



HOLY CROSS COLLEGE (Autonomous)

Accredited with A+ Grade (CGPA 3.35 - IV Cycle) by NAAC
Affiliated to Manonmaniam Sundaranar University, Tirunelveli
ISO 9001 : 2015 Certified Institution

Nagercoil - 629 004

*Diamond
Jubilee
Year*



HANDBOOK 2024-2025

Theme for the Academic Year

Networking

Research
Grants

Skill
Enhancement



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HANDBOOK 2024-2025

CONTACT

Secretary : 04652-261473 (O)
Principal : 04652-261473 (O)
Controller of
Examinations : 04652-264340 (O)
College Hostel : 04652-260897
Fax : 04652-260704
E-mail : holycrossngc@yahoo.com
College Website : <https://holycrossngl.edu.in>

PERSONAL MEMORANDA

Name

Name of the Programme

Year of study

Register Number

ABC Number

UMIS Number

Date of Birth

Blood Group

Father's Name

Mother's Name

Phone Number

Address of Residence / Hostel / Guardian

.....
.....
.....
.....

E-mail id

Aadhar Number

Bank Account Number

Vehicle Number

Signature



MOTTO

IN CRUCE ET MARIA SPES NOSTRA
"In the Cross and Mary is our hope".

VISION

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

MISSION

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



NATIONAL PLEDGE

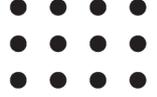
India is my country and all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat every one with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

NATIONAL ANTHEM

Janagana-mana-adhi-nayaka-Jayahe
Bharata-bhagya-vidhatha
Punjaba-Sindu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala -Yamuna-Ganga
Uchchala-Jaladhi-taranga
Tava suba name Jage
Tava subha asisa mage
Gahe tava jaya gatha
Jana-gana mangala dayaka Jayahe
Bharata - bhagya - vidhata
Jayahe, Jayahe, Jayahe
Jaya, Jaya, Jaya, Jayahe

- Rabindranath Tagore





தமிழ்த்தாய் வாழ்த்து

நீராரூங் கடலுடுத்த நிலமடந்தைக் கெழீவெலாமுமும்
சீராரும் வதனெமனத் திகழ்பரதக் கண்டமீதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தெபருந் தமிழணங்கே!
தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து
செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

- 'மனோன்மணியம்' பெ. சுந்தரம்பிள்ளை

கல்லூரி வாழ்த்து

எம் திருச்சிலுவைக் கல்லூரி
வாழ்க என்று வாழ்த்துவோம்
வளர்க என்று போற்றுவோம்
எம் திருச்சிலுவைக் கல்லூரி

(1)

கல்வியாலும் கலைகளாலும் ஆளுமையை உருவாக்குவோம்
கடமையும் கண்ணியமும் இருவழியாய்க் காத்திடுவோம்
புதிய வாழ்வு புதிய பூயீ காண்போமென்றும் உறுதியாய்
உரிமை கொண்ட மாதிரிக வீறுநடை போடுவோம்

(எம் திருச்)

(2)

இந்தியாவின் ஒருமைப்பாட்டை இதயங்களில் விதைத்திடுவோம்
சொந்த மண்ணில் சேவைப்பயிரை விண்ணூயர வளர்த்திடுவோம்
சிந்தை மீட்டும் கருணையே செயல்கள் நாட்டும் அமைதியே
சிலுவை காட்டும் பாதையிலே வாழ வழி காட்டுவோம்

(எம் திருச்)



COLLEGE ANTHEM

In the Cross and Mary is Our Hope

Life flows in the Crossian campus
Fluting a song in questing souls
Our waking dreams bring the promise
of petals in the spring.

Our spirits get ignited
We stay connected and united
We are flames of Crossian lamps
Lighting knolls, valleys and swamps.

Reaching out to the unreached lot
We sing our way to infinite heart
With knowledge, truth, love and care
We serve and salve humans far and near.

Love, light, bliss and peace
Drizzle upon us their eternal grace
Intuitive wisdom lights our way
Our souls go aflame everyday...

As we the Crossians know
The daughter of Chavanod is the seed
Of this great green institution
And in her footprints let us lead.

In the Cross and Mary is our hope!
In our path to self-discovery
Research, Arts, Science and Poetry,
Holy Cross holds the key to Victory!

PRAYER BEFORE CLASS

O God, source of all wisdom, I thank you. I offer you my studies
and all that I do. Enlighten my mind and strengthen my will. Help me
to live in your presence. - Amen



CONTENTS



The Sisters of the Cross of Chavanod	8
History of the College	9
College Crest	11
Succession List of Secretaries	12
Succession List of Principals	13
Chronology of Events	14
Infrastructural Facilities	16
Core Values	18
Graduate Attributes	19
General Rules and Regulations	21
Certificates	27
Scholarships & Prizes	30
Endowment Lectures	43
Academic Programmes	45
Elective / Allied Courses Offered by UG Departments	48
Academic Guidelines 2020-2023	52
Academic Guidelines 2023-2026	68
Examination Guidelines	99
Clubs, Cells, Committees and Forums	105
Departments and Faculty Members	133
Administrative, Library & Laboratory Staff	141
Academic Calendar	144
Academic Schedule	156
Leave Record	160
Late Attendance Record	161
Record of Misdemeanour	161
CIA Marks	162
Summative Examination Schedule	164
Timetable	166

THE CONGREGATION OF THE SISTERS OF THE CROSS OF CHAVANOD



Mother Claudine Echernier

Foundress of the Congregation

The Congregation of the Sisters of the Cross of Chavanod, founded in 1838, owes its origin to a humble young lady from Savoy, France, Claudine Echernier by name. She was helped and supported in this work by Father Mermier, the Founder of the Missionaries of St. Francis de Sales. Born on the 29th of May 1801, at Feternes a rural parish at Savoy, in a family richer in faith than in possessions, Claudine evinced from her young age an astonishing thirst for knowledge and spiritual sensibility. Grippled by deep personal love for crucified Jesus Christ, she responded to God's call and decided to belong entirely to God and serve the neighbourhood.

With unshakeable faith in the providence of God and being inspired by the courage of Mary at the foot of the Cross and with the guidance of Fr. Mermier, the founder of the Missionaries of St. Francis de Sales, Mother Claudine Echernier dedicated her life to eradicate the ignorance and misery of women.

HISTORY OF THE COLLEGE



Rev. Mother Marie Cecile Vionnet

Foundress of the College

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.

Holy Cross College, the first Women's College in Kanyakumari District was inaugurated on 2nd August, 1965. The college campus has an area of about 20 acres with large playgrounds and buildings.

Most Rev. Dr. Roch Agniswamy identified the urgent need to have an exclusive women's college in Kanyakumari District and in response to the proposal by the then Superior General Rev. Mother Yvonne Lavorel (France), responded positively. Rev. Mother Marie Cecile Vionnet, the then Provincial of Trichy, along with her dedicated band of sisters, established this great institution despite severe financial constraints and other difficulties.

The College which was first affiliated to Madras University, started with the Pre University Course (PUC) and offered the following subjects.

- Part I - English
- Part II - Tamil, Malayalam and French
- Part III - Mathematics, Physics, Chemistry.
Physics, Chemistry, Biology.
History, Economics, Advanced Languages.

The College was raised to a first grade college in 1966 and got affiliated to the Madurai Kamaraj University. It began to offer undergraduate programmes in Mathematics, Physics, Chemistry, Botany, Zoology, History, Economics, Commerce and English and Post graduate (PG) programmes in Mathematics, Physics, Zoology and English. Since 1990, the college has been affiliated to Manonmaniam Sundaranar University, Tirunelveli.

The College was conferred Autonomous status in 2007 and Extension of Autonomy was granted in November 2016. The college has undergone four cycles of accreditation by the National Assessment and Accreditation Council. In the fourth cycle the college is awarded 'A+' grade with CGPA 3.35.

Name of the Educational Agency

Congregation of the Sisters of the Cross of Chavanod (France) - Province of Madurai.

Name of the Trustees : Nil.

Name of the Secretary : Dr. Sr. M. Mary Gilda

Address : Holy Cross Convent, Nagercoil - 4.
Telephone No.: 04652-260709

Name of the Principal : Dr. Sr. S. Sahayaselvi
Telephone No.:04652-260709

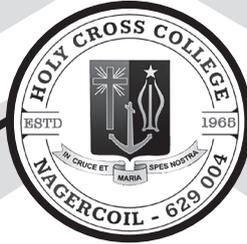
Year of Establishment : 1965

G.O. No. permitting the opening of the College: A-3179, Registrar of University of Madras.

Copy of G.O. / Govt. letter permitting change in name and / or change of site / G.O. permitting to continue at temporary site: Not applicable.

NAAC Accreditation

- ❖ **I Cycle of Accreditation:** Accredited at the 4 Star level on 01.02.1999.
- ❖ **II Cycle of Accreditation:** Accredited at the 'B++' level on 20.05.2005.
- ❖ **III Cycle of Accreditation:** Accredited with 'A' Grade (CGPA 3.34) on 05.01.2013.
- ❖ **IV Cycle of Accreditation:** Accredited with 'A+' Grade (CGPA 3.35) on 09.08.2019.



COLLEGE CREST

The Radiant Cross symbolizes merciful, self-emptying Love of Our Lord Jesus Christ. The letter M refers to Mother Mary, our Protectress. The star on the top represents her guidance in our day-to-day activities. The Anchor symbolises our hope in the Radiant Cross and in Virgin Mary.

In Cruce Et Maria Spes Nostra, the college motto, means "In the Cross and Mary is our hope".

SUCCESSION LIST OF SECRETARIES

1. Sr. Emilie 1965 - 1969
2. Sr. Casilda 1969 - 1971
3. Sr. Eusebuis 1971 - 1977
4. Sr. Collete 1977 - 1980
5. Sr. Casilda 1980 - 1982
6. Sr. Edith 1982 - 1984
7. Sr. Mesmin 1984 - 1989
8. Sr. Casilda 1989 - 1990
9. Sr. Mercy 1990 - 1991
10. Sr. Rosalie 1991 - 1997
11. Sr. Anne Francis 1997 - 2000
12. Sr. Mesmin 2000 - 2004
13. Sr. Gerardin Jayam 2004 - 2007
14. Sr. Phylis 2007 - 2008
15. Sr. M.R. Basil Rose 2008 - 2015
16. Sr. S. Anne Perpet Sophy 2015 - 2016
17. Sr. Gerardin Jayam 2016 - 2022
18. Sr. M. Mary Gilda 2022 onwards

SUCCESSION LIST OF PRINCIPALS

1. Sr. Emilie 1965 - 1969
2. Sr. Casilda 1969 - 1972
3. Sr. Regina 1972 - 1976
4. Sr. Scholastica 1976 - 1986
5. Sr. Felicia 1986 - 1990
6. Sr. Rosamma 1990 - 1997
7. Sr. Mercy 1997 - 2000
8. Sr. Rosalie 2000 - 2004
9. Sr. Elsy George 2004 - 2007
10. Sr. Rosalie 2007 - 2010
11. Sr. Gerardin Jayam 2010 - 2015
12. Sr. M. R. Basil Rose 2015 - 2019
13. Sr. S. Anne Perpet Sophy 2019 - 2022
14. Sr. S. Sahayaselvi 2022 onwards

CHRONOLOGY OF EVENTS

Year	Events
2024	B.Sc. Artificial Intelligence & Data Science, B.A. English Literature with Media Communication, B.Com. Corporate Secretaryship, Conference Hall, Green Guest House, Green Paradise, Fountain, Rear Entrance Arch, Pedestrain
2023	B.Sc. Costume Design and Fashion, New Examination Wing, College Entrance Arch
2022	Patio Cafeteria
2021	PG Chemistry Lab, Mushroom Culture Training Centre
2020	Installation of ERP Software
2019	Accredited with A ⁺ Grade (CGPA 3.35-IV Cycle) by NAAC
2019	Golden Jubilee Hall
2018	<i>Thinnai</i> Library, Ph.D. Mathematics
2017	Ph.D. Commerce, Ph.D. Chemistry, Ph.D. Economics, Ph.D. History, Biodiversity Garden.
2016	M.Sc. Mathematics (S.F.), Autonomy Extension
2014	M.A. English (S.F.)
2013	Accredited with 'A' Grade (CGPA 3.34-III Cycle) by NAAC, DST-FIST Laboratory
2012	M.Sc. Chemistry (S.F.), M.A. History (S.F.), M.Phil. Commerce (S.F.), Computer Centre, St. Joseph's Block
2011	B.A. Tamil (S.F.), Oxidation Pond
2010	Ph.D. Physics, B.Sc. Mathematics (S.F.), B.A. English (S.F.), B.Com. (S.F.)
2009	M.Phil. Physics (S.F.), M.Phil. Zoology (S.F.), Ph.D. English, Ph.D. Botany, Central Bank of India (Rochnager Branch)
2008	B.Sc. Computer Science (S.F.), M.Phil. English (S.F.), Language Laboratory
2007	Confirmation of Autonomous Status, M.Com. (S.F.), M.S.W. (S.F.), II Floor of Claudine Block

2006	M.Sc. Bio Medical Science (UGC Funded), B.Com. with C.A. (S.F.), Mini Gymnasium, Extension of Claudine Block
2005	Accredited at the 'B++' level by NAAC, Construction of Cecile Hall
2004	Functioning of the Copy & Hello Point
2003	M.Sc. (Industrial) Biotechnology (S.F.) and M.A. Business Economics (S.F.) were changed to M.Sc. Botany and M.A. Economics respectively from 2016- 2017 onwards.
2002	Installation of Computer Laboratory, Off – Campus Study Programme under Bharathiar University, Coimbatore
2000	Ph.D. Zoology
1999	Accredited at the Four Star level by NAAC, Multipurpose Hall, Introduction of Vocational Sericulture Course in B.Sc. Zoology
1998	Introduction of Teacher based Education System (Semi-Autonomous status for M.Sc. Zoology)
1995	Construction of Claudine Block and Vehicle shed
1990	Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Member of Association of Indian Universities
1984	M.Sc. Physics
1980	B.Com.
1979	M.Sc. Zoology
1978	M.Sc. Mathematics
1977	Inauguration of extension of State Bank of India, Workshop and Non Residential Student Centre
1973	College Chapel
1972	M.A. English, College Library
1970	Opening of the Madonna Block
1966	Degree status for Arts and Sciences (Affiliated to Madurai Kamaraj University), Botanical Garden, Raised to First Grade College
1965	Founded by Rev. Mother Maire Cecile. Started with PUC (Affiliated to Madras University)

INFRASTRUCTURAL FACILITIES

Media Centre

3 Storeyed Sr. Scholastica Block

3 Storeyed Main Block

3 Storeyed Claudine Block

3 Storeyed St. Joseph's Block

3 Storeyed Mermier Block

2 Storeyed Golden Jubilee Block

Library 2 Storeyed

Multipurpose Hall

St. Joseph's Hall (Air conditioned)

Examinations Wing

Administrative Block

Office - Stock Room

Computer Laboratories with Internet facility

Wi-Fi Facility

DST-FIST Laboratory

Tissue Culture Laboratory

9 Research Centres

Madonna Block

Stationery

Copier Room

NSS Room

Indoor Stadium

Play Grounds

Chapel

Rock Garden

Computers with Internet Facility in all Departments

Laboratory Facilities in all Science Departments

Research Labs in all Science Departments
Smart Classroom facility
Bank - Central Bank of India, Roch Nagar Branch
Vehicle Parking- Staff and Students
Canteen
Pump Room
Copy & Hello point
Workshop
Generator Room (Uninterrupted Power Supply)
Wash Rooms
Oxidation Pond
Sericulture Room
Rainwater Harvesting
Vermicomposting unit
Purified Drinking Water
Waiting Shed
Integrated Farm House
Herbal Garden
Day Care Centre
College Buses (10 Nos.)
Hostel with 2 Blocks
CCTV Cameras
Golden Jubilee Hall
Biodiversity Garden
Thinnai Library
Star Garden
Center for Environmental Studies
Center for Women's Studies
Counselling Room
UBA Cell

Placement and Career Guidance Cell
Crossian Center for Research and Development
ERP Office
Generator Room
Cross Com A to Z Tailoring Unit
Language Lab
Instrumentation Centre
Hospital / Sick Room
Common Room

CORE VALUES

Spiritual values

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

Integrity and Honesty

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

Academic excellence

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

Research and Knowledge enrichment

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

Innovation and Critical thinking

The college creates opportunities for everyone to develop their

potential in creative thinking and innovation across various curricular and extra-curricular activities.

Social responsibility

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

Aesthetic skills

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

Equity and Equality

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

Participatory leadership

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

Ecological citizenship and Sustainability

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

GRADUATE ATTRIBUTES

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

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

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

Environmental consciousness and social understanding:

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

Communicative competence: Offering effective communication skills in both professional and social contexts through bridge course and activities of clubs and committees.

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

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

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

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

Employability: Enhancing students in their professional life through Crossian Centre for Entrepreneurship and Career guidance.

Women empowerment and leadership: Developing the capacity of self-management, teamwork, leadership and decision making through gender sensitization programmes.





GENERAL RULES AND REGULATIONS

- The reputation of the college is in the hands of the staff and students, whether they are on or off the premises. The institution has utmost faith in its staff and students and in their desire to uphold its standard.
- The academic year is divided into two semesters. If a student leaves the college during the first semester before 31st August, she shall have no right to claim a remission of any portion of the fee except the tuition fee.
- The semester fee should be paid by the students within ten working days from the date of re-opening.
- Wearing ID is mandatory for all students.
- Loss of Identity card should be reported immediately and duplicate will be issued on requisition letter to the principal and on payment prescribed by the college.
- Students are expected to assemble in the classroom immediately after the first bell.
- Students are not permitted to leave the college during the working hours, in case of emergency they have to get permission and a gate pass from the Head of the Department.
- The day is given a start with a devotional song played through the public address system, followed by a short prayer. All the staff and students are expected to keep standing during this time, whether they are inside or outside the classroom.
- Students are not permitted to give interviews in radio/TV/ social media platforms without the prior permission from the principal.
- A gate pass from the Principal / Head of the Department is required to leave the premises during college hours.
- Students are expected to move quickly and quietly while moving from one class to another. They are not permitted to visit the canteen during class hours. Footpath should be used while walking.

- Students are expected to read the notice on the college notice board and the department notice board regularly. Ignorance of any such information will not be accepted as an excuse for failing to comply with it.
- Students have to enter and leave the Multipurpose Hall through the side doors only. During college meetings, students have to show respect to the chief guest and other guest speakers. No one should leave the hall during the meetings or show noisy approval or disapproval. They should avoid carrying books or eatables to the hall.
- Students should accord respect and greet the staff whenever they meet them.
- They must be always courteous in their words and deeds. If any article is lost or found in the college campus, the students shall report the matter to the college office.
- Students should consider college property as their own and cause no willful damage. Students should not pluck fruits from trees, as they are given for lease. They should not write or make any mark on the wall, desk or in any part of the college premises or throw anything including paper, plastic bags or spill ink on the floor of the classroom and other places. Students must take pride in keeping the campus clean.
- Disobedience, irregular attendance, malpractices in examinations, habitual carelessness, bad conduct and manners and non-observance of the rules of the college shall lead to strong disciplinary action which may entail dismissal from the college.
- Regularity and punctuality for classes and tests are very essential. Absentees for Continuous Internal Assessment (CIA) tests will be penalized.
- Students should dress neatly and decently. Modesty in dressing is highly emphasized in the college. Students should be only in uniform on all working days. On special occasion, students are permitted to wear only sarees / chudithar.

- T-shirts/ jeans pant and sleeveless attire are not permitted.
- Staff and students should not collect money without prior permission from the Principal and the Head of the Department concerned.
- Students should remember that wherever they may be, they represent the college and honour it by their behaviour.
- Students are not permitted to post negative statements about the college / staff / students on social media sites.
- Ragging is totally banned in the institution. Any act of ragging is liable for appropriate punishment.
- Mobile phones are strictly prohibited inside the campus. It is allowed only with the prior permission of the teacher for online quizzes/tests and other academic purposes
- Only button phones are allowed for those coming from long distances and a permission letter from the parent for bringing the phone should be submitted to the class teacher at the beginning of the academic year.

Rules regarding Laptop usage

- Laptops can be used during class hours only for academic purpose (seminar, assignment, blended classroom learning and for project work).
- Students misusing the laptops on the campus shall lead to strong disciplinary action by the college.

Attendance

- Students should attend the classes regularly. Attendance will be marked at the beginning of each period. If a student is absent for any one period, half day will be marked as absent.
- A student will be permitted to write the semester examinations, only if she has an attendance of at least 75%. If the attendance is 62% to 74% she has to pay a condonation fee of Rs. 400/- and only then she will be permitted to write the semester examinations.

Leave of Absence

- A student should not absent herself from the class except for valid reasons. She shall apply for leave in advance to the Principal in the prescribed leave form, which can be obtained from the college office. If this is not possible as in the case of illness, leave letter shall be produced on the day the student returns to the college. The leave form should be counter signed by the parent/ guardian and the respective class teachers.
- If a student absents herself without prior information, her absence will be immediately reported to her parents or to the hostel warden and disciplinary action such as levying fine, suspension etc. will be taken.
- Students who come late will be permitted to the class only with the permission of the HOD.
- All the scholarship / fee concession holders should earn an attendance of 90% failing which the entire scholarship / fee concession amount has to be refunded to the Government as per G.O.M.S. No. 1537 Social Welfare Dept., Dt. 20.04.1983.
- Students who represent the college in sports and games, or in competitions, such as fine arts, quiz, elocution, etc. or NCC/ NSS camps are given credit of attendance for the period. It is called leave on Other Duty (OD). They shall fill proper forms meant for OD countersigned by the respective HoD and submit it to the Principal and Controller of Examinations before they leave the college for participation. Those who fail to do so will be considered absent.

Petitions and Complaints

- Requests, petitions, appeals and complaints of any kind must be made either to the Principal directly or through the suggestion box, which is kept outside the Principal's office. Students are not allowed to make a complaint as a group or to address any authority in a collective petition. Such combined action is subversive of good order.

- Under the Government's Educational rules, the Principal has complete authority to inflict punishments such as fine for inadequate attendance and irregularity in the Continuous Internal Assessments (CIA), suspension and expulsion in matters of grave concern.

Library

- It is obligatory for all students of the college to be members of the Library and Readers' Forum.
- The library will remain open from 8.45 a.m. to 4.15 p.m. except on Sundays.
- Students must bring their ID card and Library card while entering the Library. They should not enter with bags, but deposit the same at the counter at the entrance.
- The library card is not transferable.
- Students should maintain strict silence in the Reading Room and other areas of the library.
- After taking a book from the Reading Room shelf, get it issued at the Reading Room Counter and submit the Reading Pass. Do not forget to return the book at Janitor's counter on leaving the library.
- Students will be allowed to take a maximum of 5 books at a time to study in the Reading Room.
- Do not scatter or mix up the pages of newspapers while reading.
- Do not misplace the books while looking for the books on the shelves. After selecting the needed books do not shuffle, but keep in proper places.
- Students have the privilege of direct access to the shelves in the stack room and the reading room. They are requested to respect the freedom and not misuse it.
- Students should not crowd in front of any counter, but should be in a queue.

- Students will be given two/five borrower's tickets. When a book is borrowed, a borrower's ticket is to be given at the counter. The ticket will be returned to the borrower when the book is returned. Not more than two books will be issued for the UG students and 5 books for the PG students at a time.
- Check the condition of the book at the time of borrowing. In case of any mutilation or loss of pages, report instantly to the concerned library staff. Otherwise the borrower will be responsible for the damage.
- A student can keep a book for not more than a week. The book borrowed should be returned on or before the stipulated date mentioned on the date-slip. When the prescribed time has elapsed, the book must be returned to the librarian by the student herself.
- A student failing to return a book within the prescribed time shall pay an overdue charge of one rupee per book per day and she will not be allowed to use the library till the due is paid.
- Absence from the college shall not be an excuse for any delay in returning the books. Books due on a holiday shall be returned on the next working day and no fine will be levied.
- The books may be returned on all working days.
- All books must be returned before the closure of each semester.
- No one is allowed to pass on any book to another or lend them to any one inside or outside the college.
- The librarian will examine all the books returned and if any book has been damaged, she will report it to the Principal at once along with the name of the person responsible. If a book is damaged, lost or spoiled, the person responsible shall supply the library with a new copy of the book.
- Books should be handled with care. Marking on books is most objectionable. Students are strictly forbidden to tear, cut out or scribble on pages of magazines, periodicals and books. Any student found doing so will be punished severely.
- Library is a mobile free zone.





CERTIFICATES

Any student, past or present, wishing to obtain a Transfer Certificate (TC) or Conduct Certificate (CC), must apply to the college office in the prescribed form. Certificates will be issued with 48 hours notice. No certificate will be posted unless a stamped self-addressed envelope is submitted together with the application. Those who want the TC should bring one of their parents.

Application Format for Receiving Certificates

1. Name of the student (in full) :
 2. Residential Address :
.....
.....
 3. School :
 4. Name of the Specific Programme :
 5. Register Number :
 6. Year of Joining :
 7. Year of Leaving :
 8. Year of last summative exam taken in this college :
 9. Certificate required :
 10. Reason :
- Date : Signature of the student

DOCUMENTS REQUIRED FOR RECEIVING CERTIFICATE

a) Duplicate mark statement

1. Covering letter addressed to the CoE
2. Affidavit from the Village Administrative Officer
3. Receipt of fee paid

b) Consolidated mark sheet

1. Covering letter addressed to the Principal and CoE
2. Photocopy of all mark statements
3. Copy of the advertisement in newspaper
4. Original acknowledgement from the police station for the complaint registered regarding missing document
5. Affidavit from the Village Administrative Officer
6. Receipt of fee paid

c) Migration Certificate

1. Covering letter addressed to the Principal
2. Photocopy of last mark statement
3. Receipt of fee paid

d) Transfer Certificate/Conduct Certificate

1. Filled in Application Form
2. Fees

e) Provisional / Degree Certificate

1. Covering letter addressed to the Principal and CoE
2. Collect essential documents from CoE section and office submit to the university.
3. Photocopy of all mark statements
4. Approval Letter from the CoE office

f) Duplicate ID

1. Request letter addressed to the Principal
2. Passport Size Photo
3. Receipt of fee paid

g) Any other certificate:

Request letter addressed to the Principal





CONTACT PERSONNEL & AUTHORITY

Student Affairs	Contact Personnel
Staff and student matters, reporting special achievements and award, representing special requests, needs or problems	Principal
Discipline related issues	Vice Principals
Self-learning, Non-Major Elective and Skill Enhancement Courses. Registration / Change	Deans/ Members of Curriculum Steering Committee
Registration for retest of Continuous Internal Assessment (CIA)	Head of the Department
Semester Examination: Registration for regular/ arrear exams, distribution of cumulative mark sheets	Controller of Examinations
Applying for provisional certificate and degree certificate	College Office
Attestation of Certificate	Principal / HOD of Aided Department
Student Bonafide Certificate / Transfer Certificate / Conduct Certificate	Principal (After verifying with the office assistant at the certificate counter in the college office)
General Scholarships (scholarship counter in the college office)	Principal (After contacting the office assistant at the scholar-
Endowment Scholarships	HOD
Leave Application (a) Day Scholars (b) Hostellers	HOD and Class in-charge Warden and Class in-charge
Fee Payment College Fee / Exam Fee / All other cash payments	ERP

SCHOLARSHIPS & PRIZES

Various State and Central Government Scholarships are available. Contact the class teacher/ HOD / Office for detailed information.

1. Government of India Merit Scholarship
2. Backward Class Scholarship
3. Most Backward Class Scholarship
4. SC/ ST, SCC Scholarship
5. University Merit Scholarship
6. Uzhavar Scholarship
7. Differently abled Scholarship
8. EVR Nagammaiyar Scholarship
9. Single Girl Child Scholarship
10. BC Merit Scholarship
11. Moovalur Ramamirtham Ammaiyar Higher Education Assurance Scheme (Pudhumai Penn Scholarship)

For Self-Financed Students

1. Minority Scholarship
2. Uzhavar Scholarship
3. SC/ ST Scholarship
4. Differently abled Scholarship
5. Sitharam Jindal Foundation Scholarship
6. Ph.D. Scholarship

From the Management

- ❖ Crossian Merit Scholarship (CMS)
- ❖ Institutional Scholarship for Poor Meritorious student
- ❖ Scholarships for Meritorious S.F. Students
- ❖ Freshships for Sports Students



ENDOWMENT SCHOLARSHIPS AND PRIZES

S. No.	Name of the Endowment	Instituted by	Amount
1	Sr. Scholastica	Management	5000
2	Sr. Scholastica	Rotaract Club of Holy Cross College	1000
3	Sr. Eusebius	Management	1000
4	Sr. Zita	Management	1500
5	Sr. Yvonne Lavorel	Management	3000
6	Sr. Lucy	Management	500
7	Sr. Regina	Management	3000
8	Sr. Helen	Management	1400
9	Sr. Bennedicta	Management	500
10	Sr. Cecile	Management	3000
11	Sr. Martina	Management	500
12	Sr. Casilda	Management	1500
13	Sr. Geraldine	Management	1000
14	Sr. Caritas	Management	1000
15	Sr. Yvonne Lavorel	Management	400
16	Mother Cecile Vionnet [Foundress]	Management	2500
17	Mother Cecile Vionnet [Foundress]	Management	500
18	Sr. Emilie	Management	1000
19	Ms. Francis Vidayathil	Sr. Edith	1000
20	Mrs. Hepzibai Fenn George	Mr. Fenn George	1500
21	Mr. Ramalingam Pillai	Mr. Chockalingam Pillai	250
22	Bishop Agniswamy [Founder]	Management	9000

23	Bishop Agniswamy [Founder]	Management	1000
24	Mrs. Banumathy	Mrs. Banumathy	2000
25	Mrs. Jeyam	Mrs. Jeyam	500
26	Value Education	Management	350
27	Mr. Daniel	Mrs. Teresa M. Rajasingh	1000
28	Dr. M. VasanthaRajam	Dr. M. VasanthaRajam	400
29	Selvi. Sathi	Selvi. Sathi	1000
30	Mrs. Nirmala Thambi	Chemistry	1000
31	Mrs. Alexandria John Sahayam	Mrs. Alexandria John Sahayam	500
32	Mrs. Alexandria John Sahayam	Mrs. Alexandria John Sahayam	2500
33	Mrs. Maria Victoria	Staff members Dept. of Commerce	1000
34	Mrs. Maria Victoria	Husband	2000
35	Staff members, Dept. of Chemistry	Scientific Company	500
36	Mrs. Constance Devadoss	Dept. of English Staff members	1000
37	Sr. Fabiana	Management	1000
38	Mrs. Ashitha Prem Kumar	Mrs. Ashitha Prem Kumar	2000
39	Tmt. P. Sundarabai	Tmt. P. Sundarabai	3000
40	Tmt. C. Jagathammal	Tmt. C. Jagathammal	2000
41	Tmt. Rita S. Muthu	Mr. S. Muthu	3000
42	Mr. Sundara Krishnan & Mrs. Ponnu Rukmani for the best M.Sc. student	Mrs. S. Meenakshi	3000

43	Mrs. Leela Judnis	Mrs. Leela Judnis	3000
44	Mrs. Suseela Mary for the best outgone student	Mrs. Suseela Mary	3000
45	Mrs. Suseela Mary	Staff members, Dept of Botany	1000
46	Mrs. Banumathy for high est mark in first physics	Mrs. Banumathy	2000
47	Mr. Devasahayam	Mrs. Doosliyn Mary	5000
48	Mr. Varuvel	Mrs. Jeyaseeli	3000
49	Mrs. Annamma Joseph	Sr. Rosamma	2000
50	Mrs. Teresa M. Rajasingh	Mrs. Arul Ponniah	5000
51	Sr. Lucy Charlotte	Mrs. Pearl	5000
52	Kalluveethil Helenammal Francis	Mr. Kingsly Kalluveethil	25000
53	Sr. Felicia	English dept. staff members	4000
54	R. Reechan	P. Maria Latital	5000
55	Mr. & Mrs. Vincent Fernando	Mrs. Lucy Zephryne	3000
56	Sr. Dorisfor the voracious reader	Management	2000
57	Mr. M. Devasahayam	Mrs. D.G.M. Victoria	5000
58	Mrs. Annamma Joseph	Sr. Rosamma	1000
59	Sr. Elsy George	Sr. Elsy George	3000
60	Miss. A. Amalorpavam prize for the differently abled student	Miss. A. Amalorpavam	5000
61	Tmt. Y. Premalatha prize for the best outgone student	Department of Zoology	5000
62	Tmt. Y. Premalatha	Mr. Asir Celine Kumar	10000

63	Mr. Joseph George	Mrs. Beenamma Joseph George	50000
64	Mr. & Mrs. Selva Muthu Proficiency prize for M.Phil English Literature Student	Mrs. Margaret Mary	10000
65	Tmt. Rajam Godwin	Tmt. Rajam Godwin	10000
66	Mr. Irudaya Raj	Mr. Irudaya Raj	3000
67	Best outgone student of M.Com.	M. Com. students 2007-2009	4050
68	Best Performance in Extracurricular Acticites M.Com Students	M.Com Students 2007-2009	4000
69	Fr. Pascal's silver jubilee endowment	Fr. Pascal	6000
70	Sri. E. Chelliah Nadar- Seetha Lakshmi Ammal	Mrs. C. Saroja	20000
71	Mr. M. C. Arockia Swamy	Mrs. A. AlankaraVasanthi	10000
72	Mrs. Suseela Mary for best UG student	Mr. Francis	50000
73	Mrs. Dharmamony Victor & Sr. Scholastica	Mr. V. Samuel Antony	5000
74	Mrs. Tamilarasi for the best player	Mrs. Tamilarasi	10000
75	Mrs. Genoby M. George	Mrs. Mary Josheela	10000
76	Best U.G. outgone student	Commerce students, 2011-2014	7500
77	Mother Emily's for B.Sc. Botany and M.Sc. Botany student	Alumnae of Botany	20000
78	Dr.Thadues Maria Ignatiammal	Crispin Kavitha and Christo Kavin	50000

79	Dr. A. Benedictal Prize for scoring the highest mark in I M.Sc.	Dr. A. Benedictal	10000
80	Mother Emily	Dr. Mercy Leelavathy	5000
81	P. Mary Helen	P. Mary Helen	20000
82	T.R. Nirmala Vasantha	T.R. Nirmala Vasantha	10000
83	Highest Mark in Law Paper (Self finance B.Com.)	Safi traders	10000
84	Nirmala Thangavelu	Nirmala Thangavelu	10000
85	Mrs. Jayasurya for securing highest mark in Evolution	Mrs. Jayasurya	10000
86	Highest mark in financial Management M.Com.	Mrs. Saroja Melota	10000
87	Mr. S. Devasahayam & Mrs. Martin Mary Prize for Highest Mark in Income Tax Paper	Mr. Amal Raj	10000
88	Ms. Sathi	Mrs. K. Sruthi	10000
89	Koola foundation	Mr. Mathew Koola	3000
90	Sports endowment	Dr. Sr. Gerardin Jeyam	40000
91	Best outgoing B.Com. Student	Mrs. Beaula Dason	5000
92	Tamil Grammar	Mrs. V. Hermana Gilt Arachi	5000
93	Dr. K. Navaneetha Krishnan	Dr. Sr. Gerardin Jeyam	10000
94	Mrs. Beaula Dason Prize for best outgoing B.Com. Student	Mrs. Beaula Dason	5000

95	Mrs. A. Jothy Arokiaswamy	Mrs. A. Alankara Vasanthi	20000
96	Lion Dr. S. A. P. Varghese	Lion Dr. S. A. P. Varghese	70000
97	Maximum credit in M. Phil. programme	M.Phil. Commerce 2014-2015	10000
98	Mr. A. Arul Dhas	Mrs. A. T. Little flower	130000
99	Mr. E. G. Nallaraj	Mrs. Padma Gladstone	15000
100	Mrs. Kamala Bai	Mrs. Kamala Bai	10000
101	Mrs. S. Josphine	Mrs. S. Josphine	10000
102	Dr. S. Cletus Babu	Dr. S. Cletus Babu	200000
103	Maximum attendance in M.Phil. Commerce	M.Phil. Commerce 2015-2016	13000
104	Vinanchi Arachi - Viogulamarial Inter Collegiate Thirukkural Competition	Dr. V. Jebamalai Arachi, V. Hermana Gilt Arachi & Mr. S. Vijayakumar Arachi	75000
105	Dr. S. Stella Bai	Dr. S. Stella bai	10000
106	Mrs. Thanalakshmi	Mrs. Thanalakshmi	10000
107	S. Mahadeva	Mrs. Meenakshi	10000
108	Mr. VinanchiArachi	Dr. V. JebamalaiArachi	45000
109	Mr. D. Thurai	Sr. GerardinJeyam	10000
110	Dr. M. Leema Rose	Dr. M. Leema Rose	10000
111	Mrs. Antony Ammal	Mrs. Josephine Rani	25000
112	Mr. Thanka Nadar	Mrs. Josephine Rani	25000
113	Ms. Nazerath Xavier Corera	Sr. Mesmin	5000
114	Bishop Arockia Swamy	Bishop Arockia Swamy	10000
115	Sr. Verginio	Sr. Verginio	2000

116	Ms. Jeba Malar	Mr. Davis Raj	2000
117	Sr. Regina	Staff, Management	2500
118	Sr. Regina	Staff, Management	2500
119	Mr. Maria Antony	Ms. Stella Rose	5000
120	Mr. Wilfred Doss	Ms. Premalatha	2000
121	Sr. Electa	Sr. Electa	1000
122	Mr. C. S. Gonsalvez	Sr. Sophy and Ms. Rose Catherine	5000
123	Ms. Padma	Ms.Padma	2000
124	Sr. Colett	Sr. Colett	1000
125	Ms. Tresa M. Rajasingh	Staff	4000
126	Ms. Tresa M. Rajasingh	Staff	1000
127	Ms. Constance Deva Doss	Ms.Constance Deva Doss	2000
128	Mr. Peter	Ms. Stella Bai	2000
129	Sr. Helen	Sr. Helen	1000
130	Ms. Nagarathnam Sivasubramaniam	Ms. Uma	1000
131	Sr. Crystiline	Sr. Crystiline	2500
132	Principal	Principal	500
133	Ms. Indra Madhavan	Ms. Indra Madhavan	2500
134	Ms. Krishnammal	Ms. Krishnammal	2500
135	Sr. Esthaline	Sr. Esthaline	1400
136	Sr. Daisy	Sr. Daisy	1500
137	Mr. Wilfred Doss	Ms. Premalatha	5000
138	Mr. Jesu Retham	Mr. Jesu Retham	3000
139	Ms.Lizzy Nallathamby	Ms. Ruth Joy	3000
140	Ms. Rubavahy Moses	Ms. Rubavahy Moses	2000
141	Fr. James	Ms. Rita S. Muthu	5000
142	Mr. Fernandez and Ms. Heleenammal kalluveetil	Mr. Kingsly	4000
143	Sr. Mesmin	Teaching Staff	5000

144	Ms. Clara	Botany Staff, Ms. Ayniece and Ms. Rangitha	2000
145	Ms. Saroja John	Ms. Elizabeth Luzy	5000
146	Ms. V. Rebecal	Sr. GerardinJeyam	5000
147	Ms. Haily George	Ms. LuzyZephriane	2000
148	Sr. Maria Pushpam	Ms. Mary Josephine Indra	3000
149	Sr. Cecile	Ms. Kamakshi	5000
150	Sr. Dolorese	Ms. Kamakshi	5000
151	Sr. Mesmin	Ms. Kamakshi	4000
152	Ms. Sita	Ms. Sita	4000
153	Sr. Mercy & Sr. Basil	Ms. Achamma Devassy	10000
154	Sr. Basil & Sr. Mercy	Ms. Phlomina	10000
155	Sr. Judith	Alumni	3000
156	Sr. Prisca	Sr. Prisca	3000
157	Ms. Vimala Lesly Josephine	Zoology Staff	5000
158	Sr. Mercy	Zoology Staff	5000
159	Mrs. Dulsy Fathima	Mrs. Dulsy Fathima	5000
160	Mrs. Pushpam	Mrs. Pushpam	5000
161	Sr. Elsy George	Prof. Mathew Koola	3000
162	Mrs. Bremavathy	Mrs. Bremavathy	10000
163	S. Rengitha Bai	S. Rengitha Bai	3000
164	Sr. Rosalie	Sr. Rosalie	3000
165	Mrs. Yasodha	Mrs. Yasodha	5000
166	Mrs. Dulsy Fatima	Mrs. Dulsy Fatima	5000
167	Mrs. Pushpam	Mrs. Pushpam	5000
168	Sr. Elsy George	Prof. Mathew Koola	3000
169	Best Sports student in II year Tamil	Dr. Bremavathy	10000

170	S. Rengitha Bai	S. Rengitha Bai	3000
171	Best outgone student in M.Sc. Biotechnology	Sr.Rosalie	3000
172	Best sports student in UG Economics	Mrs. Yasodha	5000
173	Merit student in I B.A English	Mrs. Stella rose, P. Premavathy	5000
174	Sr. Carmel	Mr. Stanislaus	3000
175	Mrs. Kasthuri	Mrs. Kasthuri	10000
176	Mrs. Kochutheresia	Mrs. Kochutheresia	10000
177	Mrs. Rose Catherine Gonsalvez	Mrs. Rose Catherine Gonsalvez	10000
178	Mrs. Stella Rose	Mrs. Stella Rose	10000
179	Mrs. Ophilia Miranda	Mrs. Ophilia Miranda	10000
180	Mr. Thanka Raj	Mr. Thanka Raj	3000
181	Student scoring highest mark in E-Commerce	M.Com. Students, 2009-2010	2000
182	Mrs. Ruby Corera	Sr. Mesmin	25000
183	Sport Students	Mrs. Tamilarasi	10000
184	Mrs. S. Maria Pushpam Alphonse	Dr. A. Stella Roselin	5000
185	Faculty-Scholars awarded Ph.D	Fr. Martin	5000
186	Mrs. Hermana Gilt Arachi	Mrs. Hermana Gilt Arachi	5000
187	Mrs. Mary Premalatha	Mrs. Mary Premalatha	10000
188	Mrs. Annamma Mathew	Mrs. Annamma Mathew	10000
189	Mrs. Parvathy	Mrs. Parvathy	10000
190	Mrs. Usha Oomen	Mrs. Usha Oomen	5000
191	Mrs. Anandavally	Mrs. Anandavally	10000
192	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	5000

193	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	4000
194	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	2000
195	Mrs. Parvathy	Mrs. Parvathy	10000
196	The Royers – overall academic proficiency	Ms. M. Rosary Royar	25000
197	Poor Student of UG Self Finance	Fr. Joseph Angelo	25000
198	Dr. Ashok	Ms. Jenepha	10000
199	Mr. Ponnumuthu	Mrs. Sundari Bai	10000
200	Mrs. Ellen Nordmark & Mrs. Ulla Sandagreen	Mrs. I. Tamilarasi	50000
201	Mrs. Immaculate Philip	Mrs. Immaculate Philip	10000
202	Mr. Mark Devasahayam	Mrs. Immaculate Philip	10000
203	Mrs. Elizabeth Mabel	Mrs. Elizabeth Mabel	10000
204	Mrs. Vaz Mary Ramanie	Mrs. Vazmary Ramanie	10000
205	Mrs. Kalinga Rani	Mrs. Kalinga Rani	10000
206	Mrs. I. Tamilarasi	Mrs. I. Tamilarasi	10000
207	Mrs. I. Tamilarasi	Mrs. I. Tamilarasi	10000
208	Mr. Swami Dhas&	Mr. Swami Dhas &	
	Mrs. Duriet Julianammal	Mrs. Duriet Julianammal	15000
209	Best Sports Student	Sr. Elsy Thattla	5000
210	Education of the child of Non-teaching	Sr. Elsy Thattla	5000
211	Student good in Spoken English in M.Com. SF	Mrs. Mary	5000
212	Best outgone student in B.Com. SF Students	B.Com. (S.F) students (2010-2013)	5000
213	M. Phil. Commerce - Best Outgone Student	M.Phil. Commerce 2012-2013	10000

214	Mrs. Annammal Angelo	Fr. Joseph Angelo	25000
215	Mr. Angelo Fernandez	Fr. Joseph Angelo	25000
216	Students of department of commerce S.F.	III B.Com. S.F. 2015-2018	10000
217	Highest Mark in Bio Chemistry (I M.Sc. Zoology)	Mrs. Y. Mary Saroja	25000
218	Highest mark in Physical Chemistry (I B.Sc. Chemistry)	Ms. AlankaraVasanthi	10000
219	Best Student in B.Sc. Zoology	Ms. Alice Prema	25000
220	Highest total in I M.Sc. Mathematics	Ms. Inigo Mary Janet	10000
221	Top Scorer in English Literature	Ms. Elizabeth Lucy	10000
222	Outstanding performance in Extracurricular activities	Ms. Jesi Isabella	10000
223	Mr. Sabarior Adimai & Maria Palammal	Ms. P. Mary Saroja	10000
224	Ms. V. Rebecal	Mr. D. Thurai	5000
225	Ms. S. Mary Josheela	Ms. S. Mary Josheela	25000
226	Ms. Rakshly and Dr. Sr. Rosalie	Ms. Rakshly	5000
227	Mr. N. Baskaran Pillai and Muthammal	Dr. Kala	30000
228	Mr. G. Siluvai Dhasan & Ms. S. Mary Arockiam	Dr. S. Mary Delphine	25000
229	Mr. K. Singarayan and Mrs. A. Theresammal	Dr. S. Mary Delphine	25000
230	Mrs. Mercy Henry	Dr. M. Mary Freeda	25000
231	Dr. M. Mary Freeda	Dr. M. Mary Freeda	25000

232	Dr. Fernando Loretta	Dr. Fernando Loretta	25000
233	Ms. Theresital Machado	Dr. Fernando Loretta	25000
234	Dr.Theresiammal Chacko	Dr. Theresiammal Chacko	25000
235	Mrs. A. Esther Leema Rose	Mrs. A. Esther Leema Rose	10000
236	Best student in I, II & III UG Physics	Mrs. Radha	30000
237	Mr. K. Ramalingam & Mrs. Sundari Bai	Ms. R. Anitha	2,00,000
238	Sr. Sophy	Mrs. Florida Charles 1990-1993 Batch Alumnae	15,000
239	Prof. Cruz Muthu	Dr. C. Jespin Ida	25,000
240	Sr. Mesmin	Dr. C. Jespin Ida	25,000
241	Best Achievers Award for Faculty	Sr. Sophy	45000
242	Mr. A. Gnanaprahasam & Mrs. G. Clammal	Dr. G. Leema Rose	25000
243	Dr. V.R. Arul Flower Mary's Endowment Scholarship for a PG Mathematics Student	Dr. V.R. Arul Flower Mary	50000
244	Dr. V.R. Arul Flower Mary's Endowment Prize for a PG Mathematics Student	Dr. V.R. Arul Flower Mary	50000
245	Dr. M. Mary Helen Stella's Endowment Prize	Dr. M. Mary Helen Stella	30000
246	Dr. N. Mabel Starlin Endowment Prize	Dr. N. Mabel Starlin	20000

ENDOWMENT LECTURES

S. No.	Name of the Endowment	Instituted by	Amount (in Rs.)
1	Tmt. Andrews Mary	Tmt. Andrews Mary	15,000
2	Tmt. Rajam Godwin	Tmt. Rajam Godwin	5,000
3	Dr. Stella Bai's Parents	Dr. Stella Bai	40,000
4	Mr. V.G. Paneer Dhas, Mr. Vincent, Dr. Vimala Lesly Josephine & Dr. Sr. Mercy	Dr. V. G. Santhosam, VGP Group, Chennai	25,000
5	Mr. V.G. Paneer Dhas, Mr. Vincent, Dr. Vimala Lesly Josephine & Dr. Sr. Mercy	Dr. V. G. Santhosam, VGP Group, Chennai	25,000
6	Ms. Krishnammal	Ms. Krishnammal	10,000
7	Dr. Sr. Mercy	Staff & Management	7,000
8	Dr. Vimala Lesly Josephine	Staff & Management	7,000
9	The Most Rev. Bishop Leon Dharmaraj	Staff & Management	10,000
10	Sr. Rosamma	Management, Staff & Alumnae	25,000
11	Ms. Philominammal	Ms. Philominammal	5,000
12	Mr. Jacob	Ms. Grace Kurian	10,000
13	Dr. Sr. Elsy George	Staff (Teaching & Non teaching) & Students of Economics Department	20,000
14	Dr. Sr. Rosalie Joseph	Staff	20,000
15	Renewal session for Non-teaching staff	Dr. Sr. Rosalie Joseph	5,000
16	Ronimus Arachi	Dr. Hermana Gilt Arachi	10,000

17	Vivek	Mrs. Andrews Mary Sekar	25,000
18	Sr. Mesmin	Dr. Hermana Gilt Arachi	10,000
19	Dr. Usha Omen	Dr. Usha Omen	5,000
20	Renewal session for Non-teaching staff	Dr. Hermana Gilt Arachi	10,000
21	Sr. Scholastica (Mathematics)	Dr. Hermana Gilt Arachi	10,000
22	M. Vinachi Arachi (Tamil SF)	Dr. Hermana Gilt Arachi	10,000
23	Flodulee's (Zoology)	Dr. Hermana Gilt Arachi	10,000
24	Dr. Hermana Gilt Arachi	Dr. Hermana Gilt Arachi	10,000
25	Endowment Lecture for Commerce (SF)	Mr. Nazareth Charles	50,000
26	Ms. Jesi Isabella (Commerce)	Ms. Jesi Isabella	25,000
27	Ms. Alankara Vasanthi (Chemistry)	Ms. Alankara Vasanthi	10,000
28	Ms. Elizabeth Lucy (English)	Ms. Elizabeth Lucy	50,000
29	Dr. P. Mary Saroja	Dr. P. Mary Saroja	10,000
30	Ms. S. Mary Josheela	Ms. S. Mary Josheela	25,000
31	Sr. Sophy's Endowment Lecture	Sr. Sophy	20,000
32	Dr. C. Jespin Ida	Dr. C. Jespin Ida	50,000
33	Mrs. Kalai Selvi Prathees (II M.A. English Aided)	M. Anriya Bertilla	30000

ACADEMIC PROGRAMMES

Programmes - A Profile

Degree	Programmes	Year of Affiliation	Sanctioned Strength
B.A.	History	1966-1967	64
	Economics	1966-1967	64
	English	1966-1967	64
	English Literature with Media Communication	2024-2025	64
B.Sc.	Mathematics	1966-1967	48
	Physics	1966-1967	48
	Chemistry	1966-1967	48
	Botany	1966-1967	48
	Zoology	1966-1967	48
	Computer Science (S.F.)	2008-2009	48
	Artificial Intelligence & Data Science (S.F.)	2024-2025	48
B.Com.	Commerce	1980- 1981	64
	Commerce (S.F.-I)	2010-2011	64
	Corporate Secretaryship	2024-2025	64
M.A.	English	1971-1972	30
	Economics (S.F.)	2003-2004	30
	History (S.F.)	2012-2013	30
	English (S.F.)	2014-2015	30

M.Sc.	Mathematics	1978-1979	25
	Zoology	1979-1980	25
	Physics	1984-1985	25
	Botany (S.F.)	2003-2004	25
	Chemistry (S.F.)	2012-2013	25
	Mathematics (S.F.)	2016 - 2017	25
	Computer Science (S.F.)	2023-2024	25
M.Com	M.Com Commerce (S.F.)	2007-2008	30
M.S.W.	M.S.W. (S.F.)	2007-2008	25
Ph.D.	Zoology	2000-2001	
	Botany	2009-2010	
	English	2009-2010	
	Physics	2010-2011	
	Chemistry	2017-2018	
	Commerce	2017-2018	
	Economics	2017-2018	
	History	2017-2018	
	Mathematics	2018-2019	

Programmes Offered

Aided Programmes	
<p>UG</p> <p>Mathematics Physics Chemistry Botany Zoology Economics English History Commerce</p>	<p>PG</p> <p>Mathematics Physics Zoology English</p>
Self-Financed Programmes	
<p>UG</p> <p>Computer Science Costume Design and Fashion Artificial Intelligence & Data Science English Literature with Media Communication Commerce Corporate Secretaryship</p>	<p>PG</p> <p>Chemistry Botany Mathematics Computer Science English Economics History Social Work Commerce</p>
Ph.D. Programmes	
<p>Zoology English Botany Physics Chemistry Commerce Economics History Mathematics</p>	

ELECTIVE / ALLIED COURSES OFFERED BY UG DEPARTMENTS

Departments of Sciences

Department	Sem ester	Title of the Course	Course Code	Students who can opt
Mathematics	I	Algebra and Differential Equations	MU231EC1	Physics, Chemistry (A Stream)
	II	Vector Calculus and Fourier Series	MU232EC1	
	III	Mathematical Statistics	MU233EC1	Mathematics
	IV	Transform Techniques	MU234EC1	
Physics	I	Allied Physics for Mathematics I	PU231EC1	Mathematics
	II	Allied Physics for Mathematics II	PU232EC1	
	III	Allied Physics for Chemistry I	PU233EC1	Chemistry (Both A and B Stream)
	IV	Allied Physics for Chemistry II	PU234EC1	
Chemistry	I	Chemistry for Biological Sciences I	CU231EC1	Botany, Zoology
	II	Chemistry for Biological Sciences II	CU232EC1	
	III	Chemistry for Physical Sciences I	CU233EC1	Physics
	IV	Chemistry for Physical Sciences II	CU234EC1	

Botany	I	Allied Botany– I	BU231EC1	Chemistry (B Stream)
	II	Allied Botany– II	BU232EC1	
	III	Allied Botany– III	BU233EC1	Zoology
	IV	Allied Botany– IV	BU234EC1	
Zoology	I	Animal Diversity	ZU241EC1	Botany
	II	Economic Zoology	ZU242EC1	
	III	Animal Diversity	ZU233EC1	
	IV	Economic Zoology	ZU234EC1	
Computer Science	I	Numerical Methods	SU231EC1	Computer Science
	II	Discrete Mathematics	SU232EC1	
	III	Web Technology	SU233EC1	
	IV	Software Engineering	SU234EC1	
Costume Design & Fashion	I	Sewing Technology	DU241EC1	Costume Design and Fashion
	II	Technology of Wet Processing	DU242EC2	
	III	Fabric Structure and Design	DU233EC1	
	IV	Textile Testing and Quality Control	DU234EC1	
Artificial Intelligence & Data Science	I	Mathematical Foundations for Artificial Intelligence	IU241EC1	Artificial Intelligence & Data Science
	II	Discrete Mathematics	IU242EC1	

Departments of Arts and Commerce

Department	Semester	Title of the Course	Course Code	Students who can opt
English	I	Social History of England	EU241EC1	English
	II	History of English Literature	EU242EC1	
	III	Literary Practices in Academic Writing	EU233EC1	
	IV	Journalism in the Digital Age	EU234EC1	
History	I	Introduction to Archaeology	HU231EC1	History
	II	Western Political Thought	HU232EC1	
	III	Indian Political Thought	HU233EC1	
	IV	Modern Government	HU234EC1	
Economics	I	Introduction to Sociology	FU231EC1	Economics
	II	Introduction to E- Commerce	FU232EC1	
	III	Rural Economics	FU233EC1	
	IV	Research Methods in Economics	FU234EC1	
Commerce	I	Business Communication	AU231EC1	Commerce
	II	Business Environment	AU232EC1	

	III	International Trade	AU233EC1	
	IV	E-Commerce	AU234EC1	
English Literature with Media Communication	I	Fundamentals of Media Communication	GU241EC1	English Literature with Media Communication
	II	Computers in Media Communication	GU242EC1	
Corporate Secretaryship	I	Corporate E-management	JU241EC1	Corporate Secretaryship
	II	Securities Law and Regulation of Financial Markets	JU242EC1	

ACADEMIC GUIDELINES 2020-2023

Under Graduate Programme

Choice Based Credit System (CBCS)

Regulation for UG Programme

(For the candidates admitted in the academic year 2022-2023)

1. Eligibility: 10 + 2 pattern

- (i) **For Admission:** A pass in the Higher Secondary Examination (10+2) (Academic/Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent there to by the syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

ARTS

Sl. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	B.A. English (Aided & Self - Financed)	A pass in 10 + 2	English
2.	B.A. History (Aided)	A pass in 10 + 2	Tamil
3.	B.A. Economics (Aided)	A pass in 10 + 2	English
4.	B.Com. (Aided & Self - Financed)	A pass in 10 + 2 with Commerce as one of the core subjects	English
5.	B.A. Tamil (Self-Financed)	A pass in 10 + 2 with Tamil as language Paper	Tamil

SCIENCE

Sl. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	B. Sc. Mathematics (Aided & Self-Financed)	A pass in 10 + 2 with Mathematics as one of the core subjects	English
2.	B. Sc. Physics (Aided)	A pass in 10 + 2 with Physics and Mathematics as core subjects	English
3.	B. Sc. Chemistry (Aided)	A pass in 10 + 2 with Chemistry as one of the core subjects	English
4.	B. Sc. Botany (Aided)	A pass in 10 + 2 with Botany or Biology as one of the core subjects	English
5.	B. Sc. Zoology (Aided)	A pass in 10 + 2 with Zoology or Biology as one of the core subjects	English
6.	B. Sc. Computer Science (Self-Financed)	A pass in 10 + 2 with Computer Science or Mathematics as one of the core subjects	English

- (ii) **Degree:** The candidates shall have subsequently undergone the prescribed course of study in Holy Cross College, Nagercoil affiliated to the Manonmaniam Sundaranar University for a period of not less than three academic years (six semesters), passed the prescribed examinations and fulfilled such conditions as have been prescribed thereof.

2. Duration

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

3. CBCS System

The main feature of the CBCS is to make education student-centric allowing students to choose inter-disciplinary, intra-disciplinary and skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

4. Courses

Part I - Language Courses - Tamil and French

Part II - General English

Part III - Major Core Courses, Major Core Practicals, Elective Courses, Allied Courses, Allied Practicals and Major Project / Major-Based Elective Courses.

Part IV - Add on Course - Professional English: Add on Course “Professional English” is offered to all the students in the I, II, III and IV Semesters (2 hours - 2 credits).

- i. **Professional English for Physical Sciences** is offered to the students of the Departments of Mathematics, Physics, Chemistry, and Computer Science.
- ii. **Professional English for Life Sciences** is offered to the students of the Departments of Botany and Zoology.
- iii. **Professional English for Arts and Social Sciences** is offered to the students of the Departments of History, Economics, English and Tamil.
- iv. **Professional English for Commerce and Management** is offered to the students of the Department of Commerce.

Part IV - Non-Major Elective: Interdisciplinary Course in Semester – I & II (2 hours-2 credits).

- i) Basic Tamil:** Those who have not studied Tamil up to XII Standard, but have taken French under Part I shall take Basic Tamil comprising of two courses.
- ii) Advanced Tamil:** Those who have studied Tamil up to XII Standard but have taken French under Part I shall take Advanced Tamil comprising of two courses.
- iii) Others:** Those who do not come under categories **i) & ii)** can choose any non – major elective, comprising of two courses.

Part IV - Skill Enhancement Course (SEC): Mediation and Exercise/ Computer Literacy: Students are divided into two categories wherein Category A have Meditation and Exercise and Category B have Computer Literacy in Semester I and vice-versa in Semester II (2+2 hours - 2+2 credits).

- i) Category A:** Computer Science, English (Aided & S.F.), Zoology, History, Chemistry, Tamil (S.F.).
- ii) Category B:** Commerce (Aided & S.F.), Mathematics (Aided & SF), Botany, Physics and Economics.

Part IV - Skill Enhancement Course (SEC): Major-Based Course in VI Semester (2 hours - 2 credits).

Part IV - Ability Enhancement Course (AEC): Environmental Studies is offered in V Semester for all UG students (2 hours - 2 credits).

Part V - Foundation Course I: Values for Life is offered in I & II Semester for all UG students (1 credit).

Part V - Foundation Course II: Personality Development is offered in Semester III & IV for all UG students (1 credit).

Part V - Foundation Course III: Human Rights Education (HRE) is offered in V Semester for all UG students (1 credit).

Part V - Foundation Course IV: Gender Equity Studies (GES) is offered in VI Semester for all UG students (1 credit).

Part V - Service Learning Programme (SLP): Community

Engagement Course is offered in II & III Semester for all UG students for 30 hours with 50% field work (2 credits).

Part V - Service Learning Programme (SLP): Reaching the Unreached Neighbourhood (RUN) programme is offered in the III & IV Semesters (2 credits).

Part V - Student Training Programme (STP): Activities of **Clubs & Committees** – NSS/ RRC, YRC, Rotaract, Eco Club, Women’s Cell, Legal Literacy, Consumer Club and AICUF are carried out for the I and II UG students apart from the regular class hours (2 credits).

Skill Development Programme (SDP): Skill Development Programme is mandatory and offered as **Certificate Course** (30 hours) for all the students during the first year.

5. Course Structure

Study Component	No. of Courses	Credit/ Course	Total Credits
Part I - Tamil /French	4	4	16
Part II - English	4	4	16
Part III			
Core Theory, Practicals & Specific Elective Course	16- 24	3-6	88
Generic Elective Course (Allied)	4	4-6	
Part IV			
Add on Course-Professional English	4	2	8
Non-Major Elective (NME)	2	2	4
Skill Enhancement Course (SEC)	3	2	6
Ability Enhancement Course (AEC) - Environmental Studies (EVS)	1	2	2
Non-Academic Courses			
Part V			
Foundation Course I - Values for Life	4	1	4

Foundation Course II - Personality Development			
Foundation Course III - Human Rights Education			
Foundation Course IV – Gender Equity Studies	1	2	2
Service Learning Programme (SLP)			
1. Community Engagement Course			
2. Reaching the Unreached			
Neighbourhood	1	2	2
Student Training Programme (STP)	1	2	2
NSS & RRC/ YRC/ Rotaract/ Eco Club/ Women’s Cell/ Legal literacy / Consumer Club/ AICUF			
	Total		140 + 10

In Part III, the number of courses varies between 16 and 24 for each Department.

Total number of Hours = 180

Total number of Compulsory Credits = 140 + 10

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

Skill Development Programme (Mandatory Certificate Course - 30 hours) is offered to all I year students by Holy Cross Academy.

6. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and the quantum of work a student is required to put in for a particular course. The credits of a Course should be less than the hours allotted to it. The total minimum credits required for the award of UG Degree is 150 credits.

Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

- i. **Self -Learning / Online Course - SWAYAM/NPTEL** (Maximum 2 courses) – 2 Credits per course
- ii. **Sports Representation** – (Maximum 5 credits)
 - International level - 5 Credits
 - National level - 4 Credits
 - State level - 3 Credits
 - University level - 2 Credits
 - District level - 1 Credit
- iii. **Publication in Journals** (International/ National)- 1 Credit (max. 3 papers)
- iv. **Presentation in Seminar / Conference** - 1 Credit
- v. **Innovative Prototypes & Business models:** Students shall earn 2 credits (per prototype/model) for working on Innovative prototypes/business models.
- vi. **Startup Ventures:** Students initiating startups can be exempted from membership in other Clubs and Committees and special credit of 5 shall be awarded to them during the period of pre-incubation, incubation and startup.

7. Pedagogy

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

8. Examination Pattern

Each paper carries an internal component.

There is a passing minimum for external component.

A minimum of 40% in the external examination and an aggregate of 40% is required.

i) Part I

a) Part I - Tamil

Ratio of Internal and External = 30:70

Continuous Internal Assessment (CIA)
Internal Components and Distribution of Marks

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
Total	30

Question Pattern

Internal Test	Marks	External - Summative Examination	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 4 (Internal choice)	20
Part C 3 x 8	24	Part C 5 x 8 (Internal choice)	40
Total	40	Total	70

b) Part I - French

Ratio of Internal and External = 30:70

Continuous Internal Assessment (CIA)
Internal Components and Distribution of Marks

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
Total	30

Question Pattern for I & II Semesters

Internal Test	Marks	External - Summative Examination	Marks
Part A (Translation) 5 x 1	5	Part A (Translation) 20 x 1	20
Part B (Grammar) 5 x 5	25	Part B (Grammar) 6 x 5	30
Part C (Paragraph Writing) 1 x 10	10	Part C (Paragraph Writing) 2 x 5	10
		Part D (Translation, Comprehension) 2x5	10
Total	40	Total	70

Question Pattern for III & IV Semesters

Internal Test	Marks	External - Summative Examination	Marks
Part A (Translation) 5 x 1	5	Part A (Translation) 1 x 10	10
Part B (Grammar) 5 x 5	25	Part B (Comprehension) 1 x 10 (Paragraph Writing) 1 x 15	25
Part C (Paragraph Writing) 10 x 1	10	Part C (Grammar) 7 x 5	35
Total	40	Total	70

ii) Part II - General English

Ratio of Internal and External = 30:70

Continuous Internal Assessment (CIA) Internal Components and Distribution of Marks

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6

GD/ Open Book Test/ Role Play/ Assignment/	
Article Review/ Seminar	5
Total	30

Question Pattern

Internal Test	Marks	External Summative Examination	Marks
Part A (Objective Type)	4 x 1 = 4	Part A (Objective Type)	10 x 1 = 10
Part B	3 x 4 = 12	Part B	5 x 4 = 20
Part C	3 x 8 = 24	Part C	5 x 8 = 40
Total	40	Total	70

iii) Part III (Major/ Elective/ Allied)

Ratio of Internal and External = 30:70

Continuous Internal Assessment (CIA) Internal Components and Distribution of Marks

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/	
Article review/ Group discussion/ Problem solving	5
Total	30

Question Pattern

Internal Test	Marks	External - Summative Examination	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 4 (Internal choice)	20
Part C 3 x 8	24	Part C 5 x 8 (Internal choice)	40
Total	40	Total	70

Practicals: Major Core & Allied papers

Ratio of Internal and External = 40:60

Total: 100 marks

Internal Components and Distribution of Marks

Component	Marks
Performance of the Experiments	10
Regularity in attending practical and submission of records	10
Record	5
Model exam	15
Total	40

Question Pattern

External Exam	Marks
Major Practical	60
Minor Practical / Spotters /Record	
Total	60

Project: Ratio of Internal and External = 40:60

Total: 100 marks

iv) Part IV

Ratio of Internal and External = 50:50

a) Add-on Course: Professional English

Internal Components and Distribution of Marks

Component	Marks
Listening and Speaking	25
Reading and Writing	25
Total	50

Question pattern

External - Summative Examination	Marks
Written Test: Open choice - 5 out of 7 questions (5x10)	50
Total	50

b) Non – Major Elective (NME)

Continuous Internal Assessment (CIA) Internal Components and Distribution of Marks

Component	Marks
Internal test (2)	20
Quiz (2)	15
Class assignment/ Home assignment/ Project report	15
Total	50

Question Pattern

Internal Test	Marks	External - Summative Examination	Marks
Part A 4 x 1 (No Choice)	4	Part A 5 x 1 (No Choice)	5
Part B 3 x 4 (Internal Choice)	12	Part B 5 x 3 (Internal Choice)	15
Part C 3 x 8 (Internal Choice)	24	Part C 5 x 6 (Internal Choice)	30
Total	40	Total	50

c) Skill Enhancement Course (SEC) - Meditation and Exercise

Internal Components

Component	Marks
Objective type questions (20 x 1)	20
Exercise (2 x 10)	20
Assignment	10
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written test: Open choice –10 out of 15 questions (10 x 3)	30
Total	50

d) Skill Enhancement Course (SEC) - Computer Literacy

Internal Components

Component	Marks
Objective type questions (30 x 1)	30
Exercise (Book) compulsory (2 x 10)	20
Total	50

External - Summative Examination

Component	Marks
Exercise 1	20
Exercise 2	10
Procedures for both Exercises	20
Total	50

e) Ability Enhancement Course (AEC) - Environmental Studies

Internal Component

Component	Marks
Project Report	30
Viva voce	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 10 out of 15 questions (10 x 3)	30
Total	50

v) Part V

i) Foundation course (Values for life, Personality development, Human rights education and Gender equity studies)

Ratio of Internal and External = 50:50

a) Foundation Course I: Values for Life
Internal Components

Component	Marks
Group Song/ Mime/ Skit	20
Book Activities	20
A Kind Action - Report	10
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice - 5 out of 7 questions (5 x 6)	30
Total	50

b) Foundation Course II: Personality Development
Internal Components

Component	Marks
Exercise from book	20
Skit	10
Group Album	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 5 out of 7 questions (5 x 6)	30
Total	50

c) Foundation Course III: Human Rights Education
Internal Components

Component	Marks
Album on current issues	20
Group Song/ Mime/ Skit	10
Open book test (Objective type questions)	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 5 out of 7 questions (5 x 6)	30
Total	50

d) Foundation Course IV: Gender Equity Studies

Internal Components

Component	Marks
Album on current issues	20
Group Song/ Mime/ Skit	10
Open book test (Objective type questions)	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 5 out of 7 questions (5 x 6)	30
Total	50

ii) SLP - Service Learning Programme

a) Community Engagement Course (CEC)

(Field Work – 15 hrs.; Class Hours – 15 hrs.)

Internal Components

Component	Marks
Assignment	10
Group Discussion	10
Attendance (Field work)	30
Total	50

External Components

Component	Marks
Project Report / Case Study (10-15 pages in print) (Group of 5 students)	50
Total	50

b) Reaching the Unreached Neighbourhood (RUN)

30 Hours mandatory programme included in the curriculum (2 credits).

iii) STP - Student Training Programme

- Compulsory for all I & II year students (2 credits).
- Clubs and Committees – NSS & RRC/ YRC/ Rotaract/ Eco Club/ Women’s Cell/ Legal literacy/ Consumer Club/ AICUF.
- Each student can opt for one club/ committee.

ACADEMIC GUIDELINES 2023-2026

Undergraduate Programme

(For the candidates admitted from the academic year 2023-2024 onwards)

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

1. Eligibility: 10 + 2 pattern

- (i) **For Admission:** A pass in the Higher Secondary Examination (10+2) (Academic / Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereto by the syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

ARTS

S. No.	Name of the Programme	Eligibility	Medium of Instruction
1	B.A. English	A pass in 10 + 2	English
2	B.A. History	A pass in 10 + 2	Tamil
3	B.A. Economics	A pass in 10 + 2	English
4.	B.Com. (Aided & Self-financed)	A pass in 10 + 2 with Commerce as one of the core subjects	English
5.	B.A. English Literature with Media Communication (Self-financed)*	A pass in 10 + 2	English
6.	B.Com Corporate Secretaryship (Self-financed)*	A pass in 10 + 2 with Commerce as one of the core subjects	English

SCIENCE

S. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	B. Sc. Mathematics	A pass in 10 + 2 with Mathematics as one of the core subjects	English
2.	B. Sc. Physics	A pass in 10 + 2 with Physics and Mathematics as Core Subjects	English
3.	B. Sc. Chemistry	A pass in 10 + 2 with Chemistry as one of the core subjects	English
4.	B. Sc. Botany	A pass in 10 + 2 with Botany or Biology as one of the core subjects	English
5.	B. Sc. Zoology	A pass in 10 + 2 with Zoology or Biology as one of the core subjects	English
6.	B. Sc. Computer Science (Self Financed)	A pass in 10 + 2 with Computer Science or Mathematics as one of the core subjects	English
7.	B.Sc. Costume Design and Fashion (Self-financed)	A pass in 10 + 2	English
8.	B.Sc. Artificial Intelligence & Data Science (Self-financed)*	A pass in 10 + 2 with Mathematics or Computer Science with Mathematics as one of the core subjects	English

* From 2024-2025 onwards

(ii) Degree:

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

2. Duration

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

3. LOCF with CBCS

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

4. Courses

Part I- Language Courses

Students can opt either Tamil or French

Part II - General English

Students will be categorized based on their mark for English in +2 and a proficiency test given by the institution and streamlined into Stream A, Stream B or Stream C.

Part III -Core Courses (CC), Core Lab Courses (CP), Core Research Project (RP)

Core Courses should compulsorily be studied by a candidate as a core requirement. They provide basic understanding of the main discipline.

Elective Courses (EC), Elective Lab Courses (EP) and Discipline Specific Elective Courses (DE)

These courses provide diverse knowledge of disciplinary, interdisciplinary and multidisciplinary nature.

The Department Committee shall follow a selection procedure on a first-come-first-served basis, fixing the maximum number of students, giving counselling to the students etc. The institution shall provide all information relating to the Elective Courses in each Programme to all the students so as to enable them to choose a course of their choice.

Grouping

S.No.	Discipline
1	Mathematics
2	Physics
3	Chemistry
4	Botany
5	Zoology

S.No.	Discipline
1	English
2	Economics
3	History
4	Commerce

S.No.	Discipline
1	Commerce
2	Corporate Secretaryship

S.No.	Discipline
1	Computer Science
2	Costume Design and Fashion
3	Artificial Intelligence & Data Science
4	English Literature with Media Communication

Part IV

Non-Major Elective (NME)

Non-Major Elective (NME) courses are generic, designed for the students of other disciplines.

i) Basic Tamil:

Those who have not studied Tamil upto Standard XII, but have taken other languages under Part I shall take Basic Tamil comprising of two courses.

ii) Advanced Tamil:

Those who have studied Tamil upto Standard XII, but have taken other languages under Part I shall take Advanced Tamil comprising of two courses.

iii) Others:

Those who do not come under categories i) & ii) can choose any non – major elective in Semester I & II comprising of two courses.

Skill Enhancement Courses (SEC):

These courses help students to become industry ready graduates, skilled human resource, employable and entrepreneurial with essential skills.

In the second year, students will be divided into two categories wherein Category A have ***Fitness for Wellbeing*** and Category B have ***Digital Fluency*** in semester III and vice-versa in semester IV (2+2 hours - 2+2 credits).

Category A: English, History, Chemistry, Zoology, Computer Science, Costume Design and Fashion, Artificial Intelligence & Data Science and, English with Media Communications.

Category B: Economics, Mathematics, Physics, Botany and Commerce (Aided, SF II and Corporate Secretaryship).

Foundation Course:

Foundation Course eases the transition of learning from higher secondary to higher education and provides an overview of the pedagogy of learning the subject.

Environmental Studies:

Environmental Studies instills knowledge and responsibility on the interconnectedness of man and nature.

Value Education:

Discipline centric skill will improve the technical knowledge and enabling students to solve real life problems.

Internship:

Internship during the summer vacation between semester IV and V, will help the students to gain valuable work experience, that connects classroom knowledge to real world experience.

Professional Competency Skill:

Knowledge, Problem Solving, Analytical Ability, Professional Competency, Professional Communication and Transferrable Skill will optimize the performance of the students.

Part V: Co-curricular Courses

Life Skill Training:

Catechism for Catholics and Moral for non-Catholics. They are offered for all I & II UG students.

Skill Development Training:

It is mandatory and offered as **Certificate Course** (minimum 30 hours) for all the students.

Field Project:

Minimum five days with one credit is mandatory for all I UG students to undertake at the end of semester II which has to be discipline specific and relevant to society.

Specific Value-added Courses:

Students have to undergo the courses offered by the department (minimum 30 hours).

Generic Value-added Courses:

Students can choose the courses offered by the institution (minimum 30 hours).

MOOCs:

The students have to undergo two 4 weeks courses of their choice to earn the mandatory 1 credit each.

Student Training Activity: Clubs / Committees

NSS, Red Ribbon Club, AICUF, Rotaract Club, Youth Red Cross, Eco Club, Consumer Club, Legal Literacy Committee, Women's Cell, YUVA Tourism Club, Electoral Literacy Club and Games/Sports Committee are the Student Extension Activities. One can be chosen by the I and II UG students.

Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN):

This extension activity is offered for 30 hours.

Human Rights Education is offered in Semester V for all III UG students.

Gender Equity Studies is offered in Semester VI for all III UG students.

*Part V courses are conducted outside the working hours.

Library Hour:

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

5. Course Coding and Classification:

The following code system (8 alphanumeric characters) is adopted for Under Graduate courses:

Department Code	UG	Year of Revision	Semester	Course Specification	Course number
X	U	24	1-6	CC/CP/ EC	1,2,3 etc

Department	Code	Department	Code
Mathematics	M	English	E
Physics	P	History	H
Chemistry	C	Economics	F
Botany	B	Commerce	A
Zoology	Z	Social Work	W
Computer Science	S	English Literature with Media Communication	G
Costume and Fashion Design	D	Corporate Secretaryship	J
Artificial Intelligence & Data Science	I		

6. Course Specifications

TL/FL - Languages (Tamil / French)

EL - English

CC - Core Course

CP - Core Lab Course

RP - Core Research Project

FC - Foundation Course

EV - Environmental Studies

VE - Value Education

IS - Internship

PS - Professional Competency Skill

EC - Elective Course

EP - Elective Lab Course

LC/LM - Catechism/ Moral

DE - Discipline Specific Elective

FP - Field Project

NM - Non-major Elective

- HR - Human Rights Education
- SE - Skill Enhancement Course
- CSE - Common Skill Enhancement Course
- GS - Gender Equity Studies
- ST - Student Training Activity
- CE - Community Engagement Activity

7. Course Classification

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

8. Course Structure

Distribution of Hours and Credits

Curricular Courses

Course	S I	S II	S III	S IV	S V	S VI	Total	
							H	C
Part I - Language	6(3)	6(3)	6(3)	6(3)			24	12
Part II - English	6(3)	6(3)	6(3)	6(3)			24	12
Part III								
Core Course	5(5)+ 5(5)	5(5)+ 5(5)	5(5)+ 5(5)	5(5)+ 5(5)	5(4)+ 5(4)+ 5(4)+	6(5)+ 6(5)+ 6(4)	78	70
Core Research Project					5(4)			
Elective Course	4(3)	4(3)	4(3)	4(3)	4(3)+ 4(3)	5(3)+ 5(3)	34	24

Part IV								
Non-major Elective	2(2)	2(2)					4	4
Skill Enhancement Course		2(2)	2(2)+ 2(2)	2(2)			8	8
Foundation Course	2 (2)						2	2
Environmental Studies				2 (2)			2	2
Value Education					2 (2)		2	2
Internship					(2)		-	2
Professional Competency Skill						2 (2)	2	2
Total	30(23)	30(23)	30(23)	30(23)	30(26)	30(22)	180	140

Co-curricular Courses

Part V	S I	S II	S III	S IV	S V	S VI	Total
Life Skill Training (LST)	-	(1)	-	(1)			2
Skill Development Training (Certificate Course)	(1)						1
Field Project		(1)					1
Specific Value-added Course	(1)		(1)				2

Generic Value-added Course				(1)		(1)	2
Massive Open Online Courses (MOOCs)		(1)		(1)			2
Student Training Activity: Clubs & Committees / NSS				(1)			1
Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN)				(1)			1
Human Rights Education (HRE)					(1)		1
Gender Equity Studies (GES)						(1)	1
Total							14

Total number of Compulsory Credits =

Curricular credits + Co-curricular credits: **140 + 14**

9. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and the quantum of work a student is required to put in for a particular course. The credits of a Course should be less than the hours allotted to it. The total minimum credits required for the award of UG Degree is 154 credits

10. Extra credits (Maximum 5 credits)

Extra credits can be acquired by taking up the following:

i. MOOCs / Self -Learning Courses

1 credit for a course (Maximum 2 credits).

ii. Sports Representation – (Maximum 5 credits)

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

iii. Research Articles:

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

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

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

Presentation in Seminars/ Conferences/ Workshops/ Webinars

1 credit for a research paper (Maximum 2 credits)

iv. Entrepreneurship Initiatives:

Founders of Start Steps: 2 extra credits

Co-Founders of Start Steps: 1 extra credit

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

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

11. Pedagogy

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

12. Examination Pattern

Each paper carries an internal component. There is a passing minimum for external component. A minimum of 40% in the external examination and an aggregate of 40% is required.

**i. Part I – Tamil, Part II – English, Part III –
(Core Course/ Elective Course)**

Ratio of Internal and External= 25:75

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

Components	Marks
Internal test (2) - 40 marks	10
Quiz (2) - 20 marks	5
Assignment: (Model Making, Exhibition, Role Play, Seminar, Group Discussion, Problem Solving, Class Test, Open Book Test etc. (Minimum three items per course should be included in the syllabus & teaching plan) (30 marks)	10
Total	25

Question Pattern

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

ii. Lab Course:

Ratio of Internal and External= 25:75

Total: 100 marks

Internal Components and Distribution of Marks

Internal Components	Marks
Performance of the Experiments	10
Regularity in attending practical and submission of records	5

Record	5
Model exam	5
Total	25

Question pattern

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

Core Research Project

Ratio of Internal and External = 25:75

Components	Marks
Internal	25
External	
Core Research Project Report	40
Viva voce	35
Total	100

Part - IV

- i. **Non-major Elective, Skill Enhancement Course I & II, Foundation Course, Value Education, Professional Competency Skill**

Ratio of Internal and External = 25: 75

Internal Components and Distribution of Marks

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

Question Pattern

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

ii. Skill Enhancement Course III & IV

Digital Fluency

Components	Marks
Internal	
Quiz (15 x 1)	15
Lab Assessment (5 x 2)	10
Total	25
External	
Practical (2 x 25)	50
Procedure	25
Total	75

Fitness and Wellbeing

Components	Marks
Internal	
Quiz (15 x 1)	15
Exercise (2 x 5)	10
Total	25
External	
Written Test: Part A: Open choice - 5 out of 8 questions (5 x 5)	25
Part B: Open choice - 5 out of 8 questions (5 x 10)	50
Total	75

iii. Environmental Studies

Internal Components

Components	Marks
Project Report	15
Viva voce	10
Total	25

Question Pattern

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

iii. Internship

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

Co-Curricular Courses:

i. i. Life Skill Training: Catechism & Moral, Human Rights Education & Gender Equity Studies

Internal Components

Components	Marks
Project - Album on current issues	25
Group Activity	25
Total	50

External Components

Components	Marks
Written Test: Open choice – 5 out of 8 questions (5 x 10)	50
Total	50

ii. Skill Development Training - Certificate Course:

Components	Marks
Attendance & Participation	50
Skill Test	50
Total	100

iii. Field Project:

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

iv. Specific Value-Added Courses & Generic Value-Added Courses:

Components	Marks
Internal	25
External	75
Total	100

v. Student Training Activity: Clubs and Committees Compulsory for all I & II year students (1 credit).

Components	Marks
Attendance	25
Participation	75
Total	100

vi. Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN)

Components	Marks
Attendance & Participation	50
Field Project	50
Total	100

13. Outcome Based Education (OBE)

(i) Knowledge levels for assessment of Outcomes based on Blooms Taxonomy

Programme	Assessment	Lower Order Thinking									Higher order thinking			Total number of questions
		K1			K2			K3			K4,K5,K6			
		A	B	C	A	B	C	A	B	C	A	B	C	
I UG	Internal	2	1		1	1	1	1	-	1	-	-	-	8
	External	5	2	1	3	2	2	2	1	2	-	-	-	20
II UG	Internal	1	1	-	1	1	1	1	-	1	1	-	-	8
	External	5	1	1	4	1	1	-	3	1	1	-	2	20
III UG	Internal	1	-	-	1	-	-	1	1	1	1	1	1	8
	External	3		1	3	1	1	1	2	1	3	2	2	20

(ii) Weightage of K – Levels in Question Paper

Number of questions for each cognitive level:

S. No.	Level	Parameter	Description
1	K1	Knowledge/ Remembering	It is the ability to remember the previously learned
2	K2	Comprehension/ Understanding	The learner explains ideas or concepts
3	K3	Application/Applying	The learner uses information in a new way
4	K4	Analysis/Analysing	The learner distinguishes among different parts

5	K5	Evaluation/Evaluating	The learner justifies a stand or decision
6	K6	Synthesis /Creating	The learner creates a new product or point of view

Postgraduate Programme

(For the candidates admitted from the academic year 2023-2024 onwards)

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

1. Eligibility

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

ARTS

S. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	M.A. English (Aided & Self-Financed)	A pass in B.A. English	English
2.	M. A. History (Self-Financed)	A pass in B. A. History	English
3.	M.A. Economics (Self-Financed)	A pass in B.A. Economics	English
4.	M.Com. (Self-Financed)	A pass in B. Com. / Bank Management / Computer Applications / Financial Management/B.Com.(Applied) / CA-Operation / B.B.A. and other related Programmes equivalent to B.Com.	English
5.	MSW (Social Work) (Self-Financed)	A pass in any degree	English

SCIENCE

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

ii) Degree

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

2. Duration

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

3. LOCF with CBCS

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

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

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

4. Courses

I. Curricular Courses:

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

(i) Core Courses & Core Lab Course:

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

(ii) Elective Courses:

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

(iii) Core Research Project:

Each candidate shall be required to take up an individual project

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

(iv) Skill Enhancement Course (SEC):

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

(v) Internship:

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

II. Co-curricular Courses:

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

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

(ii) Field Project:

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

(iii) Specific Value-added Courses:

Students have to undergo the courses in the discipline.

(iv) Generic Value-added Courses:

Students can choose the courses offered by the institution.

(v) Massive Open Online Courses (MOOCs):

The students have to undergo two 4 weeks courses of their choice to earn the mandatory 1 credit each.

(vi) Community Engagement Activity (UBA)

This extension activity is offered for 30 hours.

(vii) Library Hour:

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

5. Course Coding and Classification:

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

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

6. Course Specifications:

CC - Core Course

IS- Internship

CP- Core Practical

SE – Skill Enhancement

RP- Research Project

FP- Field Project

7. Course Classification

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

8. Course Structure

(i) Curricular Courses:

Distribution of Hours and Credits

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

Total Number of Hours = 120

(ii) Co-curricular Courses

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

Total Number of Credits = 91 + (10)

Co-curricular courses are mandatory and conducted outside the regular working hours.

9. Credits

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

10. Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

i. MOOCs/ Self -Learning Courses

1 credit for a course (Maximum 2 credits).

ii. Sports Representation – (Maximum 5 credits)

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

iii. Research Articles:

Publication in Journals (International/National)

(max.3 papers)

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

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

Presentation in Seminars/ Conferences/ Workshops/ Webinars

1 credit for a research paper (Maximum 2 credits)

iv. Entrepreneurship Initiatives

Founders of Start Steps: 2 extra credits

Co-Founders of Start Steps: 1 extra credit

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

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

11. Pedagogy

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

12. Examination Pattern

Curricular Courses:

i) Core Course / Elective Course

Internal: External–25:75

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

Components	Marks
Internal test (2) (40 marks)	10
Quiz (2) (20 marks)	5
Seminar (10 marks)	5
Assignment: (Model Making, Exhibition, Role Play, Group Discussion, Problem Solving, Class Test, Open Book Test (Minimum three items per course) (30 marks)	5
Total	25

Question Pattern

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

ii) Core Lab Course:

Ratio of Internal and External= 25:75

Total: 100 marks

Internal Components and Distribution of Marks

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

Question pattern

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

iii) Core Research Project:

Ratio of Internal and External 25: 75

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

iv) Skill Enhancement Course

Ratio of Internal and External = 25: 75

Internal Components and Distribution of Marks

Components	Marks
Internal test (2) – (40 marks)	10
Quiz (2) – (20 marks)	5

Assignment: (Model Making, Exhibition, Role Play, Album, Group Activity (Mime, Skit, Song) (Minimum three items per course)	10
Total	25

Question Pattern

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

v) Internship

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

Co-Curricular Courses:

(i) Life Skill Training

Internal Component

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

External Component

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

(ii) Field Project:

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

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

Components	Marks
Internal	25
External	75
Total	100

(iv) Community Engagement Activity-UBA

Internal Component

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

External Component

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

13. OBE

(i) Knowledge levels for assessment of Outcomes based on Blooms Taxonomy

S. No.	Level	Parameter	Description
1	KI	Knowledge/ Remembering	It is the ability to remember the previously learned

2	K2	Comprehension/ Understanding	The learner explains ideas or concepts
3	K3	Application/Applying	The learner uses information in a new way
4	K4	Analysis/Analysing	The learner distinguishes among different parts
5	K5	Evaluation/ Evaluating	The learner justifies a stand or decision
6	K6	Synthesis /Creating	The learner creates a new product or point of view

(ii) Weightage of K - levels in Question Paper

Number of questions for each cognitive level:

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





EXAMINATION GUIDELINES

- Students those who have completed at least one internal test and other internal components are permitted to write the external examination.
- Students can apply through online for semester examination.
- Hall tickets can be downloaded from College website prior to the examination.
- Semester examination will be for 3 hours, conducted at the end of the semester, by the Controller of Examination. Double valuation system is followed for PG.
- If the difference between the two valuations exceeds 15 marks, the Controller of Examinations may recommend for a third valuation by another external examiner.

The Controller of Examination will issue the notification announcing the commencement of examination, submission of filled in application form and the examination fee to be paid.

- The timetable for semester examination will be published by the Controller of Examination two weeks prior to the date of commencement of examinations.

Evaluation

- i. The performance of a student in each Course is evaluated in terms of percentage of marks with a provision for conversion to grade points.
- ii. Evaluation for each course shall be done by Continuous Internal Assessment (CIA) by the Course teacher as well as by an end semester examination and will be consolidated at the end of the semester.
- iii. There shall be examinations at the end of each semester, for odd semesters in October/November and for even semesters in April / May.
- iv. A candidate who does not pass the examination in any course(s)

shall be permitted to re-appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in Practical Examination(s) shall be permitted

To re - appear for their arrears only along with Regular Practical examinations in the respective semester.

- v. Viva-voce: Each candidate shall be required to appear for Viva-voce Examination in defence of the Project.
- vi. The results of all the examinations will be published in the College website.
- vii. For UG students, a minimum of 40% in the external examination and an aggregate of 40% is required. For PG students a minimum of 50% in the external examination and aggregate of 50% is required. There is no minimum pass percentage for the CIA.

Results

After the valuation of papers, the results will be scrutinized by the Award Committee and then published.

Students will receive the results on their mobile through SMS. They can also view them online - erp.holycrossnsl.edu.in. Students will be given a mark statement for every semester examination. At the end of the course, a consolidated mark statement of the final results based on Grade Point Average is awarded to each student.

Revaluation

Revaluation is permitted only for regular examinations of the UG courses and not for arrears and Part IV Courses and this is done only after payment of the prescribed fee at the stipulated time. Fee prescribed according to the rules currently in force in the college will have to be paid. Concerning the results of the revaluation, if the revalued mark is higher than the original mark, then it will be recorded as the final mark. If not the original mark will be retained. Photocopies of the exam papers can be obtained from COE office and verified. Revaluation is not applicable for PG.

Reappearance for Arrear Course

Students can take up arrear examinations along with the subsequent regular end semester examinations. The candidates with arrears will be permitted to appear for the arrear examinations in the same syllabus for a period of 3 years from the year of normal completion of the same course (for UG 3+2 years and for PG 2+2 years).

Reappearance for Theory Papers

Students are permitted to write their arrear papers in all the subsequent semesters.

Supplementary Examination for Final Semester

For the outgoing students a supplementary examination will be conducted within ten days after the semester examination results, to help them to get their degrees without delay. UG and PG students can appear for only two arrears in the supplementary examination. The question paper pattern for supplementary examination will be the same as the regular examination for each subject. Candidates, who are writing the supplementary examination are required to submit the filled in application form and pay the examination fee as specified.

Addressing Grievances

In case of grievance of any nature, including those concerning the CIA, students can appeal to the Grievance Appeal Committee. Principal is the Chairperson of the committee.

A student, if dissatisfied with her marks, has the right to appeal for a review of her marks in the CIA test (formative assessment) as per the procedure detailed below:

- a. Such appeals should be made to the course teacher(s) immediately after receiving the valued scripts.
- b. If additional clarification is necessary, the student should approach the Head of the Department concerned. The HOD will try to sort out the problem and initiate all efforts to settle the matter amicably.

- c. If not satisfied with (a) and (b) the student shall, within 3 days, make a written appeal to the Principal through the HOD/ Controller of Examination who will forward the same to the Grievance Appeal Committee for further review. The decision of the Grievance Appeal Committee shall be the final.

Semester Examination Question Papers

Any complaint with respect to the semester examination question paper must be brought to the notice of the Controller of Examinations on the day of examination within an hour after the commencement of the examination by the course-in-charge or by the HOD concerned. In the absence of HOD, the next senior teacher would take up this responsibility.

Condonation

A candidate must earn 75% of attendance per semester to take the semester examination. Candidates who have less than 75% of attendance but above 62% shall make a written request for condonation of attendance to the Principal one week prior to the last working day of the semester. Request for condonation of attendance will be considered by the Principal in consultation with the Head of the Department. In case of prolonged illness, request for condonation of attendance should be supported by a valid medical report from a Registered Medical Practitioner. If granted condonation, the students have to remit a condonation fee to take the semester examinations. Students having attendance of less than 62% should repeat the missed semester and then continue the remaining semesters.

No Dues

Clearance of fee dues is a pre-requisite for

1. Issue of Hall ticket for the semester examination.
2. Getting Transfer Certificate from the college.

Conferment of the Degree

A candidate shall be eligible for the conferment of the Degree only if the minimum required credits for the programme thereof (95 credits) is earned.

Grading System for semester examination

Calculation of Grade Point Average for End Semester

Examination:

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

For the entire programme:

Cumulative Grade Point Average (CGPA) $\frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_{ni} \sum_i C_{ni}}$

Sum of the multiplication of grade points by the credits
of the entire programme CGPA

Sum of the credits of the courses of the entire
programme Where

C_i - Credits earned for course i in any semester

G_i - Grade point obtained for course i in any semester

n - semester in which such courses were credited

Final Result

Conversion of Marks to Grade Points and Letter Grade

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49 (UG)	4.0-4.9	C	Satisfactory
00-39 (UG)/ 00-49 (PG)	0.0	U	Re-Appear
ABSENT	0.0	AA	ABSENT

Overall Performance

CGPA	Grade	Classification of Final Results
9.5-10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.0 and above but below 5.0 (UG)	C	Third Class
0.0 and above but below 4.0 (UG) 0.0 and above but below 5.0 (PG)	U	Re-appear

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

CLUBS, CELLS, COMMITTEES AND FORUMS

The college has the following committees to ensure effective management of academic, financial and general administrative affairs.

1. Administrative Affairs

Board of Management

Sr. Fatima Kattar	: President
Dr. Sr. P. Leema Rose	: Local Animator
Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. K. Francy	: Vice Principal
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Sr. A. Shanthi Alphonse	: Member
Sr. S. Antin Mary	: Member
Dr. Sr. S. Sebastiammal	: Member

College Management Committee

Sr. Fatima Kattar	: President
Dr. Sr. P. Leema Rose	: Local Animator
Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. K. Francy	: Vice Principal
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Dr. S. Mary Mettilda Bai	: Staff Representative

Governing Body

Sr. Fatima Kattar Provincial, Madurai	: Chairperson
Dr. Sr. M. Mary Gilda Secretary	: Vice Chairperson
Dr. Sr. K. Francy Vice Principal	: Member, Management
Dr. Sr. P. Leema Rose Asst. Professor, Dept. of Botany	: Member, Management

Dr. Sr. S. Sebastiammal : Member, Management
Asst. Professor, Dept. of Physics

Dr. V. Virgin Nithya Veena : Staff Representative
Asst. Professor, Dept. of English

Dr. H. Jimsy Asha : Staff Representative
Asst. Professor, Dept. of English

A. Selva Asha (alias) Sr. Asha : Administrative Officer

Dr. R. M. Murugappan : Educationist
Dean, Curriculum and Development,
Head, Department of Zoology and
Microbiology, Thiagarajar College,
Madurai

Dr. A. Ravindran : State Govt. Nominee
R.J.D. of Collegiate Education,
Thirunelveli

Dr. Y. Srinivas : University Nominee
Professor, Centre for Geotechnology,
Manonmaniam Sundaranar University,
Thirunelveli

Dr. J. Vinoliya Josephine Mary : Special Invitee
Associate Prof., Dept. of Zoology

Dr. Sheeba Daniel : Special Invitee
Asst. Prof., Dept of Chemistry

Dr. Sr. S. Sahayaselvi : Ex-Officio
Principal

Administrative Team

Dr. Sr. S. Sahayaselvi : Principal

Dr. Sr. M. Mary Gilda : Secretary

Dr. Sr. K. Francy : Vice Principal-1

Dr. P. Sathya : Vice Principal-2

Dr. J. Vinoliya Josephine Mary : Controller of Examinations

Dr. S. Regi : Assistant Controller of
Examinations

Dr. R. Gladis Latha : Dean of Academic Affairs

Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
Dr. J. Divya Merry Malar	: Dean of Academic affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. H. Jimsy Asha	: Director of IQAC
Dr. S. Sujitha	: Assistant Director of IQAC
Dr. V. Antony Prakash Babila	: Dean of Extension Services
Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Dr. R. Abilasha	: Dean of External affairs
Dr. Selva Mary Gokila S. George	: Dean of Student affairs
Dr. M. Mabel Edel Queen	: Dean of Student affairs
Dr. V. Shally	: Coordinator of CCFD
Dr. Sheeba Daniel	: Coordinator of IIC

Planning, Review and Evaluation Committee

Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. K. Francy	: Vice Principal-1
Dr. P. Sathya	: Vice Principal-2
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. V. Virgin Nithya Veena	: Dean of Academic affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. H. Jimsy Asha	: Director of IQAC
Dr. V. Antony Prakash Babila	: Dean of Extension Services
Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Dr. R. Abilasha	: Dean of External affairs
Dr. Selva Mary Gokila S. George	: Dean of Student affairs
Dr. M. Mabel Edel Queen	: Dean of Student affairs
Ms. P. T. Anbu Hannah Dora	: Coordinator of PTA
Dr. J. Christy Celin Mary	: Director of Physical Education

Dr. S. Panimaya Mercy	: Coordinator of UBA
Dr. Sheeba Daniel	: IIC Convenor
Dr. V. Sujin Flower	: Coordinator of Placement and Career Guidance Cell
Dr. S.J. Jenepha Mary	: Coordinator of RUN
Dr. V. Jeya Kala	: Librarian
Mr. J. Jeevakarunyam	: Non-teaching Staff representative
Ms. S. Arockia Sandra	: Student Representative

Finance Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Dr. C. Braba	: Staff Representative
Ms. A. Mary Onita	: Office Staff
Mr. Bhaskaran	: Auditor

Finance Sub-Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. Sr. M. Mary Gilda	: Secretary
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Dr. J. Divya Merry Malar	: Member
Ms. S. Josephine Panimaya Rushia	: Member
Mr. Bhaskaran	: Auditor

Purchase Committee

Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. K. Francy	: Vice Principal
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Dr. S. Thenmozhi	: Senior Faculty
Dr. M. Anitha Malbi	: Senior Faculty
Dr. Alby Grace	: Senior Faculty
Mr. X. Anto Valan	: Member

2. Crossian Centre for Academic Affairs

Deans of Academic Affairs

Dr. R. Gladis Latha	: Dean of Academic affairs
Dr. V. Virgin Nithya Veena	: Dean of Academic affairs
Dr. J. Divya Merry Malar	: Dean of Academic affairs

Admission Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Ms. P.T. Anbu Hannah Dora	: Senior Faculty (UG)
Dr. S. Mary Mettilda Bai	: Senior Faculty (PG)
Dr. Sr. P. Leema Rose	: Co-opt

Heads of all the Departments and I year class teachers

Curriculum Steering Committee

Dr. Sr. S. Sahayaselvi	: Principal
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
Dr. J. Divya Merry Malar	: Dean of Academic Affairs
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations

Heads of all the Departments

Board of Studies

The entire faculty of the department, external subject experts, University nominee, an alumna, a representative from the industrial/ Corporate / the allied sector.

Examination Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. S. Regi	: Assistant Controller of Examinations
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. V. Virgin Nithya Veena	: Representative of Skill Enhancement and Certificate Courses

Dr. H. Jimsy Asha	: Director of IQAC
Dr. S. Thenmozhi	: Representative of Languages
Dr. V. Shally	: Representative of Physical Sciences
Dr. P. T. Arokya Glory	: Representative of Life Sciences
Ms. A. Mary Usha	: Representative, COE Section

Academic Council

Dr. Sr. S. Sahayaselvi	: Principal
Dr. R. Balasubramanian	: Member
Professor, Department of Computer Science and Engineering, M.S. University, Tirunelveli	
Dr. R. Kala	: Member
Professor, Department of Mathematics, M.S. University, Tirunelveli	
Dr. V. Samuel Gnanaprakash	: Member
Professor, Department of Marine Science and Technology, M.S. University, Rajakamangalam.	
Mr. S.P. Ashokan	: Advocate, Nagercoil Bar Council
Mr. Savari Praveen Kumar	: Industrialist, Infinisol Technology Pvt. Ltd.
Mr. A. Amirtha Rajan	: Entrepreneur, A. John Morris & Company
Dr. P. Lourdes Poobala Rayan	: Educationalist
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
Dr. J. Divya Merry Malar	: Dean of Academic Affairs
Dr. H. Jimsy Asha	: Member Secretary
Dr. S. Mary Mettilda Bai	: Senior Faculty
Dr. S. Regi	: Senior Faculty

- Dr. S. Thenmozhi : Senior Faculty
- Dr. J.M. Vinitha Charles : Senior Faculty
- Heads of all the Departments : Chairpersons of the Board of Studies

Award Committee

- Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- Dr. Sr. M. Mary Gilda : Secretary
- Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- Dr. S. Regi : Assistant Controller of Examinations
- Dr. M. Michael Babu : University Nominee
- Dr. Gnana D. Hans : University Nominee
- Dr. C. Nirmala Louis : Representative of Physical Sciences
- Dr. S. Mary Mettilda Bai : Representative of Life Sciences
- Dr. S. Jeni Sanjana : Representative of Social Sciences

Grievance Appeal Committee

- Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- Dr. S. Regi : Assistant Controller of Examinations
- Heads of all the Departments

College Staff Council

- Dr. Sr. S. Sahayaselvi : Chairperson & Principal
- Dr. Sr. M. Mary Gilda : Secretary
- Dr. Sr. K. Francy : Vice Principal-1
- Dr. P. Sathya : Vice Principal-2
- Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- Dr. R. Gladis Latha : Dean of Academic Affairs
- Dr. V. Virgin Nithya Veena : Dean of Academic Affairs

Dr. J. Divya Merry Malar	: Dean of Academic Affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. H. Jimsy Asha	: Director of IQAC
Dr. V. Antony Prakash Babila	: Dean of Extension Services
Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Dr. R. Abilasha	: Dean of External Affairs
Dr. M. Mabel Edel Queen	: Dean of Student Affairs
Dr. Sheeba Daniel	: IIC Convener
Heads of all the Departments	
Dr. J. Christy Celin Mary	: Director of Physical Education
Dr. V. Jeya Kala	: Librarian
Dr. A. Lesly Fathima	: Teaching Staff Club Secretary
Ms. M. Malliha Sundari	: Non-teaching Staff representative

Crossian Centre for Environmental Studies

(Part IV - EVS, Eco-club & Green Audit)

Dr. A. Punitha	: Coordinator, Eco-Club
Dr. W. Vincy	
Dr. Sr. Leema Rose	: Coordinator, Green Audit
Dr. J. Celin Pappa Rani	
Dr. S. Prakash Shoba	
Dr. B.T. Delma	
Dr. M. Priya Dharshini	
Mr. M.J. Jeevakarunyam	
Mr. X. Antovalan	

Crossian Centre for Women Empowerment

(Part V - Gender Equity Studies & Women's Cell)

Dr. R. Abilasha	: Coordinator, Women's Cell
Dr. L. Deva Vijila	
Dr. J. M. Vinitha Charles	
Ms. B.S. Saravana Bala	

Crossian Centre for Human Rights Education

(Part V - HRE & Legal Literacy Committee)

Ms. C. Nesavathy : Coordinator, Legal literacy
Committee

Ms. E. Sahaya Rose Vigita

Crossian Center for Skill Development (Certificate Course)

Ms. J.C. Mahizha : Coordinator

Dr. A. Sameema

Dr. S. Lizy Roselet

Dr. M. Charles Dayana

Remedial Programme Committee

Dr. Sr. S. Sebastiammal : Coordinator

Representatives of all the Departments

MOOC Courses (SWAYAM – NPTEL)

Dr. A. Annie Divya Mahisha : Arts

Dr. B. ShekinahHenry : Science

Dr. J. Jani Mercy Bai : Commerce

3. Crossian Centre for Research & Development

Research Advisory Committee

Dr. Sr. S. Sahayaselvi : Principal

Dr. Sr. K. Francy : Vice Principal

Dr. S. Mary Mettilda Bai : Dean of Research

Dr. M. F. Anne Feril : Coordinator

Dr. Alby Grace

Dr. S. Jeni Sanjana

Dr. A. Lesly Fathima

Dr. M.K. Angel Jebitha

Dr. Sheeba Daniel

Dr. A.R. Florence

Dr. C. Braba

Dr. S. Sonia

Research Ethics Committee (All Research Guides) Commerce

Dr. M. Mary Helen Stella*

Dr. Sr. Sahayaselvi

Dr. S. Mary Pearly Sumathi

Dr. C. Braba

Dr. C. K. Sunitha

Dr. J. Divya Merry Malar

Dr. M. Gnana Muhila

Tamil

Dr. V. Antony Prakash Babila

Dr. S. Sunitha

Dr. M. D. Arun Mozhi Nangai

Dr. M. Mabel Edel Queen

Dr. S. Ancy Mol

Dr. A. Delphin

English

Dr. Alby Grace

Dr. H. Jimsy Asha

Dr. V. Virgin Nithya Veena

Dr. M. F. Anne Feril

Dr. Selva Mary Gokila S. George

Dr. P. Sathya

Dr. R. Abilasha

History

Dr. S. Regi

Dr. I. Jalaja Kumari

Dr. K. S. Soumya

Dr. B. Palammal#

Economics

Dr. Sr. Anne Perpet Sophy*

Dr. S. Jeni Sanjana

Dr. S. Vimal Dolli

Mathematics

Dr. V. M. Arul Flower Mary*
Dr. M. K. Angel Jebitha
Dr. S. Sujitha
Dr. V. Sujin Flower
Dr. J. Befija Minnie
Dr. K. Jeya Daisy

Physics

Dr. S. Mary Delphine*
Dr. C. Nirmala Louis
Dr. V. Shally
Dr. M. Priya Dharshini
Dr. A. Lesly Fathima
Dr. R. Krishna Priya
Dr. S. Sonia
Dr. M. Abila Jeba Queen
Dr. Sr. S. Sebastiammal

Chemistry

Dr. G. Leema Rose*
Dr. M. Anitha Malbi
Dr. R. Gladis Latha
Dr. S. Ajith Sinthuja
Dr. Sheeba Daniel
Dr. Y. Christabel Shaji

Botany

Dr. A. Anami Augustus Arul
Dr. Bojaxa A. Rosy

Zoology

Dr. S. Mary Mettilda Bai
Dr. F. Brisca Renuga
Dr. J. Vinoliya Josephine Mary
Dr. A. Shyla Suganthi

Dr. Jeni Chandar Padua

Dr. C. Anitha

*Retired Faculty

Former SF Assistant Professor, Continuing as Research Guide

Project Implementation Committee

Dr. A. Lesly Fathima

Dr. S. Sonia

Dr. Sheeba Daniel

Dr. M. K. Angel Jebitha

Dr. A. Shyla Suganthi

Dr. A. Anami Augustus Arul

Crossian Research Forum

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. M. F. Anne Feril	: Coordinator
Dr. C. Braba	: Dept. of Commerce
Dr. S. Thenmozhi	: Dept. of Tamil
Dr. M. K. Angel Jebitha	: Dept. of Mathematics
Dr. A. Punitha	: Dept. of Zoology
Dr. A. R. Florence	: Dept. of Botany
Dr. S. Sonia	: Dept. of Physics
Dr. Y. Christabel Shaji	: Dept. of Chemistry
Dr. C. K. Sunitha	: Dept. of Commerce (S.F-I)
Dr. S. Daisy Bai	: Dept. of Tamil (S.F)
Dr. A. Babila Kingsly	: Dept. of Economics
Dr. C. Jenila	: Dept. of Mathematics (S.F)
Dr. E. Jebamalar	: Dept. of English (S.F)
Dr. X. Maria Muthu Shanthini	: Dept. of Commerce (S.F-II)
Dr. F. Fanax Femy	: Dept. of Computer Science (S.F)
Dr. E. Sathia Raj	: Dept. of Social Works (S.F)
Dr. R. Suji	: Dept. of History
Dr. V.S. Harilakshmi	: Dept. of AI & Data Science

Dr. V. Jeyakala	: Librarian
Ms. S. Anusha Mini	: Research Scholar (Arts)
Ms. S.C. Benitlin Shalom	: Research Scholar (Science)
Ms. S. Jones Kala	: Non Teaching Staff

4. Internal Quality Assurance Cell (IQAC)

Administrative Officers

Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. Sr. K. Francy	: Vice Principal 1
Dr. P. Sathya	: Vice Principal 2
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. H. Jimsey Asha	: Director of IQAC
Dr. S. Sujitha	: Assistant Director of IQAC
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. Selva Mary Gokila S. George	: Dean of Student Affairs
Dr. V. Sujin Flower	: Placement Officer
Dr. Sheeba Daniel	: IIC Convener
Sr. A. Shanthy	: Junior Assistant
Dr. V. Jeya Kala	: Librarian
Ms. S. Arockia Sandra III B.Com	: IQAC Student Representative
Ms. W.S. Jesintha Sukanth III B.Sc Computer Science	: IIC Student Representative
Ms. S. L. Aarose Nicy II B.A English	: Clubs and Committees Student Representative

External Members

Dr. A. Lourdsamy St. Xavier's College, Palayamkottai	: External Expert
--	-------------------

Dr. A. Rose Venis : External Expert
St. Joseph's College, Trichy
Mr. W. Arul Jerald Prakash : Industrialist
Dr. S. Mary Jelastin Kala : Alumni
St. Xavier's College
Palayamkottai

Core Committee Members

Dr. H. Jimsy Asha : Director of IQAC
Dr. S. Sujitha : Assistant Director of IQAC
Dr. X. Venci Candida : Dept. of Zoology
Dr. S. Ajith Sinthuja : Dept. of Chemistry
Dr. M. Priya Dharshini : Dept. of Physics
Dr. S. Vimal Dolli : Dept. of Economics
Ms. A. Anishya Dani : Dept. of English

Members

Dr. P. T. Arokya Glory : Dept. of Zoology
Dr. V. Antony Prakash Babila : Dept. of Tamil
Ms. A. R. Jemi : Dept. of English
Dr. J. Albino Wins : Dept. of Botany
Dr. A. Anat Jaslin Jini : Dept. of Mathematics
Dr. G. Hesil Jerda : Dept. of Commerce
Dr. M. Charles Dayana : Dept. of Commerce(S.F-I)
Ms. J. Anne Mary Leema : Dept. of Mathematics(S.F)
Dr. S. Ancy Mole : Dept. of Tamil(S.F)
Ms. J. Mary Deeba : Dept. of Social Work(S.F)
Ms. J. Maria Prabina Sackaria : Dept. of English (S.F.)
Dr. G. Sahaya Shiny : Dept. of Commerce (S.F-I)
Dr. S. Mary Judit : Dept. of History
Dr. S. Immaculate Shyla : Dept. of AI & Data Science
Ms. J. Jackulin : Dept. of Computer Science (S.F)
Ms. T. Menaka : Dept. of Costume Design and Fashion
Ms. V. Abisha : ERP Admin

5. Institution Innovation Council (IIC)

Core Committee

Dr. Sr. S. Sahayaselvi	: Principal & President
Dr. A. Anami Augustus Arul	: Vice President & NISP
Dr. Sheeba Daniel	: Convener
Dr. M. K. Angel Jebitha	: Internship Coordinator
Dr. R. Krishna Priya	: Innovation Coordinator
Dr. C. Anitha	: IPR Coordinator
Dr. P. Aji Udhaya	: Social Media Co-ordinator
Dr. K. Baby	: Start-up Coordinator

Expert Committee

Ms. R. Hemalatha	: Patent Expert
Mr. Gigin Durai	: Patent Expert
Mr. N. Rahul	: Start-up Founder
Mr. S. Ajith Kumar	: Start-up Founder
Mr.G. Christ Jose	: Start-up Founder
Mr. Goutham Palaniswamy	: Incubator
Mr. M. Dhilip Kumar	: Incubator
Ms. Bhagyalekshmi (Alumni)	: Entrepreneur

Monitoring Committee

Dr. Sr. S. Sahayaselvi	: President
Dr. A. Anami Augustus Arul	: Vice President & NISP
Dr. Sheeba Daniel	: Convener
Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development

The Heads of the Departments of the Respective Startups

Sub Committees

i Internship Cell

Dr. M. K. Angel Jebitha	: Coordinator
Dr. R. Sreedevi	
Ms. M. Aashina Janvi	

ii **Innovation Cell**

Dr. R. Krishna Priya : Coordinator

Dr. S. Lizy Roselet

Dr. Bojaxa A. Rosy

iii **Intellectual Property Rights Cell (IPR)**

Dr. C. Anitha : Coordinator

Ms. S. Fransta Darshana

Dr. B. T. Delma

iv **Socialmedia Cell & ICT**

Dr. P. Aji Udhaya : Coordinator

Sr. S. Antin Mary

Dr. S. Mary Pearly Sumathi : PRO

Dr. S. Daisy Bai

Ms. M. Maria Helen Jenoba

Mr. X. Anto Valan

Mr. Merlin

v **Startup Cell**

Ms. C. Nesavathy : Coordinator

Dr. K. Baby

Dr. R. Eveline Shindya

vi **Student IIC**

Dr. A. Anami Augustus Arul : Vice President & NISP

Dr. Sheeba Daniel : IIC Convener

Dr. Jeni Chandar Padua : Dean of Entrepreneurship
Development

**6. Holy Cross Innovation and
Incubation Centre (HCIIC)**

Dr. Sr. Fatima Kattar : President

Dr. Sr. S. Sahayaselvi : Vice President

Dr. Sr. S. Sebastiammal : Treasurer

Dr. Sr. K. Francy : Secretary

Dr. Sheeba Daniel	: Joint Secretary
Dr. Sr. M. Mary Gilda	: Executive committee member
Dr. Sr. Anne Perpet Sophy	: Executive committee member
Dr. Sr. Leema Rose	: Executive committee member
Dr. Sr. M.S. Ruba	: Executive committee member
Sr. S. Antin Mary	: Executive committee member
Dr. A. Anami Augustus Arul	: Executive committee member
A. Selva Asha (alias) Sr. Asha	: Executive committee member
Sr. A. Shanthi	: Executive committee member

7. Crossian Centre for Economical & Entrepreneurial Development

Core Committee

Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Ms. A. Judes Jalaja	: Documentation
Dr. K. Baby	: Project Coordinator
Ms. S. Jershitha Queen	: Member
Ms. E. Sahaya Rose Vigita	: Member

Sub committees

Entrepreneurship Development and Innovation Institute (EDII-TN)

Dr. S. Jameela	: Coordinator
Dr. J. Jani Mercybai	

Innovation Entrepreneurship Development Centre (IEDC)

Dr. R. Krishna Priya	: Coordinator
Dr. Bojaxa A. Rosy	

Startup TN

Dr. K. Jeya Daisy	: Coordinator
Dr. A. Sameema	

Startup Cell of IIC

Ex-Officio Advisory Team

Industrial Advisors, Training Associates & Marketing Associates

8. Crossian Centre for Faculty Development

Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. K. Francy	: Vice Principal-1
Dr. P. Sathya	: Vice Principal-2
Dr. V. Shally	: Coordinator
Dr. Josephine Priyatharshini	: Member
Dr. B.T. Delma	: Member
Ms. M. Aashina Janvi	: Member
Dr. B. ShekinahHenry	: Member
Mr. G. Maria Antony Michael	: Non-teaching Staff
Ms. S. Josephine Panimaya Rushia	: Non-teaching Staff

9. Crossian Centre for Student Affairs

Quality Circle

Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. K. Francy	: Vice Principal-1
Dr. P. Sathya	: Vice Principal-2
Dr. Selva Mary Gokila S. George:	Dean of Student Affairs
Dr. M. Mabel Edel Queen	: Dean of Student Affairs
Ms. A. Arockia Sandra	: President, Student Council
Ms. W. S. Jesintha Sukanth	: Vice President, Student Council
Ms. S. L. Aarose Nicy	: Secretary, Student Council
Mr. Rajan	: Non-teaching Staff

Student Grievance Cell

Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. K. Francy	: Vice Principal-1
Dr. P. Sathya	: Vice Principal-2
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. Selva Mary Gokila S. George:	Dean of Student Affairs
Dr. M. Mabel Edel Queen	: Dean of Student Affairs

Internal Complaints Committee

- Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. K. Francy : Vice Principal-1
Dr. P. Sathya : Vice Principal-2
Dr. J. Vinoliya Josephine Mary : Controller of Examinations
Dr. Selva Mary Gokila S. George: Dean of Student Affairs
Dr. M. Mabel Edel Queen : Dean of Student Affairs
Adv. Jeya Rani : Advocate
Ms. A. Arockia Sandra : President, Student Council
Ms. W. S. Jesintha Sukanth : Vice President, Student Council
Ms. S. L. Aarose Nicy : Secretary, Student Council

Anti-Eve Teasing Committee /Anti-Sexual Harassment Committee

- Dr. Sr. K. Francy : Coordinator, Vice Principal-1
Dr. P. Sathya : Vice Principal-2
Deans of Student Affairs
Heads of all the Departments
Student Council Members

Anti-Drug Awareness Committee

- Dr. Sr. K. Francy : Coordinator, Vice Principal-1
Dr. P. Sathya : Vice Principal-2
Deans of Student Affairs
Heads of all the Departments
Student Council Members

Guidance and Counselling Committee

- Dr. A. Arul Mary Lubeeth, M.D : Psychotherapist
Sr. Nirmala Juliana : Mental Health Trainer cum
Counsellor
Dr. Fr. Francis Xavier Nelson : Counselling Ministry of
Kottar Diocese
Heads of the all Departments
Deans of Student Affairs

Discipline Committee / Anti-Ragging Committee

Dr. Sr. K. Francy	: VicePrincipal-1
Dr. P. Sathya	: Vice Principal-2
Dr. Selva Mary Gokila S. George:	Dean of Student Affairs
Dr. M. Mabel Edel Queen	: Dean of Student Affairs
Dr. F. Brisca Renuga	: Coordinator
Dr. V. Pradeepa	: NSS
Dr. M. Abila Jeba Queen	: NSS
Dr. M. Jasmine Vinoja	: NSS
Dr. S. Kala Vetha Kumari	: NSS
Dr. J. Christy Celine Mary	: Physical Education
Dr. V. Sujin Flower	: Mathematics
Dr. J. Bhavani	: English
Dr. C. Anitha	: Zoology
Ms. G. Sahaya Shiny	: Commerce (S.F-I)
Dr. X. Maria Muthu Shanthini	: Commerce (S.F-II)
Dr. E. Jebamalar	: English (S.F)
Ms. Josephine Shiny	: Economics
Dr. M. Antilin Princela	: Chemistry (S.F)
Dr. E. Sathia Raj	: Social Work (S.F)
Ms. J. Jackulin Reeja	: Computer Science (S.F)
Dr. K. Shajitha	: Commerce (S.F-1)
B. Shekina Hendry	: Maths (S.F)
Ms. V. Anto Freeda	: Costume Design and Fashion
Mr. F. Melgias	: Non-teaching Staff
Mr. J. Jeevakarunyam	: Non-teaching Staff

Fine Arts Committee

Dr. M. Mabel Edel Queen	: Dean of Student Affairs
Dr. Selva Mary Gokila S. George:	Coordinator, Dean of Student Affairs
Dr. Sr. K. Francy	: VicePrincipal-1
Dr. P. Sathya	: Vice Principal-2

Dr. A. Punitha	: Zoology
Ms. J. C. Mahizha	: Mathematics
Dr. P. Aji Udhaya	: Physics
Dr. Y. Christabel Shaji	: Chemistry
Dr. W. Vincy	: Botany
Ms. K.B. Steffi	: English
Dr. R. Suji	: History
Dr. A. Babila Kingsly	: Economics
Dr. G. Sahaya Shiny	: Commerce
Dr. J. Jenifer	: Commerce (S.F - II)
Ms. M. Maria Helen Jenoba	: English (S.F)
Dr. S. Jameela	: Commerce (S.F - I)
Dr. V.S. Harilakshmi	: AI & Data Science (S.F)
Ms. E. Sahaya Rose Vigita	: Computer Science (S.F)
Dr. M. Shirely Tresa	: Chemistry (S.F)
Dr. J. Nesa Golden Flower	: Maths (S.F)
Ms. J. Mary Deepa	: Social Work
Ms. T. Menaka	: Costume Design and Fashion
Mr. A. Robin	: Non-Teaching Staff
Mr. P. Valan Peter	: Non- Teaching Staff

Quiz Club

Sr. S. Antin Mary	: Coordinator
Ms. J. S. Monika	
Dr. K. Shajitha	

Inter Collegiate Competitions

Dr. J.M. Vinitha Charles	: Coordinator
Dr. M. D. Arun Mozhi Nangai	
Dr. M. Shirely Tresa	
Student Council Members	

Library Committee & Readers Forum

Dr. Sr. S. Sahayaselvi	: Principal
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Dr. V. Jeya Kala : Librarian

Heads of all the Departments

Games / Sports Committee

Dr. Sr. S. Sahayaselvi : Principal

Dr. Sr. K. Francy : Vice Principal-1

Dr. J. Christy Celin Mary : Director of Physical Education

Dr. A. Lesly Fathima

Health and Hygiene Committee

Dr. Bojaxa A. Rosy : Coordinator

Ms. J.S. Monika

Dr. Sr. Jenifer

Sr. Sahayarani

Sr. Fathima Louis

Campus Animation Team

Sr. S. Antin Mary : Coordinator

Dr. J. Befija Minnie

Ms. K. B. Steffi

Ms. K. Mihi Nancy

Ms. V. Selva Meenakshi

Dr. V. Jeya Kala : Librarian

Ms. V. Jemila : Non-teaching staff

Mr. M. Julibar Euprin Xavier : Non-teaching staff

College Choir

Equal Opportunity Cell

Dr. C. Braba : Coordinator

Dr. K. S. Soumya

Dr. C. K. Sunitha

Dr. Subha Ganapathy

Dr. R. Eveline Shindya

Student Welfare Fund Committee

Dr. J. Bhavani : Coordinator

Dr. C. Anitha

Hostel

Dr. Sr. S. Sahayaselvi	: Principal & Chief Warden
Sr. A. Shanthy	: Warden
Sr. S. Antin Mary	: Warden
Sr. Mary Prema	: Mess in Charge
Ms. Annammal	: Assistant Warden

10. Crossian Centre for Outreach Programmes / Extension Services

Dr. Sr. S. Sahayaselvi	: Principal
Dr. V. Antony Prakash Babila	: Dean of Extension Services
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations

i NSS & Red Ribbon Club

Dr. V. Pradeepa	: Programme Officer- Unit 77
Dr. M. Abila Jeba Queen	: Programme Officer -Unit 76
Dr. S. Kala Vetha Kumari	: Programme Officer- Unit 239
Dr. M. Jasmine Vinoja	: Programme Officer -Unit 240
Ms. J. C. Mahizha	
Dr. J. Nesa Golden Flower	

ii NCC

Dr. S. Sunitha	: Care Taker Officer, 3 (TN) Naval Unit
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iii AICUF, Xavier Board and AIACHE

Dr. Snow J Sharmila	: Coordinator
Ms. K. Mihi Nancy	

iv Rotaract Club

Dr. S. Virgin Jeba	: Coordinator
Dr. V.S. Harilakshmi	

v Youth Red Cross

Dr. J. Befija Minnie	: Coordinator
Ms. V. Anto Freeda	

vi **Eco-Club**

Dr. A. Punitha : Coordinator

Dr. J. Celin Pappa Rani

vii **Green, Environment and Energy Audit**

Dr. Sr. Leema Rose : Coordinator

Dr. J. Celin Pappa Rani

Dr. S. Prakash Shoba

Dr. B.T. Delma

Dr. M. Priya Dharshini

Mr. M.J. Jeevakarunyam

Mr. X. Antovalan

viii **ISO Audit**

Dr. M. Priya Dharshini : Coordinator

Dr. S. Ajith Sinthuja

Dr. S. Lizy Roselet

ix **Consumer Club**

Dr. A. Franklin Rajila : Coordinator

Dr. S. Annie Divya Mahisha

x **Legal Literacy Committee**

Ms. C. Nesavathy : Coordinator

Ms. E. Sahaya Rose Vigita

xi **Women's Cell**

Dr. R. Abilasha : Coordinator

Dr. L. Deva Vijila

Dr. S. Prakash Shoba

Dr. J. Vinitha Charles

Ms. B.S. Saravana Bala

xii **YUVA Tourism Club**

Dr. K. S. Soumya : Coordinator

Dr. S. Mary Judit

xiii Electoral Literacy Club

Dr. R. Suji : Coordinator
Ms. R. Jaishmitha Riny

xiv Placement and Career Guidance Cell

Dr. V. Sujin Flower : Coordinator
Ms. S. Fransta Darshana
Dr. J. Jenifer
Dr. M. Antilin Princela
Ms. S. Jershitha Queen
Ms. B. S. Saravana Bala
Mr. G. Christ Jose
Representatives of all the Departments

xv RUN Programme

Dr. S. J. Jenepha Mary : Coordinator
Representatives of all the Departments

xvi UBA Cell

Dr. S. Panimaya Mercy : Coordinator
Dr. A. Jancy Vini
Dr. S. Prakash Shoba
Ms. J. Maria Prabina Sackaria
Dr. J. Bhavani
Dr. L. Deva Vijila
Dr. A. R. Florence
Dr. S. Virgin Jeba
Dr. M. Charles Dayana
Dr. K. Baby
Dr. C. Jenila
Ms. J. Jackulin Reeja
Representatives of all the Departments

11. Crossian Centre for External Affairs

Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. M. Mary Gilda : Secretary
Dr. R. Abilasha : Dean of External Affairs

i Parent Teacher Association (PTA)

Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. M. Mary Gilda : Secretary
A. Selva Asha (alias) Sr. Asha : Office Superintendent
Ms. P.T. Anbu Hannah Dora : Coordinator
Dr. C. Josephine Priyatharshini
Dr. M.D. Arun Mozhi Nangai
Mr. G. Maria Antony Michael : Non-teaching Staff

ii Alumnae Association

Dr. Sr. S. Sahayaselvi : Principal
Dr. A. Jancy Vini : Secretary
Dr. A. Anami Augustus Arul
Dr. K. Jeya Daisy
Dr. M. F. Anne Feril
Dr. S. Mary Pearly Sumathi
Dr. X. Venci Candida
Dr. S. J. Jenepha Mary
Ms. T. Sunitha : Non- Teaching Staff
Alumnae of the Staff

iii Green Champion Award Committee

Dr. M. Anitha Malbi : Coordinator
Ms. P. T. Anbu Hannah Dora

iv Honouring the Retirees

Teaching Staff

Dr. A. Lesly Fathima : Coordinator
Ms. A.R. Jemi

Non-Teaching Staff

Mr. M. J. Jeevakarunyam

Ms. M. Malliha Sundari

Ms. I. Pemila Keens

12. Crossian Centre for Documentation

i Documentation Committee

Dr. L. Jesmalar : Coordinator

Ms. K. B. Steffi

ii College Website Committee

Dr. S. Ajith Sinthuja : Coordinator

Ms. Mihi Nancy

Ms. V. Abisha : ERP Admin

Mr. J. Antony Merlin : Graphic Designer

iii Handbook Committee

Dr. Sr. S. Sahayaselvi : Principal

Dr. P. Sathya : Vice Principal-2

Dr. S. Thenmozhi : Coordinator

Ms. A. Judes Jalaja

Mr. J. Antony Merlin : Graphic Designer

iv Magazine Committee

Dr. Subha Ganapathy : Coordinator

Dr. L. Jesmalar

Dr. S. Daisy Bai

Ms. R. Jaishmitha Riny

Mr. J. Antony Merlin : Graphic Designer

v Calendar Committee

Dr. Sr. S. Sahayaselvi : Principal

Dr. S. Thenmozhi : Coordinator

Ms. A. Judes Jalaja

Mr. J. Antony Merlin : Graphic Designer

vi ERP/ ICT Committee

Ms. V. Abisha : ERP Admin
Representative from all the departments

vii OBE Committee

Dr. Sr. S. Sahayaselvi : Principal
Dr. J. Vinoliya Josephine Mary : Controller of Examinations
Dr. S. Regi : Asst. Controller of Examinations
Dean of Academic Affairs
Dr. H. Jimsy Asha : Director of IQAC
Dr. L. Jesmalar : Coordinator
Dr. A. Annie Divya Mahisha : Member

Staff Club Secretaries

Teaching Staff

Dr. A. Lesly Fathima : Science
Ms. A.R. Jemi : Arts
Dr. Sreedevi : Arts (S.F)
Dr. Celin Paapa Rani : Science(S.F)

Non-Teaching Staff

Mr. M. J. Jeevakarunyam
Ms. M. Malliha Sundari
Ms. I. Pemila Keens



DEPARTMENTS AND FACULTY MEMBERS

DEPARTMENT OF COMMERCE	MobileNo
Aided	
Dr. Sr. S. Sahayaselvi, M. Com., M.Phil., Ph.D., NET, PGDCAB. <p style="text-align: right;">Principal</p>	04652-260709
Dr. S. Mary Pearly Sumathi, M.Com., B.Ed., M.Phil., Ph.D. Head of the Department	9597415581
Dr. C. Braba, M.Com., M.Phil., Ph.D., NET.	9047712877
Dr. G. Hesil Jerda, M.Com., M.Phil., Ph.D.	9940302842
Self Financed - I	
Dr. M. Charles Dayana, M.Com., M.Phil., Ph.D. Associate Professor	9486549870
Dr. C.K. Sunitha, M.Com., M.Phil., HDCM; HDCA., Ph.D. Associate Professor	9487537337
Dr. S. Jameela, M.Com., M.Phil., Ph.D.	9842752001
Dr. A. Franklin Ragila, M.Com., DCAFA, MCS., M.Phil., NET., Ph.D.	7598486120
Dr. R. Sreedevi, M.Com., M.Phil., Ph.D.	9487415640
Dr. R. Evalin Latha, M.Com., M.Phil., Ph.D. Head of the Department (S.F. I)	9489838947
Dr. G. Sahaya Shiny, M.Com., M.Phil., Ph.D.	8754102001
Dr. K. Shajitha, M.Com., Ph.D.	9791446033
Self Financed- II / Department of Corporate Secretaryship	
Dr. J. Divya Merry Malar, M.Com., M.Phil., Ph.D. Dean of Academic Affairs	7806988946
Dr. J. Jenifer, M.Com., M.Phil., M.B.A., Ph.D.	8754303647
Dr. M.Gnana Muhila, M.Com., M.Phil., Ph.D. Head of the Department (S.F. II)	9159931630
Dr. J. Jani Mercybai, M.Com., M.Phil., Ph.D.	8870460230
Dr. X. Maria Muthu Shanthini, M.Com., M.Phil., Ph.D.	9585879484

DEPARTMENT OF TAMIL	
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Dr. S. Thenmozhi, M.A., NET, Ph.D. Associate Professor	9442568092
Dr. M. Justin Buella, M.A., M.Phil., B.Ed., Dip. VANI., Ph.D. Associate Professor Head of the Department	9994358351
Dr. V. Antony Prakash Babila, M.A., M.Phil., Ph.D., NET Dean of Extension	9487565737
Dr. S. Sunitha, M.A., M.Phil., B.Ed., Ph.D., NET	9442035201
Dr. M. D. Arun Mozhi Nangai, M.A, B.Ed, M.Phil, Ph.D.	9047161703
Self Financed	
Dr. M. Mabel Edel Queen, M.A., M.Phil., Ph.D., NET, SET. Associate Professor Dean of Student Affairs	6382100701
Dr. S. Ancy Mole, M.A., M.Phil., B.Ed., SET, Ph.D. Associate Professor Head of the Department	9994831384
Dr. S. Daisy Bai, M.A., M.Phil., Ph.D., NET Associate Professor	9486472465
Dr. M. Jasmine Vinoja, M.A., M.Phil., B.Ed., NET, Ph.D.	9487055047
DEPARTMENT OF FRENCH	
Aided	
Ms. P.T. Anbu Hannah Dora, M.A., M.Phil. Associate Professor Head of the Department	9442165021
DEPARTMENT OF ENGLISH	
Aided	
Dr. Alby Grace, M.A., M.Phil., Ph.D. Associate Professor Head of the Department	9443835176
Dr. H. Jimsy Asha, M.A., M.Phil., Ph.D. Director of IQAC	9489739703
Ms. A. Anishya Dani, M.A., SET	8973335065

Dr. V. Virgin Nithya Veena, M.A., M.Phil., SET, Ph.D. Dean of Academic Affairs	9442461266
Ms. A. Judes Jalaja, M.A., M.Phil., SET	9486202923
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Dr. Selva Mary Gokila S. George, M.A., M.Phil., Ph.D., CTE., M.A(JMC)., M.Sc.(Psy.) Dean of Student Affairs	8270306339
Dr. R. Abilasha, M.A., M.Phil., Ph.D. Dean of External Affairs	9789102904
Dr. P. Sathya, M.A., B.Ed., M.Phil., Ph.D., SET, NET,CTET Vice Principal-2	9944363137
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Dr. Snow J. Sharmilla, M.A., M.Phil., NET, Ph.D.	9488572309
Dr. A. Annie Divya Mahisha, M.A., M.Phil., NET, Ph.D.	8807266141
Self Financed / Department of English Literature with Media Communication	
Ms. J. Maria Prabina Sackaria, M.A,B.Ed.,M.Phil.	9894873884
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Ms. M. Maria Helen Janoba, M.A., B.Ed., M.Phil., DIJ, DCA, MFC, SET Head of the Department	7598263845
Dr. E. Jebamalar, DJC, M.A., M.Phil., NET-JRF, MSW, NET., Ph.D.	9489101930
Ms. J.S. Monika, M.A., NET	8428229028
Dr. R. Eveline Shindya, M.A., M.Phil., Ph.D.	9486686023
Ms. S. Jersitha Queen, M.A., NET	9486348749
Ms. M. Aashina Janvi, M.Sc., Vis. Com.	7305122174
Ms. R. Jaishmitha Riny, M.A., NET., SET	9488504955
Guest Lecturer	
Dr. Subha Ganapathy, M.A., SET, Ph.D.	9677351501

DEPARTMENT OF HISTORY	
Aided	
Dr. S. Regi, M.A., M.Phil., Ph.D. Associate Professor Assistant Controller of Examinations	9442481991
Dr. I. Jalaja Kumari, M.A., M.Phil., Ph.D. Head of the Department	9751920273
Dr. V. Pradeepa, M.A., M.Ed., M.Phil., NET., Ph.D.	9952690083
Dr. K.S. Soumya, M.A., B.Ed., M.Phil., Ph.D.	9965255724
Self Financed	
Dr. K. Baby, M.A., M.Phil., B.Ed., Ph.D.	9486011336
Dr. R. Suji, M.A., B.Ed., M.Phil., Ph.D.	9489883096
Dr. S. Mary Judit, MA., M.Ed, M.Phil, Ph.D.	9894362237
DEPARTMENT OF ECONOMICS	
Aided	
Dr. S. Jeni Sanjana, M.A., M.Phil., M.B.A., Ph.D., HDCA Head of the Department	9488284042
Dr. S. Vimal Dolli, M.A., M.Phil., Ph.D.	9486604502
Dr. S. Panimaya Mercy, M.A., M.Phil., SET, Ph.D.	9841608081
Self Financed	
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Dr. A. Sameema, M.A., M.Phil., H.D.C.A., Ph.D. Associate Professor	9789330985
Dr. A. Babila Kingsly, M.A., M.Phil., Ph.D.	9003993704
Management	
Ms. J. Josephine Shiny, M.A., M.Phil., B.Ed.	9159157873
Guest Lecturer	
Dr. M. Sahaya Vennila, M.A., M.Phil, DIT, SET, M.Ed., Ph.D.	9789370136
DEPARTMENT OF MATHEMATICS	
Aided	
Dr. T. Sheeba Helen, M.Sc., M.Phil., B.Ed., Ph.D. Associate Professor Head of the Department	9486374565

Dr. M.K. Angel Jebitha, M.Sc., M.Phil., B.Ed., Ph.D.	9788738202
Dr. S. Sujitha, M.Sc., M.Phil., B.Ed., Ph.D.	9486289412
Dr. V. Sujin Flower, M.Sc. M.Phil., Ph.D.	9790538138
Dr. J. Befija Minnie, M.Sc., B.Ed., M.Phil., Ph.D.	9445218411
Sr. S. Antin Mary, M.Sc., NET, SET	9444807996
Dr. L. Jesmalar, M.Sc., B.Ed., M.Phil., Ph.D., SET	8220140785
Dr. A. Jancy Vini, M.Sc., M.Phil., SET., Ph.D.	8056919276
Ms. J.C. Mahizha, M.Sc., M.Phil., SET	9994492624
Dr. K. Jeya Daisy, M.Sc., B.Ed., M.Phil., Ph.D.	9843893773
Dr. A. Anat Jaslin Jini, M.Sc., M.Phil.,SET., Ph.D.	9787404837
Self Financed	
Dr. J. Anne Mary Leema, M.Sc., B.Ed., SET, Ph.D.	9789474081
Dr. C. Jenila, M.Sc., B.Ed., M.Phil., Ph.D.	9344653273
Dr. J. Nesa Golden Flower, M.Sc., B.Ed., M.Phil., Ph.D	9025139752
Dr. B. ShekinahHenry, M.Sc., M.Phil. Ph.D	7502405635
DEPARTMENT OF PHYSICS	
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Dr. C. Nirmala Louis, M.Sc., Ph.D., PGDCA Associate Professor Head of the Department	9488341794
Dr. V. Shally, M.Sc., M.Phil., Ph.D. Associate Professor	7598854466
Dr. M. Priya Dharshini, M.Sc., PGDCA., SET, M.Phil., Ph.D.	9445972787
Dr. A. Lesly Fathima, M.Sc., M.Phil., NET, Ph.D.	7598473275
Dr. R. Krishna Priya, M.Sc., M.Phil., Ph.D., SET	9944978892
Dr. M. Abila Jeba Queen, M.Sc., M.Phil., SET., Ph.D.	9003486880
Dr. S. Sonia, M.Sc., Ph.D.	7598880712
Dr. S. Virgin Jeba, M.Sc., B.Ed., M.Phil., SET, Ph.D.	9489324913
Dr. P. Aji Udhaya, M.Sc., M.Phil., SET, PGDCA, Ph.D.	8300019316
Dr. Sr. S. Sebastiammal, M.Sc., M.Phil., Ph.D.	04652-260709

Dr. S.J. Jenepha Mary, M.Sc., M.C.A., Ph.D.	9360657198
Guest Lecturer	
Dr. Sr. Gerardin Jayam M.Sc., M.Phil., Ph.D.	04652-260709
DEPARTMENT OF CHEMISTRY	
Aided	
Dr. M. Anitha Malbi, M.Sc., M.Phil., Ph.D. Associate Professor Head of the Department	9840533000
Dr. R. Gladis Latha, M.Sc., M.Phil., B.Ed., Ph.D. Associate Professor Dean of Academic Affairs	9488338567
Dr. Sr. K. Francy, M.Sc., M.Phil., SET., Ph.D. Vice Principal 1	9791358101
Dr. S. Ajith Sinthuja, M.Sc., M.Phil., B.Ed., Ph.D., SET	9943128208
Dr. L.Deva Vijila, M.Sc., B.Ed., M.Phil., SET, Ph.D.	9487056861
Dr. Sheeba Daniel, M.Sc., M.Phil., NET., Ph.D., SET	9442402602
Dr. Y. Christabel Shaji, M.Sc., B.Ed., M.Phil., Ph.D.	9080024245
Self Financed	
Dr. S. Lizy Roselet, M.Sc., M.Phil., B.Ed., Ph.D. Head of the Department	9486011648
Dr. M. Shirley Treasa, M.Sc., M.Phil., B.Ed., Ph.D.	8015885118
Dr. M. Antilin Princela, M.Sc., M.Phil., B.Ed., Ph.D.	9751567415
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Dr. J. Vinoliya Josephine Mary, M.Sc., M.Phil., SLET, B.Ed., Ph.D. Associate Professor Controller of Examinations	9940772468
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Dr. Jeni Chandar Padua, M.Sc., M.A., B.Ed., M.Phil., SET, Ph.D. Dean of Entrepreneurship Development	9487834569
Dr. C. Josephine Priyatharshini, M.Sc., B.Ed., Ph.D.	9789758145
Dr. A. Punitha, M.Sc. (Biotech. & Zool.), M.Phil., Ph.D.	8903446946
Dr. X. Venci Candida, M.Sc., B.Ed., M.Phil., Ph.D., SET	9047888558
Dr. S. Prakash Shoba, M.Sc., M.Phil., Ph.D., PGDip. HRM	9487185082
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Mrs. V. Selva Meenakshi, M.Sc., M.Phil., SET, NET, F-PACT	9442032346
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27.	Ms. M. Anto Susi	9944296577
28.	Ms. I. Pemila Keens	8838517277

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32.	Ms. G. Kodimalar	9489314648
33.	Mr. K. Rajan	9344749599
34.	Ms. S. Subbulakshmi	8220745867
35.	Ms. V. Jemila	9944830691
36.	Ms. B. Antony Jeniba	9578783940
37.	Ms. S. Jones Kala	9952539366
38.	Ms. A. Sahaya Sowmi	8056364173
39.	Ms. A. Daphini Avejin Roch	9943743139
40.	Ms. G. Selva Mary Prabha	9159564733
41.	Mr. M. Agnes Amuthan	9487132343
42.	Mr. A. Robin	9789368722
43.	Ms. T. Preetha Jaya Ruby	8610888313
44.	Ms. M. Regish Mejella	7598528373
45.	Mr. E. Kalliyam Pillai	9442856559
46.	Ms. N. Viji	7339156968
47.	Ms. A. Mary Onita	9159477738
48.	Ms. P. Johnsy Rani	7806990855
49.	Ms. R. Ruba	6382074301
50.	Ms. S. Selva Lakshmi	8870732726
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55.	Ms. S. Darlin Mary Subha	9486673519
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68.	Mrs. T. Girija	9384352567
69.	Mrs. T. Jeya	9600648996
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75.	Mrs. R. Priya	9952008593
ERP / Software Developers		
76.	Mr. V. Pradeep Raj	9751473603
77.	Mr. A. Jenish	6380211443
78.	Mr. M. Nelson Raj	9025438263
79.	Mr. D. Augusware	9790190214

JUNE 2024



Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Sat				
2	Sun				
3	Mon				
4	Tue				
5	Wed				Environment Day
6	Thu				
7	Fri				
8	Sat				
9	Sun				
10	Mon				
11	Tue				
12	Wed				Anti-Child Labour Day
13	Thu				
14	Fri				World Blood Donor Day
15	Sat				
16	Sun				
17	Mon				
18	Tue				
19	Wed	1	G	Odd Semester Begins	
20	Thu	2	I		International Yoga Day
21	Fri	3	II		
22	Sat				
23	Sun				
24	Mon	4	III		
25	Tue	5	IV		
26	Wed	6	V	Classes Begins For I U.G. & I P.G.	World Music Day & End Drug Abuse Day
27	Thu	7	VI		
28	Fri	8	I		
29	Sat				
30	Sun				

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Mon	9	II		
2	Tue	10	III		
3	Wed	11	IV		
4	Thu	12	V		
5	Fri	13	VI		
6	Sat				
7	Sun				
8	Mon	14	I		
9	Tue	15	II	Holy Spirit Mass	
10	Wed	16	III		
11	Thu	17	IV		
12	Fri	18	V	Investiture Ceremony of Students Council	
13	Sat				
14	Sun				
15	Mon	19	VI		Word Youth Skills Day
16	Tue	20	I		Artificial Intelligence Day
17	Wed	Holiday			Muharram
18	Thu	21	II		
19	Fri	22	III		
20	Sat				
21	Sun				
22	Mon	23	IV		
23	Tue	24	V		
24	Wed	25	VI		
25	Thu	26	I		
26	Fri	27	II		Word Nature Day
27	Sat				
28	Sun				
29	Mon	28	III		
30	Tue	29	IV		
31	Wed	30	IV		

AUGUST 2024



Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Thu	31	VI		
2	Fri	32	I	60 th Year of the College Begins	
3	Sat				
4	Sun	Holiday			Aadi Amavasai Festival
5	Mon	33		I CIA	
6	Tue	34		I CIA	
7	Wed	35		I CIA	
8	Thu	36		I CIA	
9	Fri	37		I CIA	
10	Sat	38		I CIA Mother Foundress Day	
11	Sun				
12	Mon	39	II		
13	Tue	40	III		
14	Wed	41	IV		
15	Thu	Holiday			Independence Day
16	Fri	42	V		
17	Sat				
18	Sun				
19	Mon	43	VI	Last Date for I CIA Mark Entry	World Humanitarian Day
20	Tue	44	I	Fine Arts - Off Stage Programme	
21	Wed	45	II	Fine Arts - Off Stage Programme	
22	Thu	46	G	Fine Arts - On Stage Programme	
23	Fri	47	G	Fine Arts - On Stage Programme	
24	Sat				
25	Sun				
26	Mon	Holiday			Krishna Jayanthi
27	Tue	48	III		
28	Wed	49	IV		
29	Thu	50	G	Sports Day	National Sports Day
30	Fri	51	V		
31	Sat				

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Sun				
2	Mon	52	VI		
3	Tue	53	I		
4	Wed	54	II		
5	Thu	55	G	Teacher's Day Celebration	
6	Fri	56	III		
7	Sat	Holiday			Vinayakar Chathurthi
8	Sun				
9	Mon	57	IV		
10	Tue	58	V		
11	Wed	59	VI		
12	Thu	60	I		
13	Fri	61	G	Holy Cross Feast Day Celebration	
14	Sat			Holy Cross Feast	
15	Sun	Holiday			Onam
16	Mon	Holiday			Miladi Nabi
17	Tue	62	II		
18	Wed	63	III		
19	Thu	64	IV		
20	Fri	65	V		
21	Sat				Day for Peace & Non-violence
22	Sun				Rose Day – Welfare of Cancer Patients
23	Mon	66	VI		
24	Tue	67	I		NSS Day
25	Wed	68	II		
26	Thu	69	III		
27	Fri	70	IV		World Tourism Day
28	Sat				
29	Sun				
30	Mon	71	V		International Translation day

OCTOBER 2024



Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Tue	72	VI		
2	Wed	Holiday			Gandhi Jayanti & International Day of Non Violence
3	Thu	73		II CIA	
4	Fri	74		II CIA	World Animal Welfare Day
5	Sat				
6	Sun				
7	Mon	75		II CIA	
8	Tue	76		II CIA	
9	Wed	77		II CIA	
10	Thu	78		II CIA	World Mental Health Day
11	Fri	Holiday			Ayutha Pooja
12	Sat	Holiday			Vijayadasami
13	Sun				
14	Mon	79	I	Semester Practical Exams Begin	International E-waste Day
15	Tue	80	II		
16	Wed	81	III		World Food Day
17	Thu	82	IV		
18	Fri	83	V		
19	Sat				
20	Sun				
21	Mon	84	VI	Completion of all Internal components	
22	Tue	85	I	Last date for II CIA Mark Entry	
23	Wed	86	II		
24	Thu	87	III		
25	Fri	88	IV	Project Viva Voce Examination (UG & PG)	
26	Sat				
27	Sun				
28	Mon	89	V	Signing of Consolidated CIA Mark statement	
29	Tue	90	VI	Last Working day for Staff & students	
30	Wed				
31	Thu	Holiday			Diwali

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Fri	Local Holiday			Union of Kanniyakumari with Tamil Nadu & All Saints Day
2	Sat				All Souls Day
3	Sun				
4	Mon			Semester Exams Begin	
5	Tue				
6	Wed				
7	Thu				
8	Fri				
9	Sat				
10	Sun				World Science Day
11	Mon				
12	Tue				
13	Wed				
14	Thu				Children's Day
15	Fri				
16	Sat				
17	Sun				
18	Mon				
19	Tue				
20	Wed				
21	Thu				
22	Fri				
23	Sat			Semester Exams End	
24	Sun				
25	Mon			Certificate Course, Gene. Value Added Courses	
26	Tue				
27	Wed				
28	Thu				
29	Fri				
30	Sat				

DECEMBER 2024



Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Sun				
2	Mon				
3	Tue	Local Holiday			St. Xavier's Feast
4	Wed	1	I	Even Semester Begins	
5	Thu	2	II	Semester Results	
6	Fri	3	III		
7	Sat				
8	Sun				
9	Mon	4	IV		
10	Tue	5	V		World Human Rights Day
11	Wed	6	VI		
12	Thu	7	I		
13	Fri	8	II		
14	Sat				
15	Sun				
16	Mon	9	III		
17	Tue	10	IV		
18	Wed	11	V		
19	Thu	12	VI		
20	Fri	13	I		
21	Sat	14	G	Christmas Day Celebration	
22	Sun				National Mathematics Day
23	Mon			Christmas Holidays Begin	
24	Tue				Christmas Eve
25	Wed				Christmas
26	Thu				
27	Fri				
28	Sat				
29	Sun				
30	Mon				
31	Tue				New Year Eve

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Wed	Holiday			New Year
2	Thu	15	II		
3	Fri	16	III		
4	Sat				
5	Sun				
6	Mon	17	IV		
7	Tue	18	V		
8	Wed	19	VI		
9	Thu	20	I		
10	Fri	21	G	Pongal Celebration	
11	Sat				National Human Trafficking Awareness Day & National Road Safety Week
12	Sun				
13	Mon			Pongal Holidays Begin	
14	Tue	Holiday			Pongal & Thuckalay Palli Festival
15	Wed	Holiday			Thiruvalluvar Day
16	Thu	Holiday			Uzhavar Thirunal
17	Fri	22	II		
18	Sat	23	III		
19	Sun				
20	Mon	24	IV		
21	Tue	25	V		
22	Wed	26	VI		
23	Thu	27	I		
24	Fri	28	II		
25	Sat				National Voters Day
26	Sun	Holiday			Republic Day
27	Mon	29	III		
28	Tue	30	IV		
29	Wed	31	V		
30	Thu	32	VI		
31	Fri	33	I		

FEBRUARY 2025



Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Sat				
2	Sun				
3	Mon	34		I CIA	
4	Tue	35		I CIA	World Cancer Day
5	Wed	36		I CIA	
6	Thu	37		I CIA	
7	Fri	38		I CIA	
8	Sat	39		I CIA	
9	Sun				
10	Mon	40	II		
11	Tue	Holiday			Thai Poosam
12	Wed	41	III		
13	Thu	42	IV		
14	Fri	43	G	Library Day	
15	Sat				
16	Sun				
17	Mon	44	V		
18	Tue	45	VI	Last date for I CIA Mark Entry	
19	Wed	46	I		
20	Thu	47	II		
21	Fri	48	III		International Mother Language Day
22	Sat				
23	Sun				
24	Mon	49	IV		
25	Tue	50	V		
26	Wed	Local Holiday			Maha Siva Rathiri
27	Thu	51	VI		
28	Fri	52	I		

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Sat				
2	Sun				
3	Mon	53	II		
4	Tue	Local Holiday			Ayya Vaikundar Jeyanthi
5	Wed	54	III		
6	Thu	55	IV		
7	Fri	56	V		
8	Sat	57	VI	Women's Day Celebration	International Women's Day
9	Sun				
10	Mon	58	I		
11	Tue	Local Holiday			Mandaicadu Bagavathi Amman Temple Feast
12	Wed	59	II		
13	Thu	60	III		
14	Fri	61	IV		
15	Sat	62	V		World Consumer Rights Day
16	Sun				
17	Mon	63	VI		
18	Tue	64	I		
19	Wed	65	II		
20	Thu	66	III		
21	Fri	67	IV		
22	Sat				
23	Sun				Social Workers' Day
24	Mon	68	V		
25	Tue	69	VI		
26	Wed	70	I		
27	Thu	71	II		
28	Fri	72	G	College Day	
29	Sat				
30	Sun	Holiday			Telugu New Year
31	Mon	Holiday			Ramzan

APRIL 2025



Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Tue	73		II CIA	
2	Wed	74		II CIA	
3	Thu	75		II CIA	
4	Fri	76		II CIA	
5	Sat	77		II CIA	
6	Sun				
7	Mon	78		II CIA	World Health Day
8	Tue	79	III	Semester Practical Exams begin	
9	Wed	80	IV		
10	Thu				Mahavir Jayanthi
11	Fri	81	V		
12	Sat	82	VI		
13	Sun				
14	Mon	Holiday			Tamil New Year & Dr. Ambedkar Jayanthi
15	Tue	83	I	Last date for II CIA Mark Entry and completion of all components	
16	Wed	84	II		World Culture Day
17	Thu	85	III		Maundy Thursday
18	Fri	Holiday			Good Friday
19	Sat				
20	Sun	Holiday			Easter
21	Mon	86	IV		
22	Tue	87	V	Arts & Commerce - Send off, Science - Social Day	Earth Day
23	Wed	88	VI	Arts & Commerce - Social Day, Science - Send off	World Book Day
24	Thu	89	I	Signing of consolidated CIA mark statement, Thanks giving Holy Mass & Valedictory Function	
25	Fri	90	II	Last Working day for Staff & Students	
26	Sat				
27	Sun				
28	Mon			Semester Exams Begin	
29	Tue				
30	Wed				

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Thu				International Labour Day
2	Fri				
3	Sat				
4	Sun				
5	Mon				
6	Tue				
7	Wed				
8	Thu				
9	Fri				
10	Sat				
11	Sun				
12	Mon				
13	Tue				
14	Wed				
15	Thu				
16	Fri				
17	Sat				
18	Sun				
19	Mon			Semester Exams End	
20	Tue				
21	Wed			Internship Begins	
22	Thu				
23	Fri				
24	Sat				
25	Sun				
26	Mon				
27	Tue			Semester Result	
28	Wed				
29	Thu				
30	Fri				

ACADEMIC SCHEDULE ODD SEMESTER (2024 - 2025)

S. No	Academic Activity	UG			PG	
		I YEAR	II YEAR	III YEAR	I YEAR	II YEAR
1	College Reopens		19.06.24	19.06.24		19.06.24
2	College Reopens for I Years and PTA Meet	26.06.24			26.06.24	
3	Student Induction Programme	26.06.24 to 28.06.24				
4	Registration for SLC		26.06.24		26.06.24	
5	Registration for Life Skill Training	05.07.24				
6	Registration for NME	19.07.24				
7	Payment of Semester Fee		22.06.24 to 22.07.24	22.06.24 to 22.07.24		22.06.24 to 22.07.24
8	Inauguration of the office bearers	05.07.24				
9	Internal Test - I	05.08.24 to 10.08.24				
10	Educational Tour & Industrial Visit	Choice of the Department (10.08.24 to 31.08.24)				
11	PTA Meeting	17.08.24				

12	FineArtsweek celebration	20.08.24 to 23.08.24
13	Registration for Examination	23.09.24 to 03.10.24
14	Internal Test - II	03.10.24 to 10.10.24
15	Practical Examination for Science Departments	14.10.24
16	Last working day	29.10.2024
17	Semester Exam Begins	04.11.2024
18	Semester Exam Ends	23.11.24
19	Generic Value-added course/ Certificate Course	25.11.24
20	Publication of the Semester Exam Results	05.12.24
21	Registration for Revaluation	07.12.24
22	Publication of the Revaluation Results	13.12.24
No of Working Days		90 Days



ACADEMIC SCHEDULE EVEN SEMESTER (2024 - 2025)

S. No	Academic Activity	UG			PG	
		I YEAR	II YEAR	III YEAR	I YEAR	II YEAR
1	Even Semester Begins	04.12.2024				
2	Payment of Semester Fee	05.12.2024 – 06.01.2025				
3	Christmas Holidays	23.12.2024 – 01.01.2025				
4	Internal Test - I	03.02.2024 – 08.02.2025				
5	PTA Meeting	15.02.2025 & 12.04.2025				
6	Registration for the Examination	03.03.2025 – 13.03.2025				
7	Student Forum	17.02.2025 to 19.02.2025				
8	Student Election	24.02.2025				
9	Internal Test - II	01.04.2025 – 07.04.2025				
10	Practical Examination for Science Departments	08.04.2025				
11	Arts & Commerce Send off Science - Social			22.04.25		22.04.25

12	Arts & Commerce Social Science – Send off			23.04.25		23.04.25
13	Valedictory function	24.04.2025				
14	Last working day	25.04.2025				
15	Semester Exam Begins	28.04.2025				
16	Semester Exam Ends	19.05.2025				
17	Internship		21.5.25		21.5.25	
18	Publication of the Semester Result	30.05.25				
19	Registration for Revaluation	02.06.25				
20	Publication of the Revaluation Result	06.06.25				
21	Supplementary Theory Exams	12.06.25				
22	Publication of the Supplementary Exam Result	17.06.25				
No of Working Days		90 Days				



LATE ATTENDANCE RECORD

Date	Time in	Teacher's Initial	HOD's Initial	Parent's Initial	Vice Principal's Initial

RECORD OF MISDEMEANOUR

Date	Name of Misdemeanour	Action Taken	Signature	Principal's Initial





CIA MARKS (ODD)

Course	Course Code	Internal Test		Quiz		Class Test		Assign ment	Total

CIA MARKS (EVEN)

Course	Course Code	Internal Test		Quiz		Class Test			Assign ment	Total



SUMMATIVE EXAMINATION SCHEDULE (ODD)

Date	Subject	
	Forenoon	Afternoon



Teacher's Initial

Parent's Initial

SUMMATIVE EXAMINATION SCHEDULE (EVEN)

Date	Subject	
	Forenoon	Afternoon



Teacher's Initial

Parent's Initial



TIMETABLE (ODD)

DAY	1	2	BREAK				3	LUNCH BREAK				4	5	HOB
I														
II														
III														
IV														
V														
VI														

TIMETABLE (EVEN)

DAY	1	2	3	4	5	HOB
I						
II						
III						
IV						
V						
VI						

LUNCH BREAK

BREAK



Notes:

“ Education is not the learning of facts,
but the training of the mind to think.

- Albert Einstein

”



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Pioneering the Future as We Enter into
60th Year of Academic Brilliance!*

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