

Holy Cross College (Autonomous), Nagercoil
Internal Quality Assurance Cell
Internal Meeting - I

Minutes of the IQAC meeting held on 18/08/2017

The Internal Quality Assurance Cell (IQAC), organized the first meeting for the academic year 2017 - 2018 on 18/08/2017. The IQAC Coordinator welcomed the members and presented the action plan for the academic year.

- Chemistry, Commerce, History and Economics departments to be upgraded as Research Centers.
- Restructuring and revamping the curriculum.
- Spoken English classes for all stake-holders in the campus.
- Streamlining Part II English
- Content development by faculty for part IV and V courses.
- Sending proposals for student projects.
- Syllabus in book form after the BOS meeting.
- Syllabus will be uploaded in the website.
- To conduct Academic audit for all departments.
- Animal house will have ornamental fish culture.
- Composing biodegradable waste
- Entrepreneurship awareness camp in collaboration with DST for 75 students.

The principal reminded that the NAAC accreditation status ends by 4/01/2018 and invited the entire faculty to get ready for the IV cycle of Accreditation based on the new assessment and accreditation framework.

Following are the suggestions given

1. Constitute committees for SSR preparation
2. Input sessions on new assessment and accreditation framework.
3. E- resources
4. Result analysis
5. Update the college website
6. Upload the AQAR
7. Process data for NIRF ranking

The meeting ended with fruitful discussions. IQAC Coordinator thanked the members and the next was finalized for 7/12/2017.

Leasa Reddy

Dr. Kail
PRINCIPAL
Holy Cross College
(AUTONOMOUS)
Nagercoil - 629 004.

Holy Cross College (Autonomous), Nagercoil
Internal Quality Assurance Cell

Internal Meeting – II – 7-12-2017

Agenda

1. Prayer
2. Welcome address and self introduction
3. Presenting the previous meeting minutes
4. Review of the IQAC activities – discussion – decision and future plans
5. Action taken on the minutes of the previous meeting
6. IQAC action plan for December 2017 to 2018
7. Programmes to be implemented – Discussion – methods of execution
8. Vote of thanks

Holy Cross College (Autonomous), Nagercoil
Internal Quality Assurance Cell
Internal Meeting – II – 7-12-2017
Minutes

The meeting commenced with a prayer followed by the welcome address given by the coordinator of the IQAC. This was followed by self introduction by the members of the team. The student representatives were given a special word of welcome by the Principal.

The activities of the IQAC during the odd semester were presented.

- a. Three day enrichment programme to the staff.
- b. SLOC analysis was carried out.
- c. AQAR (2016 – 2017) was kept in the governing body and sent to NAAC (31-07-2017).
- d. The IQAC even semester newsletter was released.
- e. Departments of Chemistry, Commerce, History and Economics are upgraded as research centres.
- f. Streamlining of Part – II English was done.
- g. Entrepreneurship awareness camp in collaboration with DST was organized.

Action taken on the minutes of the previous meeting

Recommendations	Action Taken
Constitute committees for SSR preparation	Committees were constituted and periodical meetings were held.
Input sessions on new assessment and accreditation framework.	A workshop on curriculum design and assessment was held to gain knowledge on POs, PSOs, COs and modules.
E- resources	Learning resources are developed for Part IV courses.
Result analysis	Result analysis was carried out.
Update the college website	Update is in progress
Upload the AQAR	AQAR was uploaded
Process data for NIRF ranking	Processed data for NIRF ranking and was sent.

The problems encountered, the challenges handled and the future plans were discussed in detail. Following suggestions were given.

- a. Board of Studies meeting for all departments - January 2018.
- b. Syllabus in module form
- c. Feedback on curriculum from stakeholders (Students, teachers, alumni, employer, parents)
- d. Installation of Learning Management System (LMS)
- e. Preparation of SLO's and lecture video capture
- f. Result analysis of odd semester
- g. External Academic audit for all departments
- h. Research journal Crossian Resonance to be made online.
- i. Seminar on Intellectual property Rights.
- j. Wi-fi campus
- k. Green initiative.
 - EVS project for First years - campus and locality oriented.
 - Shuttle free day to be observed as a gateway to ecological awareness and ecological spirituality.
- Plant more saplings to build a sacred relationship with nature and learn the conservation ethos.

The principal thanked the members and the external meet was finalized for 3/2/2018.

Leena Ross

Dr. Paul
PRINCIPAL
Holy Cross College
(AUTONOMOUS)
Nagercoil - 629 004.

Holy Cross College (Autonomous), Nagercoil

Internal Quality Assurance Cell

External Meeting – I – 03-02-2018

Agenda

- Prayer
- Welcome by IQAC Coordinator
- Passing of the minutes of the internal meet held on 7/12/2017
- Action Taken on the previous minutes
- Presentation of the activities
- Presentation of IQAC action plan from December 2017 to April 2018
- Suggestions by the experts
- Vote of thanks

Holy Cross College (Autonomous), Nagercoil

Internal Quality Assurance Cell

External Meeting – I – 03-02-2018

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Members present

1. Chair Person
 - a. Dr. Sr. M.R. Basil Rose (Principal)
2. Administrative Officers
 - a. Dr. Sr. Gerardin Jeyam
 - b. Dr. Sr. Anne Perpet Sophy
 - c. Dr. Sr. A. Mary Johnsy
 - d. Dr. M. Mary Freeda
 - e. Dr. F. Brisca Renuga
 - f. Dr. M. Anitha Malbi
 - g. Ms. P.T. Anbu Hannah Dora
3. Member from the Management
 - a. Dr. Sr. Sahaya Selvi
 - b. Sr. Asha
4. IQAC Co-ordinator
 - a. Dr. G. Leema Rose
5. Members
 - a. Dr. Fernando Loretta
 - b. Dr. Mary Josheela
 - c. Dr. V.M. Arul Flower Mary
 - d. Dr. J. Vinoliya Josephine Mary
6. External Expert
 - a. Dr. V.S. Joseph Albert
 - b. Dr. C. James
7. Students
 - a. Ms. Sabadini
 - b. Ms. Monica Rachel
 - c. Ms. Famy Leethiya Francis
8. Employer/ Industrialist
 - a. Sr. Josephine Thembavani
 - b. Mr. P. Srinivasa Kumar

The external IQAC meeting commenced with the prayer. Dr. Sr. M.R. Basil Rose, chair person welcomed the members. Dr. G. Leema Rose, IQAC Co-coordinator read the minutes of the previous meeting and was approved by the members.

Action taken on the minutes of the previous meeting was discussed:

Recommendations	Action Taken
Constitute committees for SSR preparation	Committees were constituted and periodical meetings were held.
Input sessions on new assessment and accreditation framework.	A workshop on curriculum design and assessment was held to gain knowledge on POs, PSOs, COs and modules.
E- resources	Learning resources are developed for Part IV courses.
Result analysis	Result analysis was carried out.
Update the college website	Update is in progress
Upload the AQAR	AQAR was uploaded
Process data for NIRF ranking	Processed data for NIRF ranking and was sent.

Presentation of the activities:

The coordinators of different committees presented the activities carried out.

Subject	Presented by	Recommendations by the external experts
<p>Curricular Aspects</p> <ul style="list-style-type: none"> • Curriculum revamped for all programs 2017 – 2020. • Streamlining of students for Part II English. • Prepared Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). • Getting ready the syllabi in module form. • To get structured Feedback on curriculum from different stakeholders. 	<p>Dean of Science Dr. Brisca Renuga</p>	<ul style="list-style-type: none"> • Submit the complete structure of the program and the syllabi to the experts before the Board of studies to have an overall view, detect repetitions and check the principle of gradation. • The syllabus should not be altered for 3 years once it is approved by the BOS. • Curricular feedback should be got from outgoing students and academic peers from reputed autonomous colleges/ universities.
<p>Evaluation</p> <ul style="list-style-type: none"> • Extra credits for students who present papers in National/International seminars/publish articles in refereed journals/ participation in sports/ self learning courses. 	<p>Controller of Examinations Dr. Sr. Sophy</p>	<ul style="list-style-type: none"> • No credit should be allotted to activities that do not involve teaching, as credits are to be earned and not awarded. • 140 credits mandatory for the programs and extra care must be taken in awarding extra credits. • Paper presentations may be rewarded with certificates but not credits.
<p>Research</p> <ul style="list-style-type: none"> • Eight Recognized research centers with 34 research guides and 60 research scholars. • Publication of articles in reputed, refereed journals by students and faculty. • Presentation of papers in International and National conferences both abroad and within the country. • Conduct of seminars/workshops/ conference by Crossian Research Forum. • Awards for research contribution. 	<p>Dr. Shyla Suganthi Assistant Professor Department of Zoology</p>	<ul style="list-style-type: none"> • Research policy should be framed • Apply for Patents. • Have better logistics for the conduct of seminars. • National Seminar can be conducted for atleast 2 days with 10% of the participants from outside the state. • International seminar should have 10% of the participants from outside the country.

<p>Student Support Services</p> <ul style="list-style-type: none"> • Government Scholarships, Non Government Scholarships and Institutional freeships. • Capability Enhancement & Development Programmes & Vocational Educational & Training (VET) Programme • Student Grievance & Anti Ragging • Placement training programs • Intra & Inter Collegiate Cultural programs and Sports • Alumnae & PTA Association 	<p>Dr. M. Anitha Malbi Dean of Students</p>	<ul style="list-style-type: none"> • Constitute a 3 member committee who would scrutinize the application forms for scholarship, check the validity, interview the applicants and then finalise the list. • Generate corpus fund from well wishers / alumni/ PTA for placement training. • List the no. of companies that have visited the campus for hiring. • Student information centre to be established.
<p>Extension activities and activities of clubs and committees</p> <ul style="list-style-type: none"> • Reaching the Unreached Neighbourhood (RUN) is an extension programme mandatory for all the II UG students for 60 hours. • The RUN activities are organized outside the regular working hours in different villages adopted by the departments. • Extension activities are also carried out through NSS. • This year as a special programme we celebrated the "Joy of Giving Week". • There are 37 clubs and committees extending different services. 	<p>Ms. Anbu Hannah Dora Clubs and Committees Co-ordinator</p>	<ul style="list-style-type: none"> • Review the activities of the RUN programme and more villages can be adopted. • Have a separate stand office for these programmes. • Do a lot of spade work before implementing the programme.
<p>Green Initiatives</p> <ul style="list-style-type: none"> • "Know green and think green" awareness programmes • Solar panel and biogas plants • Rain Water harvesting pits • I year B.Sc students undertake projects related to environmental issues both inside the campus and locality. • Green audit • Biodiversity of the campus • Setting up organic garden/ 	<p>Dr. M. Priyatharshini Assistant Professor Department of Physics</p>	<ul style="list-style-type: none"> • Record the entire activities and make a study of the age of the trees. • Avoid flex boards. Let it be a zero plastic campus. • Preserve the endangered species.

herbal garden/ botanical garden/ green house <ul style="list-style-type: none"> • Regular celebration of Vanamahotsav during the 2nd week of July. • Waste Management – Efficient solid, liquid and e-waste management. • Shuttle free day 		
---	--	--

Establish a centre for Women’s Studies

Constitute a 4 member committee. Introduce new courses and this falls within the workload of the teacher. Application may be sent for a UGC project soft skills for women students may be imparted. Funds can be got from the Autonomy grant. National seminars may be conducted. Take 2 projects either inside or outside the college. This will be a quality initiative and it can be printed in the Academic Calendar.

- Have well furnished smart classrooms. Visit institutes of excellence. Move towards ICT enabled teaching. Prepare more e-contents.
- Ideal to have a viscom department as this will cater to all the visibility needs and documentation needs of the college.

Establish a Web Site Committee:

Constitute a website committee consisting of chairman; technical assistant’s including 2 to 3 staff members.

Establish a student information centre:

Students can get first hand information regarding all issues and queries related to them.

Approval of the Minutes by the Members

Name of the Person	Designation	Signature
Dr. Sr. M.R. Basil Rose (Principal)	Chair person	<i>Sr Basil</i>
Dr. G. Leema Rose	IQAC Co-ordinator	<i>Leema Rose</i>
Administrative Officers		
Dr. Sr. Gerardin Jeyam	Secretary	<i>Sr. Gerardin</i>
Dr. Sr. Anne Perpet Sophy	Controller of Examinations	<i>Sr. Anne Perpet Sophy</i>
Dr. Sr. A. Mary Johnsy	Vice-Principal	<i>Sr. Mary</i>
Dr. F. Brisca Renuga	Dean of Science	<i>Brisca</i>
Dr. A. Shyla Suganthi	Assistant Professor Department of Zoology	<i>A. Shyla</i>
Dr. M. Anitha Malbi	Dean of Students	<i>M. Anitha Malbi</i>
Ms. P.T. Anbu Hannah Dora	Clubs and Committees Co-ordinator	<i>P.T. Anbu</i>
Member from the Management		
Dr. Sr. Sahaya Selvi	Assistant Professor Department of Commerce	<i>Sahaya</i>
Sr. Asha	Office Superintendent	<i>Asha</i>
Members		
Dr. Fernando Loretta	Associate Professor Department of Physics	<i>Fernando Loretta</i>
Dr. Mary Josheela	Associate Professor Department of English	<i>Mary Josheela S.</i>
Dr. V.M. Arul Flower Mary	Associate Professor Department of Mathematics	<i>V.M. Arul Flower Mary</i>
Dr. J. Vinoliya Josephine Mary	Assistant Co-ordinator - IQAC Department of Zoology	<i>Vinoliya</i>
External Experts		
Dr. V.S. Joseph Albert	Deputy Principal St. Xavier's College, Palayamkottai.	
Dr. C. James	Assistant Controller of Examinations and Associate Professor of Physics Scott Christian College (Autonomous), Nagercoil.	<i>C. James</i>

Students		
Ms. Sabadini	I B.Sc Chemistry	Sabadini S
Ms. Monica Rachel	I B.A. English Literature	Monica
Ms. Famy Leethiya Francis	II B.Com	Famy
Employer/ Industrialist		
Sr. Josephine Thembavani	Correspondent Little Flower Girls Hr. Sec. School, Nagercoil	Jh
Dr. P. Srinivasa Kumar	Director Inbiotics, William Hospital Campus, Nagercoil.	-

HOLY CROSS COLLEGE (Autonomous), Nagercoil

Internal Quality Assurance Cell

Internal Meet I- 23-07-2018

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

The external IQAC meeting commenced with the prayer. Dr. Sr. Basil Rose, the Chair Person welcomed the members. Dr. Leema Rose, the IQAC coordinator read the minutes of the previous meeting and was approved by the members and the External Experts.

Action taken on the minutes of the previous meeting was discussed:

Recommendations	Action Taken
<ul style="list-style-type: none">• To submit the complete structure of the programme and the syllabi to the experts before the Board of Studies.	<ul style="list-style-type: none">• The complete structure of the programme and the syllabi was sent to the experts before the Board of Studies.
<ul style="list-style-type: none">• To get Curriculum feedback from the outgoing students and academic peers from the autonomous colleges/universities.	<ul style="list-style-type: none">• Curriculum feedback was got from the outgoing students and academic peers from the autonomous colleges/universities.
<ul style="list-style-type: none">• Research policy should be framed• Apply for patents.• Have better logistics for the conduct of the seminars.	<ul style="list-style-type: none">• Research policy was framed.• Initiatives were taken to get patents.• Departments are instructed.
<ul style="list-style-type: none">• Student information centre to be established.	<ul style="list-style-type: none">• Student Information Centre is established.
<ul style="list-style-type: none">• To avoid flex boards to maintain zero plastic campus.	<ul style="list-style-type: none">• Usage of flex boards and other plastics is minimized.
<ul style="list-style-type: none">• Preserve the vulnerable species of plants.	<ul style="list-style-type: none">• As an initial step, 100 palm tree seeds were planted in our campus.