

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 framedApply 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.

HOLY CROSS COLLEGE (Autonomous), Nagercoil

Internal Quality Assurance Cell

Internal Meet I - 23-07-2018

Agenda

- Prayer
- Welcome Address
- Presentation of the previous minutes
- Wi-Fi campus.
- To motivate more students to take up MOOC programmes
- To organize two days workshop on Google Classroom.
(For the newly recruited staff – 2017-18 & 2018-19)
- Academic ^{and Administrative} Audit
- Update the college website (Appointing a full time technician)
- To reform the Evaluation system-Transparency.
- MIS
- Common Room/Guest Room/Sick Room.
- Research policies to be updated and informed.
(Centralize / research guides relaxation / incentive / class for scholars)
- To decide two best practises for the academic year
- To Constitute
 - Crossian center for Entrepreneur development and career guidance
 - Crossian center for Research and Development
 - Crossian center for Outreach Programmes
 - Crossian center for Women Studies
 - Crossian center for Environmental Studies

Internal Quality Assurance Cell

Internal Meeting -I

Date: 23-7-2018

Time: 1:15 pm to 3.15 pm

Place: IQAC Room

Name of the Person	Designation	Signature
Dr.Sr.M.R.Basil Rose (Principal)	Chair person	<i>Dr Basil</i>
Dr.H.Jimsy Asha	IQAC Co-ordinator	<i>[Signature]</i>
Administrative Officers		
Dr.Sr. Gerardin Jayam	Secretary	<i>Sr. Gerardin</i>
Dr.Sr. Anne Perpet Sophy	Controller of examinations	—
Dr.Sr. A. Mary Johnsy	Vice Principal & Librarian	<i>Sr. Mary</i>
Dr.A.Shyla Suganthi	Research Co-ordinator	<i>S. Shyla</i>
Dr.F.Brisca Renuga	Dean of Science	<i>[Signature]</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. Anu</i>
Member from the Management		
Dr.Sr. Leema Rose	Assistant Professor, Department of Botany	<i>Dr. Leema</i>
Sr.A.Shanthi	Junior Assistant	<i>Shanthi</i>
Members		
Dr.A.Anami Augustus Arul	IQAC Asst.Co-ordinator	<i>Anami</i>
Dr.Sr.Sahayaselvi	Assistant Professor, Department of Commerce	<i>Sahayaselvi</i>
Dr.S.Sujitha	Assistant Professor, Department of Mathematics	<i>Sujitha</i>
Ms. Famy Leethea Francis	Student (III B.Com)	<i>Famy</i>

HOLY CROSS COLLEGE (Autonomous), Nagercoil

Internal Quality Assurance Cell

Internal Meet - 18-03-2019

Agenda

Prayer

Welcome Address

Presentation of the previous minutes

- Biannual newsletter
- AQAR
- Institutional SSS
- Orientation programme for teaching and non-teaching staff
- To organise FDP programme before the re-audit
- Departments to conduct exit level test
- Mentoring and counselling to be systematized
- Reading of the IQAC annual report

HOLY CROSS COLLEGE (Autonomous), Nagercoil

IQAC Internal Meet 18-03-2019

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. H.Jimsy Asha, the IQAC 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
Registering the college for NPTEL	The advanced learners of UG students and all the PG and MPhil students have registered under SWAYAM.
To reform the Evaluation System – Transparency	Photocopy of the semester exam papers were given to the students on demand.
Online quiz through Google applications	Implemented
Research Data Base	Implemented
Workshop on IPR and Multidisciplinary National Seminar by research forum	Seminar is to be held on 23 rd March
Initiatives to be taken for an online journal (UGC approved)	Under process
Lab to Land programmes	Departments are instructed.
e-content development through LMS	
e- governance	Under process
Feedback	Feedback was collected through Google forms and analysed
Eco Pledge towards zero waste and Shuttle Free Day	

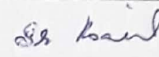
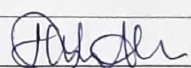
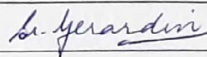
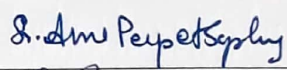
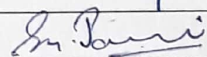
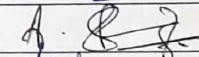

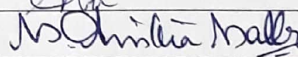

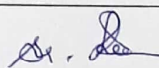
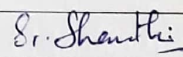
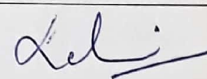
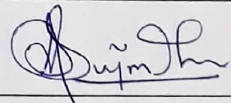
Internal Quality Assurance Cell

Internal Meet

Date : 18-03-2019

Time : 2: 00 pm to 3:15pm

Place : IQAC Room

Name of the Person	Designation	Signature
Dr.Sr.Basil Rose (Principal)	Chair Person	
Dr. H.Jimsy Asha	IQAC Co-ordinator	
Administrative Officers		
Dr.Sr.Gerardin Jayam	Secretary	
Dr.Sr.Anne Perpet Sophy	Controller of Examinations	
Dr.Sr.Mary Johnsy	Vice Principal Librarian	
Dr. Shyla Suganthi	Research Co-ordinator	
Dr. Alby Grace	Dean of Arts	
Dr.Anitha Malbi	Dean of Students	
Ms. P.T.Anbu Hannah Dora	Clubs and Committees Co-ordinator	
External Member		
Dr.C.James	External Expert	
Mr. Srinivasa Kumar	Industrialist	
Members from the Management		
Dr.Sr.Leema Rose	Assistant Professor Department of Botany	
Sr.Shanthi	Junior Assistant	
Members		
Dr. Sr. Sahaya Selvi	Assistant professor Department of English	
Dr.S.Sujitha	Assistant professor Department of Mathematics	
Famy Leethea Francis	Student (III B.Com)	

HOLY CROSS COLLEGE (Autonomous), Nagercoil

Internal Quality Assurance Cell

Internal Meet -14-06-2019

Agenda

Prayer

Welcome Address

Presentation of the previous minutes

- To organise Student Induction Programme
- Orientation for junior faculty and Renewal programme for all the teaching and non teaching staff
- SWOC analysis
- Release of biannual newsletter
- To organise Alumnae and PTA before the peer team visit
- To carry out External peer team visit

HOLY CROSS COLLEGE (Autonomous), Nagercoil

IQAC Internal Meet 14-06-2019

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

The Internal IQAC meeting commenced with the prayer. Dr. Sr. Anne Perpet Sophy, the Chair Person welcomed the members. Dr. H.Jimsy Asha, the IQAC 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
Biannual newsletter	The biannual newsletter will be released in July
Institutional SSS	Institutional SSS was collected and consolidated through Google forms
Orientation programme for teaching and non-teaching staff	Orientation programmes are carried out
To organise FDP programme	Decided to send the proposal to the funding agencies

Internal Quality Assurance Cell

Internal Meet

Date : 14-06-2019

Time : 2: 00 pm to 3:15pm

Place : IQAC Room

Name of the Person	Designation	Signature
Dr.Sr.AnnePerpetSophy : (Principal)	Chair Person	<i>Sr. Anne Perpet Sophy</i>
Dr.H.Jimsy Asha	IQAC Co-ordinator	<i>H. Jimsy Asha</i>
Administrative Officers		
Dr.Sr.GerardinJayam	Secretary	<i>Sr. Gerardin Jayam</i> 14.6.19
Dr.Vinolia Josephine Mary	Controller of Examinations	<i>Vinolia Josephine Mary</i>
Dr.Sr.Leema Rose	Vice Principal	<i>Dr. Leema Rose</i>
Dr.Sr.MaryJohnsy	Librarian	<i>Sr. Mary Johnsy</i>
Dr.Regis	Research Co-ordinator	<i>Regis</i> 14/06/19
Dr.F.BriscaRenuga	Dean of Science	<i>F. Brisca Renuga</i> 14/06/19
Dr.C.Nirmala Louis	Dean of Students	<i>C. Nirmala Louis</i>
Ms.P.T.Anbu Hannah Dora	Clubs and Committees Co-ordinator	<i>P. T. Anbu Hannah Dora</i>
Members from the Management		
Sr.Shanthi	Junior Assistant	<i>Sr. Shanthi</i>
Members		
Dr.A.Anami Augustus Arul	IQAC Asst. Co-ordinator	<i>A. Anami Augustus Arul</i>
Dr. Sr. SahayaSelvi	Assistant Professor, Department of Commerce	<i>S. Sahaya Selvi</i>
Dr.S.Sujitha	Assistant professor Department of Mathematics	<i>S. Sujitha</i>
Ms. Monica Rachael	Student (III Eng. Lit)	<i>Monica Rachael</i>

HOLY CROSS COLLEGE (Autonomous), Nagercoil

Internal Quality Assurance Cell

External Meet - 12-10-2018

Agenda

Prayer

Welcome Address

Presentation of the previous minutes

- Registering the college for NPTEL
- To reform the Evaluation System – Transparency
- Online quiz through Google applications
- Research Data Base
- Workshop on IPR and Multidisciplinary National Seminar by research forum
- Initiatives to be taken for an online journal (UGC approved)
- Lab to Land programmes
- e-content development through LMS
- e-governance
- Feedback
- Eco Pledge towards zero waste and Shuttle Free Day
(Inmates of our college - to use ink pen and to avoid plastic files).

HOLY CROSS COLLEGE (Autonomous), Nagercoil

IQAC External Meet 12-10-2018

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

The ~~Internal~~ IQAC meeting commenced with the prayer. Dr. Sr. Basil Rose, the Chair Person welcomed the members. Dr. H.Jimsy Asha, the IQAC 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
Wi-fi campus	Implemented
To motivate more students to take up MOOC programmes	Orientation has been given to students and they were motivated to take more courses on SWAYAM. They can use language lab after the class hours.
To organize two day workshop on Google Classroom.	To enhance ICT enabled teaching, workshop on LMS was held on 30-08-2018. “Hands on Training” on Google Applications for Education was given to the faculty on 09-10-2018.
To Update the college website	Website is under process
Academic and Administrative Audit	Academic Audit was carried out.
Common Room/Guest Room/Sick Room.	Submitted the proposal to RUSA and our college has been selected for funding
To establish Women Studies Centre	Established

Internal Quality Assurance Cell

External Meet 12-10-2018

Date : 12-10-2018

Time : 1:15pm to 3:15pm

Place : IQAC Room

Name of the Person	Designation	Signature
Dr.Sr.Basil Rose (Principal)	Chair Person	<i>Basil</i>
Dr. H.Jimsy Asha	IQAC Co-ordinator	<i>H.Jimsy Asha</i>
Administrative Officers		
Dr.Sr.Gerardin Jayam	Secretary	<i>Sr. Gerardin</i>
Dr.Sr.Anne Perpet Sophy	Controller of Examinations	<i>Sr. Sophy</i>
Dr.Sr.Mary Johnsy	Vice Principal Librarian	<i>Sr. Mary</i>
<i>for</i> Dr. Shyla Suganthi	Research Co-ordinator	<i>Shyla Suganthi</i>
Dr. Alby Grace	Dean of Arts	<i>Alby Grace</i>
Dr.Anitha Malbi	Dean of Students	<i>Anitha Malbi</i>
Ms. P.T.Anbu Hannah Dora	Clubs and Committees Co-ordinator	—
External Member		
Dr.C.James	External Expert	<i>C.James</i>
Mr. Srinivasa Kumar	Industrialist	
Members from the Management		
Dr.Sr.Leema Rose	Assistant Professor Department of Botany	<i>Dr. Leema</i>
Sr.Shanthi	Junior Assistant	<i>Sr. Shanthi</i>
Members		
Dr. Sr. Sahaya Selvi	Assistant professor Department of English	<i>Selvi</i>
Dr.S.Sujitha	Assistant professor Department of Mathematics	<i>Sujitha</i>
Famy Leethea Francis	Student (III B.Com)	<i>Famy</i>