



DEAN OF ACADEMIC AFFAIRS

Holy Cross College (Autonomous)

Accredited with A+ by NAAC (CGPA 3.35-IV Cycle)

Nagercoil-629004, Kanyakumari District, Tamil Nadu, India

VISION

Initiate high standards and promote academic integrity in academic matters

MISSION

To design and develop a curriculum that caters to the interests, needs, demands, and utility of stakeholders, while promoting high standards and academic integrity in academic matters.

ROLES & RESPONSIBILITIES:

Periodic Syllabus Revision: Ensure regular revision (once in three years) of the syllabus to keep it up-to-date and in line with the institution's vision and mission.

Development of Programme Educational Outcomes (PEOs) & Programme Outcomes (POs): Coordinate the development and implementation of PEOs and POs that align with the institution's goals and reflect the desired educational outcomes.

Coordination of the Board of Studies: Receive recommendations and proposals from the Board of Studies (BOS) on academic matters, such as the introduction of new academic programs, upgrading existing program structures, amending course descriptions, and academic rules. Ensure that approved recommendations are implemented.

Organization of the Curriculum Steering Committee: Verify the feasibility, correctness, and uniformity of proposals and provide comments to the Curriculum Steering Committee for consideration and necessary action.

Preparation of Time Table for Regular Classes and Internal Tests: Collaborate with the members of the Time Table Committee from each department to prepare a well-structured timetable for regular classes and internal tests, ensuring optimal resource utilization and a conducive learning environment.

Orientation for Freshers on Curriculum: Conduct orientation sessions for new students, introducing them to key concepts such as LOCF (Learning Outcomes and Course Framework), CBCS (Choice Based Credit System), credits, courses, POs, PSOs, certificate courses, non-major elective courses, self-learning courses, SWAYAM-NPTEL courses, value-added courses, clubs, and committees.

Enrolment and Conduct of Model Exams for Centralized Courses: Enrol and conduct model exams for students from various disciplines in centralized courses, including non-major electives, self-learning courses, generic value-added courses, and certificate courses, to assess their performance and provide feedback for improvement.

Collection of Stakeholder Feedback and Action Taken: Gather and compile curriculum feedback from key stakeholders, such as students, teachers, parents, alumnae, employers, and academic peers. Analyze the feedback and submit it to the respective departments for consideration and further action. Present feedback in the academic council for discussion and decision-making.

Documentation Services: Maintain minutes of the Board of Studies and Academic Council meetings in the Dean's Office. Ensure proper documentation of feedback from all stakeholders, certificate courses, value-added courses, MOOCs, internships, projects, industrial visits, field projects, and service learning initiatives.

Management of MOOCs: Maintain a list of completed MOOC courses, including documentation and mentor allocation. Update local chapters to enhance integration with relevant online learning resources.

Implementation of Outcome-Based Education: Facilitate the implementation of outcome-based education principles throughout the institution. This involves defining desired learning outcomes and aligning teaching and assessment strategies accordingly.

Curriculum-Related Orientation and Faculty Development Programs: Organize orientation programs and faculty development initiatives to equip teachers with effective teaching methodologies, assessment practices, and promote academic integrity.

Internship Monitoring: Monitor the list of internships offered by each department, ensuring alignment with program requirements and valuable experiential learning opportunities for students.

In-charge of Criteria I - Curriculum Aspects: Oversee curriculum-related aspects related to Criteria I for accreditation, ensuring compliance with accreditation standards and requirements.

Website Updation: Regularly update the institution's website with curriculum-related information, including syllabi, POs, PSOs, teaching plans, and feedback mechanisms.

Liaison Services: Work closely with the Principal, Heads of Departments, and the Office of the Controller of Examinations, serving as a liaison for the preparation of departmental strategic plans. Maintain good working relationships with faculty and administration in both academic and non-academic matters. Take necessary actions with the Principal's permission to implement academic and non-academic development plans.

Deans of Academic Affairs

Dr. R. Gladis Latha	Deans of Science
Dr. V. Virgin Nithya Veena	Dean of Arts and Humanities
Dr. J. Divya Merry Malar	Dean of Commerce

Team Members:**All the Heads of the Departments****Work Allotment**

Category	Documents	Faculty-in-charge
MOOCs	<ul style="list-style-type: none">▪ Data▪ Registration - Screenshot▪ Certificates▪ Hall ticket▪ Feedback▪ Outcome and Impact	Dr. I. Jalaja Kumari, Dr. Tessy A. Joseph
Certificate courses	<ul style="list-style-type: none">▪ Syllabus - Board of Studies - Academic Council▪ Data▪ Brochure▪ Orientation▪ ERP Registration▪ Contact Classes - Attendance - Exam Grading▪ Feedback▪ Certificates▪ Outcome – Impact▪ Evidence	Dr. Sheeba Helen, Dr. K. Jeya Daisy
Value Added Course	<ul style="list-style-type: none">▪ Syllabus▪ Brochure▪ Evidence - Photos - Spotlens▪ Certificate▪ Attendance▪ Feedback▪ Data▪ Outcome and Impact	Dr. M. Justin Beula, Dr. S. Sunitha
Internships	<ul style="list-style-type: none">▪ Data▪ Certificates▪ Work Diary▪ Mark list▪ Attendance▪ MoU▪ Outcome and Impact▪ Report▪ Feedback	Dr. C. Nirmala Louis, Dr. R. Krishna Priya

Projects (EVS, Field Project, Industry Visit)	<ul style="list-style-type: none"> ▪ Data ▪ Questionnaire ▪ Work Diary ▪ Mark list ▪ MoU ▪ Certificates ▪ Report ▪ Evidence - photo ▪ Feedback ▪ Outcome and Impact 	Dr. A. Shyla Suganthi, Dr. A. Punitha
Service Learning Initiatives (UBA,CEC, RUN)	<ul style="list-style-type: none"> ▪ Data ▪ Evidence ▪ Attendance ▪ Work Diary ▪ MoU ▪ Mark list ▪ Report ▪ Feedback ▪ Outcome and Impact 	Dr. S. Jeni Sanjana, Dr. S. Panimaya Mercy
Website, ERP	<ul style="list-style-type: none"> ▪ Pos, PEOs, PSOs, COs ▪ Syllabus ▪ Teaching Plan ▪ Model Question Paper ▪ Feedback 	Dr. F. Fanax Femi, Ms. Jenoba
Curriculum Feedback	<ul style="list-style-type: none"> ▪ Questionnaire ▪ Feedback – soft and hardcopies ▪ Collection, consolidation ▪ Sample PDF (5) 	Dr. Alby Grace, Dr. C. K. Sunitha
Main Project	<ul style="list-style-type: none"> ▪ Data ▪ Report ▪ Evidence - photo ▪ Feedback 	Dr. M. Anitha Malbi, Ms. C. Nesavathy
Value Education, HRE	<ul style="list-style-type: none"> ▪ Syllabus ▪ Brochure ▪ Evidence - Photos - Spotlens ▪ Certificate ▪ Attendance ▪ Feedback ▪ Data 	Dr. A. Anami Augustus Arul, Dr. J. Celin Pappa Rani
Gender Equity Studies, Life Skill Training	<ul style="list-style-type: none"> ▪ Data ▪ Report ▪ Evidence - photo ▪ Feedback 	Dr. S. Kavitha, Dr. Ida