



**DEANERY OF EXTERNAL AFFAIRS**  
**Holy Cross College (Autonomous)**  
**Nationally Re-Accredited with A+ by NAAC (CGPA 3.35-IV Cycle)**  
**Nagercoil-629004, Kanyakumari District, Tamil Nadu, India.**



To build relationship within the community and beyond by primarily focusing and facilitating collaboration with external entities.

### **Mission**

To strengthen the college's external relationships, enhance its reputation, and advance its strategic goals through effective engagement with suitable stakeholders.

### **Public Relations**

Oversees the college's public relations activities, including media, press releases and marketing campaigns and develops strategies that enhance the college's image and reputation, organisation's relationships with external stakeholders such as government agencies, local community and organizations by conducting meetings, conferences, and events to enhance social consciousness and social responsibility. It aims to establish good rapport with stakeholders of the institution.

### **Corporate Partnerships**

Oversees the MoU activities with industry and academia to enhance students' learning experiences and facilitate internships, study resources, diversifying research areas, cooperative education programs, career opportunities by identifying potential industry partners. It further aims at establishing international partnerships, exchange programs and collaborative research projects to promote the learners' global reach.

### **Alumni Relations**

Oversees the enrolment of the alumni and exchange of professional knowledge and resources. It motivates the alumni to participate in the progress of the institution and to contribute towards the enhancement of the Alma Mater.

### **Fundraising and Development**

Oversees the fundraising endeavours by applying for awards and other government and non-government funding agencies for financial support, government and non-governmental scholarships, research grants, infrastructure development, and other initiatives by identifying potential donors.

### **Exchange of Students**

Oversees and encourages Student Exchange program. Applicants for participation in the exchange will be selected by the home institution and will be subjected to acceptance by the host institution and the period of exchange will be determined by the purpose of the exchange and shall be arranged as appropriate and in accordance with the established rules and practices of the host institution.

### **Collaboration in Seminar/ Conference/ Workshop**

Oversees collaborative Seminar/ Conference/Workshop with the prior approval of the Head of either institution and the final approval of any such program will depend on the availability of guaranteed support funds. Either party will be held responsible for any loss or damage to any property due to activities to which the agreement relates.

### **Establishing Foreign Relationship**

Oversees the promotion of collaborative activities with colleges / institutions in foreign countries in terms of admission, innovative teaching methods, course-designing, E Learning and E - Teaching, research collaboration in the areas of mutual interest, exchange of academic information, scholarly information, study materials and publications, collaboration in the conduct of National / International Conferences, Seminars, Workshops, Faculty Development Programs and other academic meetings through online and offline modes.

## **File management and Documentation at the Deanery of External Affairs**

### **1. Funding and Grants File:**

- Files containing grant proposals, applications, funding agreements, and contracts are to be maintained
- Comprehensive records of donors, including their names, official address payment details are to be recorded.

### **2. Alumni Meet File**

- Records of alumni engagement, including contact details, participation in activities, monetary contributions, and other relevant information are to be documented.

### **3. MOU File**

- Documentation related to MoUs are to be sustained with the details of colleges/institution/industries intended for collaboration with special mentioning of the activity and period of agreement intended are to be kept

### **4. Events File:**

- Documentation related to various collaborative events like workshops, training programs, conferences, seminars, including brochures, reports, photos, schedules, speaker profiles, attendance records, feedback surveys, are to be filed.

### **5. Audit reports:**

- The reports of the auditor after the conduct of the programme are to be received from people concerned and to be kept.

### **6. Correspondence File:**

- A separate file is to be maintained for documenting formal letters of request, seeking clarification, acceptance for funding grants and alumni meet are to be recorded.

### **7. Accounts file:**

- Financial documents, bills, screen shot of GPay transactions, ledgers, and accounting reports are to be logged.

### **8. Reports:**

- Comprehensive report covering all the activities of the external affairs office are to be kept.

## **Deanery of External Affairs**

Dean-External Affairs & MoU Nodal Officer – Dr.R.Abilasha AP/ Dept.of English

Public Relations Officer: Dr.S. Mary Pearly Sumathi AP/ Dept. of Commerce

Extension Activities Coordinator: Dr.Panimaya Mercy, AP/ Dept. of Economics

Alumni Coordinator: Ms.Janci Vini AP/ Dept. of Maths

Project & Grants Coordinator: Dr. A.Syla Suganthi, AP/ Dept. of Zoology

Reports & Documentation In-Charge: Dr.Selva Mary Gokila S. George AP/ Dept.of English