation are done through online mode. The question papers are uploaded in the ERP portal and the students download the question papers before the examination. The exams are supervised by the faculty through Google Meet. The soft copy of the answer script is uploaded and evaluated online. Marks are displayed in the ERP portal and the students view their marks through student login. The examination process is completely automated.

Continuous Internal Assessment: Internal test, quiz, class test, online assignment, seminar, open book test, album, project group discussions, book review etc. are integrated in the examination pattern and are conducted depending on the curricular structure.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The generic and programme specific learning outcomes correlate with the vision, mission and educational aim of the institution. The course outcomes are concerned with the achievements of the learners. The students are made aware of the scope for future study or career. The learning outcomes are specific, measurable and attainable. The Continuous Internal Assessment takes the outcomes as the yardstick to check the acquisition of the same. They also specify graduate attributes such as creative thinking, personality development, environmental consciousness, social understanding, communicative competence, aesthetic skills, critical thinking, professional ethics, problem-solving and quantitative skills along with a variety of social and workplace skills. Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) for all the programmes and courses are well defined by the faculty and are communicated to all the stakeholders individually and are displayed in the college website, department notice boards and in the classrooms. Stakeholders are also informed about the orientations, workshops, induction programmes and meetings

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

POs, PSOs and COs are defined by the faculty members to

facilitate the direct and indirect attainment of each student. The direct attainment is assessed through Continuous Internal Assessment (CIA) and Summative Examination. CIA includes a continuous and comprehensive evaluation of students through internal test, quiz, seminar, assignment, open book test, group discussion, album making, skits, digital competence etc. The summative examination questions are set based on the cognitive levels and the results are analysed accordingly. In direct attainment of the PO, PSO and CO mapping matrix is developed by the faculty in a scale of 1 to 3. The levels of attainment of students is measured based on the summative examination results for each course. The level of attainment are fixed as level I, II and III based on the average score in each course and the threshold limits are fixed. In indirect attainment, exit survey is conducted.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

883

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	http://naac.holycrossngl.edu.in/SSR_IV/C2_2_6

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://holycrossngl.edu.in/IQAC#anchor

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

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

The institution promotes research in various disciplines. In order to widen the scope of the research opportunities and for obtaining sponsorships and funding options available, the institution strivesto identify, collaborate and establish linkages. Among twelvePost Graduate departments, 9 departments are recognized as centers of research and have forty three research guides. In order to facilitate quality research,the research centers have well equipped laboratories and libraries to enhance knowledge within the visionary researchers. The college library is networked with INFLIBNET, e-ShodhSindhu, e-Shodhganga for e-resources. It is a repository of 52,873 valuable books, a good number of e-books and e-journals. Sr. Mercy Foundation for Research instituted by the management provides seed money / awards / incentives for outstanding research. There is a stated code of ethics for research and the software URKUND is used to check plagiarism. To uphold the publishing standard and provide opportunity and space for the research scholars and faculty members of this institution and other institutions the research committee regularly brings out the peer-reviewed bi-annual research journal 'Crossian Resonance'.

Compilation of data related to research work or projects undertaken by teachers and students as a database is done every year for easy monitoring and scrutinizing of the progress. It prepares and implements a research quality assurance mechanism for ensuring that all research activities of the institution conform to standard quality specifications.

The institution has framed research policy to encourage, endorse and promote research endeavours. Research policy is framed in such a way that, for faculty to accomplish the excellent amalgamation of teaching, research and consultancy. It aims at guiding faculty members in the effective integration of research projects with the regular curriculum implementation and enrichment activities. Its main motive is to encourage and facilitate the publication of research works or projects in reputed academic journals.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://holycrossngl.edu.in/Content/images/dept/research/Policy.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.21

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

16

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

22.16

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://naac.holycrossngl.edu.in/SSR_IV/C3_3_2
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

45

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

2

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	http://naac.holycrossngl.edu.in/Subparameter/C3_3_2_4_Funding_Agencies
Any additional information	[View File](#)

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Holy Cross College has established Institution Innovation Council for promoting an ecosystem for the faculty and the students to become succesful entrepreneurs. HCIIC incubates innovative ideas and has an objective to increase the number of patents and startups. It encourages to earn while they learn by providing a platform to display and sell their innovative products.

Research infrastructure has been created through extramural funding such as UGC and DST FIST, and through intramural funding. Wellestablished Research centres have facilities for quality research and are all accessible to all researchers. To cope with the global energy crisis, the institution concentrates more on research ecosystem.To inculcate research culture, research colloquiums are organised for research scholars and students.Faculty members are encouraged to participate in professional development programmes and organize conferences, seminars and workshops. The institution provides on-dutyand seed money for faculty and students to participate and present papers in district/state/national/global level conferences.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://holycrossngl.edu.in/Content/images/dept/research/Research-Centres.pdf

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	[View File](#)

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

23

File Description	Documents
URL to the research page on HEI website	https://holycrossngl.edu.in/Research/ResearchDatabase
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	[View File](#)
Any additional information	[View File](#)

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website

during the year

`0.37`

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

`0.07`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

`29`

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

`56`

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.04

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Rs. 25.520

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The Institution organizes extension activities to sensitize the students towards social issues and to provide them with social consciousness which further influences their personal development. Thestudents are involved in various society-oriented programs following the pandemic protocol. The faculty and students were involved in distributing provisions for twenty one families. Food was served to the needy people. This experience made the students both sensitive to society's needs as well as raised a personal awareness of the need for financial planning. Besides this, the students were engaged in creating awareness about personal hygiene and Covid-19 protocol which proved mutually beneficial too. Social consciousness of the students is enchanced through activities which involve them in taking survey in local village surveys on financial impact during Covid period, Impact of mobile phone during lockdown, impact ofonline education, pandemic and positive impact of the pandemic on the natural environment, terrace gardening, awareness of Government schemes, Usageof online tools, difficulties of Homemakers, Covid-19 Vaccination.

These extension activities and outreach programmess expose the students to various social problems and also develop awareness among the students regarding societal issues. These inculcate moral values, responsibility and practical knowledge among students so that they strengthen their voiceas responsible and responsible citizens.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV/C3_3_6

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

4

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	[View File](#)

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

34

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	[View File](#)

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2585

File Description	Documents
Reports of the events	[View File](#)
Any additional information	[View File](#)

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

83

File Description	Documents
Copies of documents highlighting collaboration	[View File](#)
Any additional information	[View File](#)

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

19

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Holy Cross College for achieving institutional objectives and holistic development in students is facilitated by the adequate infrastructural facilities provided by the college. It owns 20 acres of landwith a built area of 2, 09,801 sq.ft. It has always set standards in infrastructure provisions all through its five decades. The college has 6seminar halls and 94 classrooms of which 44 are computer assisted and 16 are smart classrooms. Media Centre of the institution facilitates the preparation of e-resources which enable teaching-learning process effectively. The campus has LAN network system and Wi-Fi connectivity with 100 mbps data speed. To meet the needs of the student community there have always been an optimal number of classrooms matching to the number of students.

The UG, PG and research laboratories, DST-FIST instrumentation centre, SERB-FIST and DST-FIST Zoology laboratories have modern equipments to serveresearch activities. The three computer labs,language labwith 339 computers serve the academic needs of students and administration . The student computer ratio is 8:1.The seminar halls are well equipped for the conduct of seminars, conferences and intercollegiate competitions. The central library is automated with ILMS catalogued with the OPAC for easy access to book circulation andreference. It is networked with INFLIBNET, e-ShodhSindhu, e-Shodhganga for e-resources. It is a repository of 52,873 valuable books, a good number of e-books and e-journals.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[Nil]()

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Holy Cross College (Autonomous) draws attention to the energetic participation of the students in various sports and co-curricular activities. The Physical Education department established in the year 1966 consists of 6 acre sports field with ample space for both indoor and outdoor games. Students actively engage themselves in table tennis, badminton, chess, basketball, volleyball, kho-kho, kabaddi, weightlifting, ball badminton and football. Robot propelling machine is arranged for table tennis practice without coplayer. High jump bed ensures safety for the students. There is a 200 m. track , long jump pit and sectors for throwing events. A gymnasium with a working area of 5364 sq.ft. is equipped with manual jogger, abdominal king, twister, rowing machine, ergo cycle, multi gym, single station unit gym and weight lifting set. There ia a stockroom and a dressing room with adequate facilities . Free hostel facilities are provided to the outstanding sports students. Extra credits are given to the District, University, State, National and International level players.

Our instituition has a spacious yoga hall of 2400 sq.ft which helps to reduce thestress of both the staff and the students. The Fine Arts Club organizes competitions for the students every year to showcase their talents. It also encourages the winners by honouring them with awards and certificates. The college has six halls with LCD projectors, audio facilities and effective sound systems. The Multipurpose Hall (15468 sq. ft),has a spacious stage and large background screen where fifty students can perform at the same time. It can accommodate 2000 students. The Cecile Hall which is 1500 sq. ft) is used during clubs and committees meetings. St. Joseph's hall of 1600 sq.ft consisting of nine air-conditioners accommodates 200 students. For outdoor cultural and festivals like Pongal, open space in the campus is utilized. The Golden Jubilee block has a large auditorium which can accommodate more than 3000 students. The adequate facility of the institution helps the students to achieve at all levels in sports and cultural events. The Department of English conducted

"CROSSLINKS" – An intercollegiate competition where 12 colleges participated with more than 150 participants. The programs favored for the competitions such as Literary Song, Literary Dance, Literary Masquerade, Literary Quiz Letter Writing, Flash Poem and Painting were conducted. All the cultural and sport activities spread a high level of energy and enthusiasm across the campus.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV_CONTENT/AQAR%20FILES/Criteria%20-%20IV/Facilities%20for%20Sports.mp4

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

99

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

61.14

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our Library is fully automated using the Smart Library Automation software (Custom made) in which Visual Basics (VB) software is the front end and SQL is the back end for storing database of the library. The year of automation is 1999. The facility of Open Access System is adopted in the library. Modules used in the software for Book transaction are Book Issue Entry to enter books that are issued, Book Receipt Entry to enter the books that are returned. The newly purchased books are entered in the database through Book Entry.

In OPAC books can be searched in terms of Book Title, Subject, Publisher, Author and Term Search. In Boolean search, the logical operations 'AND' and 'OR' are used for searching books by book title and by author name. Details of students visiting the library are entered in Student Gate Entry. The newly purchased journals are entered in Journal Entry. Theses submitted by the departments are entered in Theses Entry.Using Smart Library Automation software, Student Entry Reports, Thesis reports, journal reports, Book due reports, Boolean search, Term Search, Author Search, Publisher, Accession Number, Title, Academic Year wise Book reports can be generated.

Facilities Available:

- No. of Computers: 18
- No. of Printers: 3
- Barcode Printer: 3
- Barcode Scanner: 3
- Reprographic Machines: 2
- Typewriting Machines: 2
- CCTV Camera: 15
- Kindle : 1

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://holycrossngl.edu.in/Home/Library#anchor

4.2.2 - Institution has access to the following: | A. Any 4 or more of the above

e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

0.11

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

388

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Recognising the importance of Information Technology in education, the institution has implemented the IT policy. This policy covers Wi-Fi, Firewall, software installation, anti-virus, web services, Institutional Email services and maintenance. The

policy aims at providing uninterrupted services to faculty, staff and students in the institution for academic and administrative purposes. Due to Covid-19 pandemic lockdown, classes were conducted effectively and successfully through online for all programmes. The Wi-Fi is periodically updated and it is ensured by the success of the use of network in online classes, uploading materials and evaluation of exam papers. Institution Email Id integrated with G-suite are provided to Faculty, administrative staff, students and research scholars. All the classrooms and seminar halls are enabled with IT facilities and all the computers are connected to the internet servers.

The server is used for testing and backups. Data centre has been maintained with necessary system for power, cooling and network support equipment. The network service indicates that the network is free from spam and viruses. The bandwidth provides 99 percentage uptime including server uptime, data recovery and backup facilitating storage management. All IT infrastructure facilities in the campus are provided through centralised UPS. Sophos XG Firewall provides protection for the network, users & applications. Sophos endpoint security provides the computer protection switches. All the computers / network switches are connected with high speed 100/1000 mbps LAN/Wi-Fi/OFC connectivity. ERP is provided to enhance the learning facility and student academic activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2585	339

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://holycrossngl.edu.in/Home/Eresource
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

109.50

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The comprehensive infrastructure of the college constitutes elementary features like buildings, classrooms, playgrounds, ICT-enabled classrooms, transport, canteen, gardens, computer laboratories, language laboratory, library and laboratory

facilities. Physical, academic and support facilities are provided by the management as per the requirements.

The HODs, librarian, physical directress, controller of examinations and the office superintendent submit their requirements in terms of physical /academic/ support facilities at the end of every academic year. The principal together with the Finance Committee sorts out and presents a report in the Governing Body for approval and implementation. A separate register is kept in the college office to record the requests for the repair works and the superintendent checks and monitors the completion of the task. Based on the infrastructural plan, the Finance Committee recommends the physical, academic and support facilities to the Governing Body for approval. Condition based maintenance and breakdown maintenance should be approved by the College Management Board. Budget for maintenance must be approved by the Finance Committee. Urgent requirements for unscheduled infrastructural work may be approved by College Managing Committee. All projects related to academic facilities must be approved by the principal. As a policy, the HODs, faculty, non-teaching staff and other service personnel are given responsibility to maintain the facilities under their supervision and report to the principal /vice principal / superintendent for maintenance For maintenance of computer network and software, the institution has AMC with service provider Maintenance of solar panels, power distribution systems, AC, CCTV, LCD projector, PA systems, laptops, printers, water filters, Wi-Fi is done by the service providers.

The Central Library is a repository of rare books, special reports, e-resources, collection of theses and other knowledge resources. It has a conducive ambience for easy navigation of information and reader friendly help desk. Open access system is available. Our library is an open book replete with academic and non academic promises.

Fire fighting equipments are installed and as preventive and safety measures mechanism with regular maintenance. All the buildings of the college including the waiting shed, rest rooms, seminar halls, administrative sections, library and class rooms are maintained at the end of every academic year (white washing, repairing furniture and fixing additional fans and lights and furniture to meet the increasing needs). Electrical and plumbing maintenance works are done with the support of skilled persons and the expenditure is met by the college based on the budget The class rooms, the halls and the green area are cleaned and

maintained regularly Department laboratories, research centres, DST-laboratories, computer lab and language lab are put on call basis maintenance according to the requirement. To ensure fitness to wholeness indoor games are provided to the students. The playgrounds are maintained by the marker and monitored by the physical directress. A fleet of 9 buses are maintained by the transport section of the college. To conserve power, CFL bulbs have been replaced with LED lamps. The solar power with 5 KVA is maintained by the Department of Physics. The college has two generators with 62-KVA, 20KVA to provide uninterrupted power supply. It is maintained by the college technician / electrician. Maintenance of solar panels, power distribution system and AC, CCTV, LCD projector, public address system, laptops, printers, Wi-Fi is undertaken by the respective suppliers. The battery backup and invertors and servers for computer network are regularly checked and maintained by Vilraay Computer Centre Library softwares and college office softwares are maintained by 'Soft Solutions', Chennai. The worn out rare books from the general library and department libraries are given for binding annually. Service providers like cafeterias and banking facilities are hired on contract basis. Wet lab and sericulture garden are maintained by the Department of Zoology; Sericulture and medicinal plant garden are maintained by the department of Botany; Oxidation pond is maintained by the management four bore wells are used for constant water supply. In each block and in each floor of the college building there are provisions to supply mineral and purified drinking water. These systems are maintained by "Mariam Marketing Aqua" The overhead tanks are cleaned on a regular basis. All physical, academic and support facilities are provided to the stakeholders, maintained and used optimally so that the students get the maximum benefit out of such facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

1406

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

552

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**A. All of the above**

File Description	Documents
Link to Institutional website	https://holycrossngl.edu.in/Home/Supportservice
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1618

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

129

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

679

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

6

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

10

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Student representation and participation has been an integral part of academics and administrative activities. It provides necessary assistance to students, to acquire meaningful experiences for learning at the Campus and facilitate holistic development and progression. Due to Covid- 19 pandemic, the term

of the student representatives Ms. Anns Fetrica (III B.A. English S.F.)and Ms. Ragavi, (III B.Com S.F.) was extended for the academic year 2020-21. The functioning of the Student Council is guided by the Deans of Students and the Principal of the college. The student council members serve as a bridge between the management and the students. The presidents of various committees such as Academic Council, Student Council, Internal Quality Assurance Cell, Quality Circle, Internal Compliance Committee, Discipline Committee, Anti- Ragging Committee /Anti Eve Teasing Committee, Class Representatives, Institution Innovation Cell, Student Research Forum, Women's Cell, NSS, Consumer Club, Rotaract, Legal Literacy Committee work together with the elected student council members in building up the high esteem of the college. United they help their fellow students in building high self-esteem and leadership quality. They play a vital role in many activities like organizing seminars, workshops, symposium, and intercollegiate sports, cultural and quiz meet. The students are given opportunity to be the members of IQAC, Admission Committee and the Quality Circle. The student council members monitor the effectiveness of the Student's Administrative Day. It provides a splendid break for the students to substitute the role of faculty and take active participation in teaching and administration. To equip themselves to be global citizens compatible with research, the students have effectively taken part in online and offline research forums. To ensure the safety and wellness of the students, the discipline committee and the student council leaders take care of the issues related to bullying, ragging and other disciplinary issues. These committees have student members in order to have an empathetic and unprejudiced team work. Students' active participation in community outreach programmes (RUN) strengthen the intellectual growth supplemented by social consciousness. This in turn boosts up their understanding of their social responsibility and makes them future leaders and responsible citizens. Service oriented committees like NSS, YRC and RRC conduct medical and blood donation camps. Through these activities, the students transform the vision of the college into reality. To provide a wide knowledge on the external world the students are given opportunities to be the members of various clubs and committees like Rotaract, Eco Club and Legal Literacy Club. Their active participation in these clubs and committees enhances their personality development. Each department has its students as the President and Secretary of their department associations and their efforts are focused towards progression. Despite the challenging pandemic situation and the shifting mode of online-offline teaching, the students have actively participated in

multifarious activities nationally and internationally. All these hands-on experience by the students help them to build a successful career, make them optimistic, enthusiastic and become useful productive citizens in society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

7

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Yes, The Alumni Association of our college registered under Societies Registration with the reg. no. 6/2019 is very active. Alumnae are the touchstones of the college with regard to intellect, character, personality, values and achievements. The academic excellence of our students speaks volumes about the heights our college has reached. They have achieved success in diverse fields, hold high positions and are influential as distinguished leaders, entrepreneurs and eminent academicians. Some of the alumni are faculty members and heads in many colleges and universities, teachers, principals, officers in bank and in many government offices, politicians, entrepreneurs and countless dignitaries in different walks of life. The Alumni Association provides the platform for professional networking, career development, sustained learning opportunities and emotional bonding between the institution and its alumni and also provide the current students at the institute an opportunity to connect with the alumni across the globe. Annual Alumni Meet is regularly

conducted every year where the alumni interact and reminisce about their days in the college. However, due to the Covid-19 pandemic, the college couldn't organize alumni meet last year. The association provides opportunity to the students to learn from the rich and diverse experiences of the alumni. The alumni support student induction, orientation, placement and counseling. The association collects detailed contact information of our students who later on become alumni members. Current job profile, higher education status and information for any other engagement of the alumni are regularly collected. We maintain proper record of the same. We also contact them and share invitations and information for important college events and programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Describe the vision and mission of the institution with regard to governance, perspective plans and participation of the teachers in the decision making bodies of the Institution.

The college envisions a harmonious society by empowering young women for global competency and ecological sustainability through a holistic approach with innovative skills. One of our mission statements is to nurture participatory leadership to enhance social consciousness and social responsibility. Our lay staff shouldering responsible positions such as Controller of Examinations, Deans of Academic Affairs and Deans of Student Affairs share the various academic duties and activities! Every year, each department prepares and submits the action plan

comprising of curricular, co-curricular and extra curricular activities. The institution consolidates and prepares the annual action plan and academic calendar.

Staff Council meetings are conducted at regular intervals as per the need. The agenda for the meeting is given prior to the meeting. Hence the Heads of the Departments discuss with their colleagues and bring their suggestions to the meeting. After discussion, decisions are taken focusing on the well being of the stakeholders. The Deans of Student Affairs, give freedom to the students to organize programmes and take up leadership role, but at the same time, they monitor and support them.

To enhance social responsibility, the students are involved in the Extension programme (Reaching the Unreached Neighbourhood) and Community Engagement Programme in which teachers accompany the students and guide them. Based on the survey conducted in the neighbourhood villages by our students, the responses are consolidated, guided by the staff in charge, and based on the needs of the villages, they are priortised and activities are carried out.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://holycrossngl.edu.in/AboutUs/Vision_Mision

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Enterprise Resource Planning (ERP)

ERP in the education industry is best known as the Student Information System. It is used to manage and monitor all kinds of administrative activities. It assists in admissions, examinations, class and course management, time table management, human resource and many more.

Our college entered into a software project contract with Inspire Innovant Solution (IIS), a software company existing under the laws of the Republic of India, with its Branch office located in Yelagiri hills, Tirupatthur District. This agreement has been made effective from September 1st, 2020.

- **Admission Management**

ERP software has a separate module to take care of all details and process related to admission. It can manage inquiry details.

- **Examination Management**

It makes it easier to collect, arrange and distribute all the information related to examinations. Examination fees collection is done through ERP. Room allocation, faculty allocation and everything else can be executed through ERP.

- **Course and Class room Management**

It keeps record of the courses it offers, which course is assigned to which student etc.

- **Student Management**

This means keeping detailed information of all the students. Their fee payment, enrolled course details attendance details, assessment details, cocurricular details are maintained. Teachers and students can access their information via their respective portal.

- **The ERP software connects the Management, staff, parents and students with the following modules:**

Student admission, Academic, Timetable, Online class, Online registration, Attendance, RFID & Biometric, Controller of Examination online fee collection, SMS and E-mail, Inventory management, Administration, Feedback, Online quiz, Grievance, Online internal and external, Payroll, Website management, IQAC & IIC. ERP covers the role of Business manager, Project coordinator, Customer support and CRM.

- **Services Covered**

College Management Software

Webportal for parents and management

Data setup and implementation

24 x 7 online customer support

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	http://naac.holycrossngl.edu.in/SSR_IV/C6_6_1

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The strategic plan is a roadmap for pro growth and pro active development of an institution. It provides the ways and means of realizing the vision and mission. It provides the strategies to achieve the goals, both long and short term and also the metrics associated with the performance indicators.

Innovation and critical thinking is one of the major aspects focused in the strategic plan of the college. Accordingly one activity that has been successfully implemented in 2020 – 2021 is Holy Cross Innovation and Incubation Centre (HCIIC). Holy Cross Innovation and Incubation Centre of the institution incubated three start-up units, Body Scripts Zumba Fitness for Women, Aha Oho Traditional Sweets & Confectionery and Aaro Yoga Centre to help the young entrepreneurs.

Two other strategic plan of the institution are construction of PG Chemistry lab and Electrical Power Room.

The estimated plinth area of the PG Chemistry lab is 2912sq. feet and the estimated plinth area of the electrical power room is 1176 sq. feet. The PG Chemistry lab caters to the academic and research endeavours of the students. The electrical power room is set with the aim of managing the power supply of the newly built Golden Jubilee Hall.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV/C6_6_2
Upload any additional information	View File

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

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

The mission statement of the institution is reflected in the following core values.

- **Providing quality education.**
- **Nurturing participatory leadership**
- **Upholding ethical values through professional commitment**
- **Creating empowered women of competence commitment and compassion.**

Holy Cross College (Autonomous), Nagercoil is a Catholic College established and administered by the Congregation of the Sisters of the Cross of Chavanod. The college is under the religious jurisdiction of the Catholic Bishop of Kottar.

The President of the society is the chief administrative head of the College Managing Committee and the Governing Body. Powers of the management, Secretary, Principal and Vice Principal are well defined in the Education Policy of the society.

The Governing Body of the institution along with the principal steers the institution to accomplish the strategic plans in tune with the vision and mission of the institution.

Being an autonomous college affiliated to Manonmaniam Sundaranar University, Tirunelveli with 2(f) and 12 (b) status, external experts and university nominees represent the statutory bodies like Academic Council, Board of Studies, Finance Committee, Planning and Evaluation Committee and Award Committee. Their suggestion and recommendation are incorporated into various academic and administrative functions of the institution.

All the examination related activities are rendered through the Controller of Examinations and the Examination Committee.

Annual budget is planned by the Finance Committee, discussed in the Governing Body and executed through the respective administrative sections.

Hostel admission and administration are done by the Principal (Chief Warden) assisted by the 2 wardens appointed by the College Managing Committee.

Staff Council members and staff representatives of various clubs, committees and associations propel the institution towards the achievement of the mission, the objectives and strategic plans.

Academic audit is conducted under the leadership of IQAC for all the departments. Feedback from the students, parents and alumnae, non teaching staff and the faculty are considered for the designing and implementation of the strategic plans of the institution.

Periodic meetings are conducted by the HoDs wherein the faculty discuss and decide on academics, research, extension activities and students support services. The decisions are implemented with the consent of Staff Council which is convened once a fortnight.

Various academic and administrative bodies serve as the fulcrum of the institution aiming at the empowerment of women students through holistic education.

File Description	Documents
Paste link to Organogram on the institution webpage	https://holycrossngl.edu.in/Content/pdf/organogram.pdf
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

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

- **Health insurance for aided faculty and ESI medical facility for the staff of the self financing stream.**
- **A scheme of provident fund for teachers who work in the self financing stream.**
- **Faculty members are eligible for Earned leave**
- **Medical leave and Maternity leave for eligible self-financing staff members.**
- **Granting Maternity leave, medical leave, sabbatical leave, casual leave, RH as per government norms.**
- **Incubation centres on Aaro Yoga center, Zumba fitness lounge to maintain balanced health and Gym is also**

accessible for the staff.
- Financial assistance, moral support and psychological counselling in times of need.
- Staff of the aided stream are encouraged to go for FDP, orientation and refresher courses.
- On duty leave / Permission to attend seminars / Workshops
- Internet and free WIFI facilities are available in campus for staff.
- Pooling donating funds in times of crisis to the support staff.
- Free medical checkup during medical campus organized in the college.
- Seed money for Research work for self financing staff.
- Incentives for publication of articles in reputed journals.
- Staff are encouraged to pursue Ph.D and career advancement activities.
- Award for 100% attendance for both teaching and non teaching faculty.
- Workshop on fire safety measures
- Renewal sessions and Training programmes
- Retreats & healing liturgical services for well being of the afflicted.
- Canteen facilities, banking facilities, photo copying and scanner facilities in the campus.
- Softskill training for support staff
- Flexi timing for staff who put in extra hours of work.
- Team lunches, picnics and tours for a happy un wind.
- Consideration during admission for the children of teaching and non teaching faculty.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[Nil]()

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

128

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The institution is prompt in using the grants allotted by the government and non-government agencies. Care is taken to utilize the grants for the allotted categories. Further, the institution ensures the utility of the same through diligent auditing.

Annual budget from the autonomy grant is allotted by the Finance

Committee for various academic and administrative requirements. 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://naac.holycrossngl.edu.in/SSR_IV/C6_6_4

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

9.79

File Description	Documents
Annual statements of accounts	[View File](#)
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	[View File](#)
Any additional information	[View File](#)

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

- 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 and channelised after approval from the finance committee and the college management committee.**
- **Fee deposited by the students of the aided stream is allocated to the non-salary account and audited annually.**
- **Fee collected from the students of self-financing stream is to be 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 philanthropies is 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, COVID-19, HIV patients, differently abled people are 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.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	[Nil](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

1. Technology Based Teaching Learning

The teaching learning process of the college is constantly upgraded on par with the advancements in educational technology. Hence, the faculty, adept in ICT-based teaching, quickly adopted to the needs of online mode of education in the unforeseen pandemic situation. The IQAC offered a Seven-day online Faculty Development Programme (FDP) on Redefining-Teaching Learning with the Integration of ICT for the faculty to train themselves in various tools and techniques such as Socrative tool, Renderforest, Camtasia, Screencast –O-Matic, SLIDO, educational GIF, Canva, interactive PPT, that are employed in the virtual mode. With hands – on - training with quiz and daily assignments the faculty underwent rigorous training by experts. The programme honed faculty's proficiency in video making and editing software and e-tools for effective teaching and evaluation.

2. Procurement of feedback at multiple levels

A regular feedback mechanism is followed at different levels for bringing in constructive changes. Curriculum Feedback received from students, teachers, parents, employees and alumnae, academic audit by experts and Board of Study members assist quality improvement in curriculum framing. The Examination Cell collects its review on the examination procedure and evaluation which helps in the improvement of the Examination reforms.

SLOC analysis, student's grievances from the grievance boxes and online grievances through ERP, Feedback collected from the student's council members of the Quality Circle are taken into consideration.

Feedback received on autonomy and Students Satisfactory survey is to asses the performance of the institution as a whole.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[Nil]()

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Result Analysis

The effectiveness of the teaching methodologies adopted by the faculty is observed through the subject-wise analysis based on the results of the end semester exams. Semester marks obtained in all the subjects are entered in registers. The register comprises of the marks, pass percentage, class obtained and the names of the top scorers. Individual performance of the student is monitored semester wise and the progression is noted. The low achievers are classified for the remedial programme. The Heads of the department present the report of semester analysis subject wise in Staff Council meeting. This facilitates the review of the performance of both the teacher and the learner.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	https://holycrossngl.edu.in/Content/pdf/Anu_report.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution aims to make the students gender sensitive and also aspires to create positive impact that supports students and their rights. The college has organized a number of seminars, webinars, conferences and department association meetings, addressing gender sensitization. The Women's Cell plays a significant role in imparting gender sensitivity on campus. These events help the students to think critically on issues like influence of media, domestic violence, sexual harassment, women's rights as well as women's education. Courses like Women Studies and Women Writers help the institution to offer empowering education to girls.

Holy Cross College ensures the safety and security of the students through the following measures. Security services are provided in the campus round the clock. Fifty CCTV cameras are installed in the campus for safe movement of the students. Laboratories and library are provided with all possible safety measures. Wardens are appointed in both the blocks of the hostel. The hostel has adequate staff to take care of the hostelers round the clock. Internal Compliance Committee and Grievance Cell address issues in and around the college premises. Ragging affidavit forms are duly signed by the students and their parents and proper awareness is given on the same. There is safe commutation through college buses and private vehicles. Awareness programmes on safety, security and cybercrime are conducted by competent authorities for the students.

Special care and attention has been paid to the mental health and wellbeing of the students. The mentors are trained to be effective counsellors. There is an active counselling centre to address life's challenges in a positive way, helping the students to clarify issues, explore options, develop strategies and increase self-awareness. Students who need special care and guidance are directed to the psychotherapists from Kottar Diocesan Counselling Ministry (KDCM). The institution has signed an MoU with KDCM.

Common room is provided with facilities such as reading materials, safe drinking water medicine kits, newspapers, magazines and audio visual equipments and indoor games like carrom, chess, etc. Day Care Centre functions from 8 a.m to 5.30 p.m.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	http://naac.holycrossngl.edu.in/SSR_IV/C7_7_1

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

Daily functioning of the institution involving a large community of people invariably generates waste in various forms. Taking this into consideration the institution has conscientiously planned waste management. The large quantity of garden waste from the campus is used for mulching, composting and vermicomposting.

Dust bins are strategically placed on campus to gather food waste from the lunch time and the same is used as part of animal feed. Waste food is diverted to hog farm and cattle farm. Recycling of Paper products is an enormous task. Paper from the stationery and office supplies are gathered and sent for recycling. Ours is a plastic free campus. There are separate bins for degradable and non degradable wastes. Bio-degradable plates and cups are used in the college canteen. Meals are served in stainless steel plates and cups during the seminars / workshops and common programmes.

Liquid waste management

Grey water management - the grey water from the hostel and other facilities is naturally filtered and used to recharge the ground water level. Sewage water from the hostel and laboratories is channelized to the waste water treatment pond. Water flow is regulated through closed PVC pipes. Typha is planted in the mouth region of the channel to absorb toxins/ heavy metals released from hostel waste water. Sand bags are used for filtration and the water is purified. Metal screens are placed along the flow path to filter floating wastes and treated water from oxidization pond is used for moriculture and horticulture.

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". The cartridge of laser printers are refilled, UPS batteries are recharged, repaired and exchanged by suppliers to reduce the E - waste.

Chemical Waste

Broken laboratory equipment and glass are sent for recycling.

Chemical wastes from the labs are neutralised and collected in tanks.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

`A. Any 4 or all of the above`

File Description	Documents
Geotagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

`B. Any 3 of the above`

File Description	Documents
Geotagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The regional diversities in India are very unique. To bridge this diversity and facilitate acceptance of the 'other', the institution takes up many inclusive measures. For instance, to inculcate the sense of brotherhood and oneness, the institution, celebrates regional and cultural festivals like Onam and Pongal. The cultural practices of these festivities along with their cultural significances are also showcased. Works of regional writers across the country are included in the syllabus. Regional writers are commemorated regularly. The International Mother Language day is observed to acknowledge the richness of linguistic diversities. With the consensus of the students, the institution has always recommended the use of uniforms to cover the economic disparity among the student community. The staff contribute every month towards partial payment of fees for the students who are struggling economically. Similarly, all the government assistance for the under privileged students are announced so that they are made available for students in need. Partial financial assistance is extended to students who are differently abled irrespective of the percentage of their disability. Scribes are available to assist students with visual impairment for writing their exams. All students take part in extension activities that serve the community needs. This ensures that everyone is equally aware of the diversities (assisting orphanages, old age home, helping with nearby schools to assist in the learning process, contributing towards the needs of the school, supporting students whose families are in dire straits and so on). During the pandemic, students joined hands with faculty in serving the community and provided monetary help and other essentials needed to people who were severely affected by the pandemic. Further, with the contributions collected from

'H.share' the poor and the needy are supported each year during Christmas.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

Education is less of knowledge sharing and more of character building thus impacting nation building. Staff and student orientation programs, are all placed in position to intentionally guide and shape the individuals. In view of inculcating the service motive, the college educates every individual in understanding how her rights are ensured and protected by the Indian Constitution. This is realised through the Human Rights and Women's Studies courses. The student community is further taught and reiterated in their duties and responsibilities towards the nation by observation of commemorative days like Independence Day, Republic Day, Voter's Day, Women's Day and Commemoration of National Leaders. Flag Day followed by oath and anti untouchability pledge reminds the constitutional obligations. The Campus Animation Team plans the morning prayer which helps all to orient their focus at the beginning of each day. Thought for the Day shared daily during the morning prayer further helps to remind of the vaules and ethics. Value Education classes, Mentor- Mentee system are of major importance in sharing the individuals and strengthening them emotionally. All these above stated activities help in the holistic development and groom the individuals in the righteous path ready to face the world.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Commemoration of various festivals, events and days play a seminal role in forming and shaping an individual. Since the students come from diverse backgrounds, to unify the national and global identity of the individual, the college keenly celebrates such events. As a women's institution Women's day, Girl Child day are celebrated besides the commemoration of national and international women contributors with a vision to inspire young women. The socio-cultural diversity is made inclusive by celebrating Onam, Pongal, Christmas etc. The eco consciousness is promoted by the observation of Earth Day at college as an event by itself. Students actively participate in various competitions conducted towards raising awareness on multifarious themes. In order to create awareness on the importance of fitness, Yoga Day is celebrated by the college. Days like Heart Day, Mental Health Day etc. are also specially mentioned during the morning prayer time. The pride of national identity is reinforced by celebrating Republic Day, Independence Day, Voter's Day, and other national festivals. The local and national heritage is marked by

observation of days that celebrate the regional writers, scientists, regional flora etc.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

1.Title of the Practice: Virtual Learning

2. Objectives of the Practice:

Virtual Learning makes the Teaching -Learning process effective and efficient. The digital infrastructure and efficient faculty of the institution aimed to empower the students to adapt to digital world.

3. The Context:

Covid-19 pandemic greatly impacted the education field across the world. This unique situation and the challenges churned up by it, quickened the digital transition initiated earlier by the college.

4. The Practice:

The institution conducted number of webinars which helped faculty to effectively teach on the digital platform.Multiple learning styles were used to share knowledge through various online learning platforms.Online Examinations and evaluations were conducted and results were successfully published during the lockdown. Wifi and LAN connections support the teaching learning and evaluation process.

5. Evidence of Success

Multiple learning styles were used to share knowledge and to boost the learning process through various online learning platforms such as Zoom, Google Meet, Microsoft teams, Quizziz, Google forms, Google classroom, etc. Learning resources were circulated to students through online platform; supplementary quizzes were conducted and certificates were distributed in the digital mode. E-webinars were conducted to enhance the knowledge acquisition. The details of the internal and external assessment, of every student, have been promptly made available on the portal for easy access of the teachers and students. Thus, the college helped the students and the teachers to be adept at mastering the virtual platforms.

6. Problems Encountered and Resources Required:

Initially some of the students had difficulty in adjusting to the rhythm of the online classes. Students of the rural community had connectivity issues and also in procuring e-devices. However, the teachers were instructed to be empathetic, accommodative and monitor closely those students until they overcome the challenges.

1. Title of the Practice: Knowledge Sharing for Women Empowerment

2. Objectives of the Practice:

The college was conceived and brought forth as a space for educating, empowering and enhancing the lives of individual women. The institution was keen to ensure that every member of the teaching fraternity would be able to take up online teaching and production of e-resources to meet up with the emerging situation.

3. Context:

Digital Knowledge sharing becomes an inevitable part in the pandemic period. The digital adoption has increased reach and accessibility for diverse people to exchange knowledge.

4. The Practice:

The institution conducted professional and faculty development programmes and webinars for all stakeholders to exchange knowledge and maintain social connections through digital platforms. Faculty and students had ample chance to attend and

enhance their knowledge and skills through various virtual programmes .

5. Evidence of Success

The year 2020-21 accelerated digital transformation, stronger appreciation for knowledge management amongfaculty and students of the institution, in the form of five International webinarsand fifty four national webinars. The learning process was enhanced and supplemented by ten regional webinars, thirty eight endowment lectures and sixty three Association meetings. To initiate the interest of the students during the lockdown, twenty seven E-quizzes were conducted. All these knowledge sharing initiatives were carried out purely with the aim of empowering women.

6. Problems Encountered and Resources Required:

Even in the digital era, connectivity is one of the major obstacles in the remote areas.

File Description	Documents
Best practices in the Institutional website	https://holycrossngl.edu.in/Content/pdf/Best%20Practices%202020-2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Unnat Bharat Abhiyan scheme (UBA)

The institution has since its inception spearheaded in mentoring its students to be socially responsible and well-developed individuals who can impact the community at large. Pozhikkarai, Kattuvilai, Annai Nagar, Kovil Vilai and Manakkudy are the villages adopted by the institute under UBA, a flagship programme of Ministry of Education, Government of India. Through Unnat Bharat Abhiyan scheme the Crossian family reached out at bettering the local community in spite of the pandemic challenges. Since the lockdown was on for most part of the year a number of competitions were held for the village students to motivate them following SOP. During the field visit in the

previous year the students reported the need for installing solar street lights as these villages have more renewable energy. Therefore project proposals were sent to IIT Delhi, National Coordinating Institute (NCI), UBA. After carefully evaluating the proposals, the NCI released fund. By using the fund, six solar lamps were installed in Pozhikarai and Kattuvilai to promote sustainable rural development. The school students of the villages were introduced to ideas on sustainability and an awareness talk on the topic "Saving Natural Resources" was organized for the village community. This addressed the area-specific natural resource management by the local community. Besides the students, teaching fraternity, and the administrators, the occasion was also graced by Mrs. I.S. Mercy Ramya, I.A.S, Additional Collector (Dev.) & Project Director, Rural Development Agency, Kanyakumari (Dist) and Dr. K. Ravichandran, Professor/ Regional Coordinator, Unnat Bharat Abhiyan, Regional Coordinating Institute, Gandhigram Rural Institute (Deemed to be University), Gandhigram on behalf of Holy Cross College, Nagercoil. The activities under UBA spread awareness to promote a healthy environment in the neighbourhood villages.

File Description	Documents
Appropriate link in the institutional website	https://holycrossngl.edu.in/Content/pdf/Institutional%20Distinctiveness%202020-2021.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Short term Course on E-Content Development
- To strengthen student leadership
- Installation of Holy Cross Innovation and Incubation Centre (HCIIC)
- Academic and Administrative Audit (AAA)
- Collaborative Activities with other institution
- Curriculum Revision for 5th and 6th semester for 2020-2023 batch
- Construction of PG Chemistry lab and Generator Room.