

Holy Cross College (Autonomous)

*Affiliated to Manonmaniam Sundaranar University
Accredited with 'A+' Grade (CGPA- 3.35) by NAAC (IV Cycle)
Nagercoil - 629004, Tamil Nadu, India.
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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2019-2021

Report of the Academic Administrative Audit 2019-2021

An Academic Audit is an integral part of quality assurance in the Higher Education Institutions to track academic excellence. Internal Quality Assurance Cell of Holy Cross College (Autonomous), Nagercoil aims to monitor and evaluate the quality of Academic and Administrative system. The Academic Audit strives to promote continuous and consistent quality improvement of different academic programmes.

On 9th May 2022 experts from high proficiency institutions evaluated the performances and activities of various departments and centres of the college. The Academic Audit mainly focuses to review the Curriculum, Teaching Learning and Evaluation process, Administration, Library and Sports, to augment quality improvement in various aspects. The experts' suggestions and recommendations for elevation and progress on the same facilitate the advancement of the institution. The report of their observations, recommendations and the action taken is presented.

Academic Audit aims

- To review and update Curriculum, Teaching Learning and Evaluation
- Research facilities and publications of the departments
- Available Learning resources and physical facilities
- Remedial, Mentoring, Bridge Courses, Capability Enhancement programmes
- Best practices and future plans of the departments

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INSTITUTION DATA

Basic Information	
Name of the Institution	HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL.
• Name of the Head of the institution	Dr. Anne Perpet Sophy
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04652-261473
• Alternate phone No.	9488575460
• Mobile No. (Principal)	9488575460
• Registered e-mail ID (Principal)	holycrossngc@yahoo.com
• Address	Holy Cross College (Autonomous), Roch Nagar, Kurusady
• City/Town	Nagercoil
• State/UT	Tamil Nadu
• Pin Code	629004
Institutional status	
• Date of establishment, prior to the grant of (Autonomy)	02-08-1965
• Date of grant of 'Autonomy' to the College by UGC	20-05-2007
• Establishment date	19-06-2007
• Type of Institution	Women
• Location	Semi-Urban
• Campus Area in Acres	20
• By Shift	Regular
• Financial Status	Grants-in aid
• Name of the IQAC Co-ordinator/Director	Dr. H. Jimsy Asha

• Phone No.	04652298705				
• Mobile No:	9489739703				
• E-Mail	iqac@holycrossngl.edu.in				
Institution to which the college is affiliated					
Tamil Nadu	Manonmaniam Sundaranar University, Tirunelveli				
Recognized Minority Institution					
If it is a recognized minority institution	Yes				
Religious	Christian				
Recognition Details					
Date of Recognition by UGC or any Other National Agency					
Under Section	Date				
2f of UGC	01-01-1968				
12B of UGC	01-01-1968				
Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A+	3.35	2019	09/08/2019	08/08/2024
Cycle 3	A	3.34	2013	20/05/2013	08/08/2019
Cycle 2	B++	-	2005	20/05/2005	19/05/2010
Cycle 1	4 Star	-	1999	01/02/1999	31/01/2004

Programmes Offered

Programme Code	Programme Name	Aided	Self-Financed
UG			
HUM	B.Sc. Mathematics	✓	✓
HUP	B.Sc. Physics	✓	
HUC	B.Sc. Chemistry	✓	
HUB	B.Sc. Botany	✓	
HUZ	B.Sc. Zoology	✓	
HUS	B.Sc. Computer Science		✓
HUE	B.A. English	✓	✓
HUT	B.A. Tamil		✓
HUH	B.A. History	✓	
HUF	B.A. Economics	✓	
HUA	B.Com. Commerce	✓	
HUA	B.Com. Commerce - I		✓

HUA	B.Com. Commerce - II		✓
PG			
HPM	M.Sc. Mathematics	✓	✓
HPP	M.Sc. Physics		✓
HPC	M.Sc. Chemistry		✓
HPB	M.Sc. Botany		✓
HPZ	M.Sc. Zoology	✓	
HPE	M.A. English	✓	✓
HPH	M.A. History		✓
HPF	M.A. Economics		✓
HPA	M.Com. Commerce		✓
HPW	MSW		✓
M.Phil			
HMP	M.Phil Physics		✓
HMZ	M.Phil Zoology		✓
MPE	M.Phil English		✓
HMA	M.Phil Commerce		✓
Ph.D			
	Ph.D Zoology	✓	
	Ph.D Botany	✓	
	Ph.D English	✓	
	Ph.D Physics	✓	
	Ph.D Chemistry	✓	
	Ph. D Commerce	✓	
	Ph. D Economics	✓	
	Ph.D History	✓	
	Ph.D Mathematics	✓	

List of Experts

Department

1. Dr. A. Lourdu Samy,
Associate Professor of Mathematics and IQAC Co-ordinator,
St. Xavier's College (Autonomous),
Palayamkottai.
2. Dr. A. Rose Venis,
Associate Professor of Chemistry and IQAC Co-ordinator,
St. Joseph's College (Autonomous),
Tiruchirappalli.

Library

1. Dr.P. Saravanan,
Librarian
Lekshmipuram College of Arts and Science
Neyyoor-629802
2. Dr.C. Manickavasagam
Librarian & Head
Dept. of Library & Information Science
S.T. Hindu College
Nagercoil-629002

Examination Cell

1. Dr.C. James,
Associate Professor of Physics,
Scott Christian College (Autonomous),
Nagercoil

Administrative Office

1. Mr. N. Krishnan, F.C.A,
Chartered Accountant,
FF-11, Sreevatsa Square, 7/31A,
MTP Road, Thudiyalur,
Coimbatore- 641034.

2. Mr. Bernatchandra,
Prof. & Head of Dept. of Commerce (Rtd.),
St.Xavier's College (Autonomous),
Palayamkottai – 627002.

Department of Mathematics

The year of inception of the Mathematics Department was in 1965 with the induction of the PUC program. The UG program was introduced in 1966 and the PG program in 1978. The Department was upgraded as a Research Centre in 2018. The faculty strength is 11 with 9 members having doctoral degree. One member is NET qualified and four members are SET qualified. At present the student strength is 190.

Curricular Aspects

The curriculum is revised once in three years based on the feedback received from all stakeholders. The Curriculum developed and implemented are relevant to the local, national, regional and global development needs which are reflected in Programme Outcomes(POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the various programmes offered by the department. The Course Outcomes and the Programme Specific Outcomes are designed by the respective Board of Studies in such a way that each module within the course addresses the various taxonomy levels. The syllabi are specially designed to ensure that the students have the required domain Knowledge, skills and attitude. Also, it emphasizes gender equity, environmental sustainability and professional ethics. The percentage of revision in the UG syllabus is 9 and 15 during 2019 – 20 and 2020 -21 respectively. For PG, it is 23.3 % and 24.5 % for both these years. 25 PG students take up Summer Training every year in Aditya Maths Academy with whom the Department has an MoU. During 2019 -20, 43 UG students and 25 PG students took up projects in various Mathematics topics and during 2020 -2021, 44 UG and 25 PG students did projects in Graph Theory ,Statistics, Differential Equations etc. The number of courses relevant to local, national, global development, number of value added courses and courses with employability, entrepreneurship and skill development are displayed in the tabular column.

S.No.	Description of the courses	Year	Programme	Number of courses
1.	No.of courses having relevance to the local development	2019-2020	UG	-
			PG	-
		2020-2021	UG	-
			PG	-
2.	No.of courses having relevance to the National development	2019-2020	UG	23
			PG	-
		2020-2021	UG	23
			PG	-
3.	No.of courses having relevance to the global development	2019-2020	UG	1
			PG	20
		2020-2021	UG	1

			PG	20
4.	No. of courses focussing on Employability	2019-2020	UG	8
			PG	20
		2020-2021	UG	8
			PG	20
5.	No. of courses focussing on Entrepreneurship	2019-2020	UG	1
			PG	-
		2020-2021	UG	1
			PG	-
6.	No. of courses focussing on skill development	2019-2020	UG	15
			PG	-
		2020-2021	UG	15
			PG	-
7.	No. of New courses	2019-2020	UG	1
			PG	-
		2020-2021	UG	-
			PG	1
8.	No. of value added courses	2019-2020	UG	2
		2020-2021		2

Teaching and Learning

The effective academic and personal mentoring system helps the department to identify both slow and advanced learners. The Progress of students are consistently monitored through Learning Level Assessment such as conducting CIAs, Class tests, Quizzes, Open Book Tests, Seminars, PPT presentations and Class Assignments. Since Students are guided with required mentoring, they achieve the desired learning outcomes. The Department got 100% pass for both the UG and PG programs during the last six years.

Remedial Classes

Remedial classes are conducted for slow learners. Simple course materials, modules and question banks are prepared by the faculty as an effort to boost up their marks. The students are engaged in peer teaching too. For the benefit of advanced learners, Self Learning Courses are conducted and the high achievers are sent to Intercollegiate Mathematics Quiz Competitions and many other competitions connected with mathematics. The studious students are also made to present papers in conferences, review books and perform as resource persons in Mathematics Association meetings.

Student-centric methods

With reference to Student Centric activities, the students are taken for Industrial Visits, Science centres and Science Exhibitions. Every year regular visits are arranged to the Planetarium in Trivandrum for the outgoing students. There is an Innovation Hub and a 3D

Scientific Show Centre also in the same campus. Thus the students are exposed to experiential learning. The students are engaged in group discussions, group projects, case studies and Mathematical puzzle solving exercises as a part of participative learning. Brain Storming, Home assignments, Group work and online reference are some of the problem solving methodologies followed by the faculty.

ICT-enabled teaching

ICT tools like Google Classroom, Google forms, Kahoot, Edmodo, Quizizz, Web Boards are used to enhance teaching learning process . The ICT resources used by the faculty are, e – books, video recordings, internet / websites, PPT, You Tube, e- newspapers etc. The faculty members upload course materials and make announcements regarding assignment submissions through online.

Research and Innovation

During 2019 – 2021, there were 16 publications in ISSN Journals, 9 in UGC listed Journals, 5 in proceedings, 4 in Scopus/ Web of Science and 11 paper publications. Research Colloquium is also a regular feature in the department. 5 of the faculty are Research guides and 21 Research Scholars are being guided by them. During these two years, 2 seminars, 1 webinar and 4 Endowment lectures have been conducted. One book has been published each year. To enrich research and innovation, the department has established Research Colloquium and updating the recent trends in research among faculty and students.

Skill Enrichment Activities

Association meetings and invited talks on gender equity promotion, green initiatives, environmental values, constitutional obligations and professional ethics help the students to become a better citizen. National Mathematics Day is celebrated every year, competitions connected with Mathematics and Ramanujan makes the day a meaningful one.

Best Practices

Best practices of the Department includes a club named “ Mathelets” for high performers, which caters to Quiz coaching, posting challenging puzzles and riddles on the Department notice board. Annual Department News Letter and growing indoor plants are two other best practices.

Future Plan

- Increasing the number of MoUs
- Increasing the research publications

Recommendations

The external audit committee appreciated the department for the systematic maintenance of the documents and usage of ICT tools and resources by the faculty and students. The committee is recommended to increase the number of publications in UGC care listed, Web of Science and Scopus indexed journals.

Department of Mathematics S.F

Due to the high demand of Mathematics, the Mathematics Self-Financing department was established in 2010. The department was upgraded as a PG department in 2016. Among the 8 faculty of the department, 6 cleared SET, 3 completed Ph.D. and 3 are pursuing Ph.D.

Curricular Aspects

The curriculum is revised once in three years based on the feedback received from all stakeholders. The Curriculum developed and implemented are relevant to the local, national, regional and global development needs which are reflected in Programme Outcomes(POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the various programmes offered by the department. The syllabus focuses on skill development, women empowerment, competitive examinations, employability and entrepreneurship. The percentage of revision in the UG syllabus is 9 and 15 during 2019 – 20 and 2020 -21 respectively. For PG, it is 23.3 % and 24.5 % for both these years. In 2019-2020, 42 UG and 25 PG students have undertaken projects. In 2020-2021, 43 UG and 23 PG students have undertaken projects. 23 PG students have completed their summer training program in the academic year 2020-2021.

The number of courses relevant to local, national, global development, number of value added courses and courses with employability, entrepreneurship and skill development are displayed in the tabular column.

S.No	Description of the courses	Year	Programme	Number of courses
1.	No.of courses having relevance to the local development	2019-2020	UG	-
			PG	-
		2020-2021	UG	-
			PG	-
2.	No.of courses having relevance to the National development	2019-2020	UG	23
			PG	-
		2020-2021	UG	23
			PG	-
3.	No.of courses having relevance to the global development	2019-2020	UG	1
			PG	20
		2020-2021	UG	1
			PG	20
4.	No. of courses focussing on Employability	2019-2020	UG	8
			PG	20
		2020-2021	UG	8
			PG	20
5.	No. of courses focussing on Entrepreneurship	2019-2020	UG	1
			PG	-

		2020-2021	UG	1
			PG	-
6.	No. of courses focussing on skill development	2019-2020	UG	15
			PG	-
		2020-2021	UG	15
			PG	-
7.	No. of New courses	2019-2020	UG	1
			PG	-
		2020-2021	UG	-
			PG	1
8.	No. of value added courses	2019-2020	UG	2
		2020-2021		2

Teaching and Learning

The department considers Student Centric Learning both as a mindset and culture characterized by innovative methods of teaching. The students are categorized into slow and advanced learners, and the department has organized special programs for the students during the remedial hour.

Student Centric Learning

Various teaching-learning methods like experiential, participatory, problem- solving methodologies are used. It involves the formal strategies including assignments, class room seminars, individual and group projects, study tours, industrial visits, internships and utilizing audio-visual presentation, peer teaching, quiz competition, paper presentations, poster presentation etc.

ICT enabled Teaching

Technology plays a vital role on teaching learning process. ICT tools like Google Classroom, Google forms, Kahoot, Edmodo, Quizizz are used to enhance teaching learning process . The ICT resources used by the faculty are e – books, video recordings, internet / websites, PPT, You Tube, e- newspapers etc.

Hour of Blossoming

During the hour of Blossoming, the students are benefitted by Spoken English, remedial coaching, meditation and exercise, personal counseling, seminars, mentor ward and competitions.

Research and Innovation

The faculty has published 3 research papers in international journals and 2 in national journals out of which 2 papers are published in UGC listed journals and 1 in Scopus Indexed Journal. 3 papers are presented in the international conference. In 2020-2021, one Faculty was

awarded Ph.D. degree. The department has signed two MoUs. In 2019-2020, a seminar was organized by the department. In 2020-2021, two webinars have been organized by the department collaborated with Institution Innovation Council.

Student Support and Progression

In the academic year 2019-20, 43 students have enrolled for higher studies and 6 are placed in companies and post offices with good salary package. In 2020-21, 42 of our students have enrolled for higher studies and few are placed with good salary package.

T. Dharshini (I year M.Sc) has won the first position in the following competitions: Intercollegiate weight lifting competition conducted by TDMVS College, Kallikulam, Senior State Weight Lifting Competition conducted by Annai Mira Engineering college, Vellore, All India Inter University Weight Lifting Competition for Women conducted by Manonmaniam Sundaranar university, Tirunelveli, Tamilnadu State Level Inter University Weight Lifting Competition conducted by Manonmaniam Sundaranar University, Tirunelveli and Khelo India University Games 2020 conducted by KIIT University, Bhubaneswar. She has also won the third position in Senior National Weight Lifting Championship conducted by Khudiram Anushilan Kendra, Kolkata.

Leadership qualities are nurtured among students through various association activities. Career opportunities for Mathematics students, was organized by the department to motivate the students for facing competitive examinations. The department conducted mathematical model making competition, quiz competition and online mathematical competition to improve the thinking skills and talents of the students. Every year Ramanujan's birthday is celebrated as a national Mathematics Day and conducting various competitions such as essay writing, pot painting, pencil sketching, solo song and wealth from waste.

Extension Activities

In 2019-20, students of II UG along with the faculty members went to Vallankumaravilai village and gave an awareness program on "Issues of Society Facing Today's Problems" and free Mathematics coaching and yoga class for the students in the village. Also, they gave an awareness program on "Renewable Energy" at Pozhikarai village. In 2020-21, a health survey was conducted in the villages of Kalkulam Taluk.

Best Practices

The best practices of the department include paper presentation competition, Mathematical model making competition, quiz competitions and essay writing competitions. Every year the department visits orphanages during the 3rd week of December and spend time with them.

Future plan

To involve students in research activities, increase the number of placements and accelerating the research publications in UGC Care, Web of Science and Scopus Indexed Journals by the faculty.

Recommendations

To increase the number of paper publications in UGC care listed, Web of Science and Scopus Indexed Journals.

Department of Physics

The Department of Physics was initiated with UG course in the year 1966. The PG course was introduced in the year 1984; the M.Phil programme was established in the year 2009 and Ph. D programme was introduced in 2010. There are 12 qualified and efficient faculty in the department who drive the students to achieve the vision and mission of the department.

Curricular Aspects

Department of Physics offers UG and PG programmes. Guidelines from TANSCHÉ and UGC are considered and the curriculum is developed with the objectives of developing global competency, employability, entrepreneurship and skill development. The curriculum is restructured every year followed by the review of the course based on feedback and fulfils the requirement of the budding learners. Feedbacks obtained from all the stake holders are meticulously analyzed and proper remedial measures are taken in the Board of Studies while framing the curriculum.

During the assessment period the department constitute two Board of studies meeting. Department of Physics revises 62 % syllabus in UG programme in the academic year 2019-2020. For the academic year 2020-2021, syllabus revision carried out 55% in UG and PG programme. In our department curriculum 6 courses satisfies the local needs, 3 courses in global and 13 courses satisfies national needs. During the academic year 2019-2020, 8 new courses were introduced and 14 new courses were introduced in 2020-2021. The courses namely Non-conventional energy sources, Nuclear Physics and Nano Physics addresses Environmental and sustainability. Physics for competitive Examination and Physics for Lectureship courses focussed mainly on Employability. The current curriculum includes summer Internship programme for the post graduate students and also offers two value added programmes namely Domestic Appliance Service and Multimedia Training to develop skills beyond the curriculum. During this period 55 PG students and 90 UG students completed students projects. 50 of our students visited the Nuclear Power Plant, Kudankulam as field trip.

Teaching and Learning

Department of Physics made a profound impact on teaching-learning by adopting student centric methods such as seminars, assignments, hands on training, summer training, internship, projects and Industrial visit. Slow learners are helped through repeated class test, remedial classes, modules, worksheets, question banks, bilingual peer teaching, academic and personal counselling. Advanced learners are identified based on their performance in the class and after semester examinations. They are motivated by self-learning courses, MOOC, Swayam, NPTEL, paper presentation, NET/SET, Bank exam coaching, problem solving, group

discussion and skill based model making. IT technology has been meticulously used by staff in teaching and learning processes. Teachers use power point presentations and animations to make the concepts interesting and appealing. Few topics are taught in the lab with practical demonstration interspersed with theory for better understanding. ICT enabled teaching facilities have been provided to students using smart board, software packages for computation, Edmodo, Quizzes, Kahoot, Google meet, Zoom and SLOs (Short Learning Object). The faculty members of the department provide regular counselling to students on various academic as well personal issues of the students, thus functioning as mentors and advisors to the students.

Research and Innovations

Department of Physics has developed to be an elite research centre for promotion of research in Holy Cross College, Nagercoil with the inclusion of more sophisticated research facilities. To inculcate scientific interest among scholars and to gain knowledge on current trends in Physics, the research department organizes seminars and endowment lectures. During the period 2019-2021 two seminars and two endowment lectures were organized. Association meetings were organized periodically to enhance research activity among students.

In the academic years 2019 - 2020 and 2020 - 2021, ten candidates have been awarded with post graduate research degree (M.Phil). Three research scholars have been awarded with doctoral degree during the period 2019-2021. There are 18 research scholars carrying their research work under the guidance of eight eminent research guides. Two faculty members completed National fellowship programme and three faculty members have been awarded with best paper presentation award. Dr. S. Sonia received Young Scientist Award from Tamil Nadu Scientific Research Organizations, Pudukotai.

To learn new skills, gain a new perspective and join hands with experts in the field of physics, the department holds 39 research collaborations. Also, the department has signed five MOU's with different agency.

The faculty members act as reviewers and editors in different peer reviewed journals. Eighty-two articles were published in proceedings bearing ISBN and ISSN number. Seventeen papers in Scopus Indexed journals and seven papers in UGC CARE listed journals were published by the faculty members.

Infrastructure and Learning Resources

Department of Physics has well-equipped UG, PG and Research Labs. Physics department is solar powered. Solar Panel is used as an alternative renewable energy source. Power requirement met by renewable energy resources is 8210 KWH. Total power requirement is 87769 KWH. Renewable energy generated and used is 8210 KWH.

Best Practices

Department of Physics promotes the wellbeing of the students by conducting various programmes related to women empowerment. Gender equity programme was conducted for III B.Sc Physics students to inculcate the importance of gender equity among the students.

Department of Physics celebrates different commemorative days to inspire students and to make understand the importance of the day. An Interschool competition and exhibition named “SPECTRA” was conducted for the school students’ commemorating the birthday of Dr. A.P.J. Abdul Kalam. The department of Physics organised various programmes on international days such as E-Quiz on Hiroshima and Nagasaki day, webinar on ozone day and climate change, E- competition on space science in commemoration of physicist Dr. Vikram Sarabai, Association meeting on “National Science Day” in commemoration of the birthday of Sir. C. V.Raman and online quiz on the International day of Light. Students from various schools and colleges participated in the events. Best performer of the event was awarded with the best performance award. Students were exposed to get clear idea about the natural science concerned with the environment.

Various programmes were conducted to create scientific temper among the student community and students were able to know more on indigenous satellites. Department of Physics organized programmes such as a talk on Chandrayan–2 launching and on Geophysics. Students were exposed to get clear idea about Geo Physics, the natural science concerned with the space environment.

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony. The department of Physics organized RUN programme at Thikillan vilai, South Soorankudi. The programme included Plastic awareness rally, planting saplings thereby creating green awareness and organized Debate for school students at Government School, Soorankudy.

Department of Physics organised many activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens such as an association meeting on “Universal values”, an Endowment Lecture on “career in Physics”, a seminar on “Innovation and creativity” and a Webinar on “Introduction to Intellectual Property Rights”, were exposed to get clear idea about different opportunities in Physics.

The best practices successfully implemented by the department of Physics are conducting Faculty Development Programme, Endowment Lecture every year, conducting Lab

to Land Programme and Land to Lab Programme to exchange the ideas among the student community, and conducting various programmes on International days.

Department of Chemistry

The department of chemistry was established in the year 1965. The B.Sc Program was started in 1996, M.Sc program in 2012 and was upgraded as the research department in the year 2017. There are 11 committed teaching faculty and 4 non-teaching staff members working in the department. The program facilitates about 180 students and focus on the employability skills, entrepreneur skills, analytical skills, scientific communication skills, research aptitude of the students to work for social relevance and benign environment, green chemistry techniques and open –mind to learn newer developments in the field of chemistry.

Curricular Aspects

The UG, PG and Research Programs focus on developing knowledge and skill , research aptitude , green principles and attainment of outcome. The syllabi of UG and PG programs are outcome based, learner centred, research based, career oriented and imparts environmental consciousness. To get attuned with the emerging trend in education, a high profile board of studies committee review and updates the syllabi. The syllabi are based on choice based credit system (CBCS).

The course outcome are defined for each course and they are mapped with the program outcome and program specific outcome. The program outcome and program specific outcome are accomplished through curriculum and Revised Blooms Taxonomy is adopted as pedagogical strategy.

The major core and major elective courses are designed to improve cognitive skill and employability in academia and industries. The major elective course like diary, industrial and biochemistry develop entrepreneurial skill. The practical courses are designed to minimize pollution by practicing green principles. Practical courses help to bridge the gap between educational and hands on experience. It encourages collaborative learning, enriches educational experience, practical competency and help them in skill development.

The value added, non major elective courses and certificate courses are useful for curriculum enrichment, impart skill development and help the students in lab to land program. Lab to land program is an unique program in which the students gain hands on training in making articles of day today usage and demonstrate this to the neighbouring community. This enhances the societal consciousness of the students.

The curriculum is revised based on the feedback received from the stakeholders. The number of courses relevant to local, national, global development, courses with cross cutting issues, number of value added courses and courses with employability, entrepreneurship and skill development are displayed in the tabular column.

S.No.	Description of the courses	Year	Programme	Number of courses
1.	No.of courses having relevance to the local development	2019-2020	UG	3
			PG	-
		2020-2021	UG	1
			PG	-
2.	No.of courses having relevance to the National development	2019-2020	UG	2
			PG	3
		2020-2021	UG	1
			PG	3
3.	No.of courses having relevance to the global development	2019-2020	UG	34
			PG	24
		2020-2021	UG	28
			PG	22
4.	No. of courses focussing on Employability	2019-2020	UG	8
			PG	11
		2020-2021	UG	16
			PG	17
5.	No. of courses focussing on Entrepreneurship	2019-2020	UG	2
			PG	4
		2020-2021	UG	4
			PG	2
6.	No. of courses focussing on skill development	2019-2020	UG	6
			PG	7
		2020-2021	UG	15
			PG	6
7.	No. of New courses	2019-2020	UG	3
			PG	-
		2020-2021	UG	7
			PG	3
8.	No. of courses with cross cutting issues	2019-2020	UG	4
			PG	4
		2020-2021	UG	3
			PG	4
9.	No. of value added courses	2019-2020	UG	2
		2020-2021		2

Teaching- Learning Process

The department monitors the performance and the degrees of potential of the students in acquiring knowledge in their course of study and are categorized according to the medium of study, marks obtained at school, previous summative marks, classroom participation in the online and offline mode, performance in the class tests etc. Slow learners are given individual care and are made to score high marks in the upcoming exams through remedial classes, personal counselling, peer teaching, simplified study material, mind maps etc. Their

improvement is regularly monitored through open book tests, slip tests, quizzes, brain storming questions etc. and assess the achievement of low achievers and become excel in their studies. The advanced learners are provided with various opportunities to obtain extra credits. They are motivated to opt for self learning courses, online courses and summer training programmes. They are also encouraged to teach the low achievers, organise seminars, competitions, also act as heads of group projects and other activities.

Student-centric methods

Experiential learning, participative learning and problem-solving methodologies are initiated to enhance the creativity and improve the learning skills of the students. The experiential learning methodologies adopted are demonstration, videos, techniques to operate instruments, individual or group projects, practical, hands-on training, service learning, lab to land, certificate course etc. It strengthens the creativity and practical knowledge of the students. It helps the students to escalate the quality of education and enchant their attention towards more effective learning for both professional and personal life. Students are also involved in interactive learning, problem-solving exercises, group discussions, seminars, paper presentations, quiz competitions, workshops, role-play, etc. to build up their learning experience and pick up the problem-solving skills.

ICT-enabled teaching

The learning experience is upgraded by extensive use of modernized ICT tools such as power point presentations , edmodo, moodle, kahoot , quizzes , chemistry softwares- chemdraw and origin, emails, wikis , canva, google sheets, google classroom, google sites , google docs, google forms etc. to make lessons visually interesting and positively impacting the learning outcomes of students . Preparation of e-resources in various subjects in the form of PPTs and digital materials have created a repository of knowledge to students.

Mentoring system

Mentoring system is performed by the mentor teacher in the stipulated time where she shares her knowledge, skill and experience to assist the mentee students to be effective and successful in their careers. The mentor mentee book is well recorded with the mentees' academic and non-academic details remarks after each interaction with the students and the attendance is also maintained. The mentors keep a track record of the mentee's academic context, internal assessment and end semester exam marks .The individual talents are also identified and guided accordingly.

Research and Innovation

Department of Chemistry has six experienced research guides and well-established research facilities to do research in the thrust areas - environmental chemistry, polymer chemistry, nanochemistry, bioinorganic chemistry, supramolecular chemistry and photochemistry. One minor project funded by UGC and one student project funded by Tamil Nadu State Council for Science and Technology (TNSCST) were completed in the academic year 2019-2020. Three Ph.D scholars were awarded Ph.D degree and four research scholars registered for Ph.D in this tenure. The department has organized one national seminar in the year 2019-2020 and two webinars in the year 2020-2021. The faculty have published 23 articles in International and National journals and one book chapter in international publication during this tenure. Out of the 23 articles, 6 of them were indexed in Scopus and 7 in UGC CARE listed journals. The faculty have published 20 papers and 40 abstracts in proceedings in the year 2019-2020. The faculty had 12 and 8 collaborative activities including joint author paper publication, question paper setting and internship in the year 2019-2020 and 2020-2021. Seven faculty attended FDP and short term courses and five of them attended refresher course in the year 2019-2020. Ten faculty attended FDP and two of them attended short term course in the year 2020-2021.

Infrastructure and Learning Resources

The Chemistry department has a very good infra structure with three ICT enabled classrooms and four laboratories for Research, UG, PG and Allied. The department has three computers, two printers and one scanner for feeding data, getting outputs and scanning purposes.

For Clinical Chemistry certificate course, clinical test kits are available. Further, there are two thousand seven hundred and twenty-eight books in the library to facilitate student's studies. The department subscribed 19 National and International journals in the library. Computing softwares like chemdraw, origin and Argus lab to support academic and research activities are in use.

Major equipments like UV, IR spectrophotometers and radiation counters in the FIIST lab along with minor equipments flame photometer, digital fluorimeter, digital analysers, photo colourimeter and muffle furnace are utilised for research and other lab experiments.

Skill Enrichment Activities

The Department of Chemistry organized Association Meetings and Endowment Lectures to build the skills of the students. E-Quizzes, oral and poster presentations, essay writing, mind-map, pencil drawing, improvisation competitions were conducted by the

department. National Science Day was celebrated and competitions were conducted through offline mode. Our students acted as resource persons in association meetings. An Endowment lecture under the topic 'Introduction to Group Theory' was conducted.

One of our students is University level basket ball player and won the II place in the competition held at Sri Parasakthi College, Courtallam.

In the year 2020-21, 42 U.G students and 4 P.G students joined in Higher studies. 32 U.G students and 11 P.G students joined their higher education in the year 2019-20. Two of our students were placed in reputed institutions in the year 2020-21.

Certificate courses, Spoken English, Foundation Course, Value Education, Ability Enhancement Course, Take-off with Spoken English and Life Skill training programmes improve the skills of our students and enable them to get better placement. Meditation and Exercise course was given to students which helped the students to lead a healthy life.

Community Engagement Programs

Community service is rendered through RUN-Reaching the Unreached Neighbourhood programme. Awareness of health and environment to School Children and survey on "Environmental Effects of Covid-19 Pandemic and Potential Strategies of Sustainability on the adopted village was undertaken. Gender Equity is addressed through mime, awareness songs and celebration of National Girl Child Day. The significance of Environmental Consciousness and Sustainability was promoted through online quiz, poster and drawing competitions and commemorating World Environment Day and World Ozone Day. Ethics and values are nurtured in young minds through Group Discussion, skit, mime and talk on values. Scientific temper and scientific attitude are inculcated by commemorating days of national and international significance-Birthday of Dr.P.J.Abdul Kalam (World Students' Day) and Sir Antoine Lavoisier, National Science Day and National Energy Conservation Day. Best practices of the Department include Curriculum Revision, Hands On Training, Freshships , Lab to Land etc.

The department is more vibrant and have planned to develop more e- resources, organize job fairs in collaboration with industries and to have MOUs with foreign universities in the near future.

Best Practices

- Hands on Training to the students
- Motivating the students towards research
- Celebrating the days of national significance
- Lab to Land Programme

- Extension Programme
- Freeships and Financial aid to the poor students

Future Plan

- To develop more e-contents by the faculty
- To avail collaborative research projects from different funding agencies
- To organize international seminars/conferences
- To present papers in international seminars/conferences abroad
- To organize job fairs in collaboration with industries
- To facilitate student start-ups in the department
- To sign MoU with foreign universities

Recommendation

- The short term and long term plans of the department may be outlined.

Department of Botany

The Department functions with a definite vision to provide quality Higher Education. The faculty members are committed to create research-oriented Botanists, useful to the society and the nation with the inception of undergraduate programme in the year 1965, the Department has steadily grown today into a full-fledged Research Department. The Department has seen a tremendous growth largely due to the dedicated faculty members and the department functions effectively, with the collaboration of 8 teaching staff and 4 support staff.

Curricular Aspects

The curriculum is framed to suit the local, national and global needs and it is based on the varied cognitive levels of Blooms taxonomy. Some of the courses focus on environmental sustainability in addition to ethical and human values. The needed changes in the curriculum are to cater to the requirements of UGC-CSIR, SET and NET competitive examinations. Some of the lab to land courses designed are Mushroom culture technology, Hydroponics and Preparation of herbal products, which provide hands-on training. Such courses are beneficial not only to Botany students but also to the neighbourhood.

Description of the courses	2019-21
Number of courses for Employability	UG-29 PG-20
Number of courses for Entrepreneurship	UG-30 PG-22
Number of courses for Skill development	UG-41 PG-23

Teaching and Learning

To achieve the teaching learning methods effectively, various innovative teaching strategies are adapted by moving to the current scenario of e-learning. To ensure effectiveness in teaching, different kinds of student – centric learning methods such as participatory learning, experimental learning, problem solving methods, interactive methods, experiential learning and ICT enabled learning are being practiced regularly.

The students are categorized into two groups based on their learning abilities - advanced learners and slow learners. The advanced learners involve in preparing self-learning modules, taking up mini projects, opt for higher studies to acquire job opportunities, presenting papers at conferences. Special care is given to slow learners. The availability of simplified notes, peer tutors, group study, personal counselling and regular reviews of their academic status led to an increased pass percentage.

Research and Innovation

The department has four Research Guides. In the last two years, two of the faculty members have acquired their Ph.D degree. The faculty have published 9 papers in International Journals of which 5 are in Web of Science and 2 in Scopus Indexed Journals. They have presented 23 research papers in International and National Conferences. Three of the Ph.D scholars have been granted Funds to pursue their research with varying amounts of financial aid. The faculty of the Department keep updating their knowledge through presentation of papers. Some of them have published books to their credit. The research activities of our staff members are as follows:

Research Papers in Scopus: 6 (International: 5, National: 1)

Research Papers in Web of Science: 4 (International: 4)

Research Papers in UGC Care list: 5 (International: 3, National: 2)

Research Papers in Journals with ISSN Number: 14

Paper Presentation: 30 (International: 21, National: 9)

Proceedings: 21 (International: 15, National: 6)

Number of Books chapters in edited volumes: 9

Number of Books published: 1

The Department has signed 4 MoU's with different research centres and laboratories. The follow up programmes are (1) Visits to the institutes and centres, (2) Faculty lecture and knowledge sharing & (3) Student exchange programmes such as Internship, Collaborative seminars/webinars.

Student Support and Progression

The following programmes on “Awareness of Trends in Technology”, are conducted to attain the varied (An, Ap and C) cognitive levels.

04-02-2020 -Guest Lecture on “Future Line Biotechnology” Dr. V. C. Padmanaban, Assistant Professor, Kamaraj College of Engineering and Technology, Madurai (Ap)
24-02-2020, Endowment Lecture on “Biosensors”, Dr. T.S.T. Balamurugan, Post Doctoral Research Fellow, Tsinghua University, Beijing, China (Ap)
01.09.2020, Dr. Sr. Rosalie’s Endowment lecture on “Bioprospecting of Marine Algal Natural Products and their Benefits” Dr. T. Citarasu, Associate Professor, Centre for Marine Science and Technology, Rajakkamangalam (Ap)
20.11.2020- Webinar on “Intellectual Property Rights – Opportunities and Challenges” Mrs.S.S.Jayashri Adarsh, Associate-Patent Analyst, TekIP Knowledge Consulting Pvt..Ltd, Bangaloren , (Ap)
27.01.2021 - Webinar On Intellectual Property Rights Dr. P. Saravanan, Librarian, Lekshmipuram College of Arts and Science, Neyoor. (Ap)
20-02-2021- Webinar on “Vaccine Production” Dr.S. Jegannathan, Assistant Research Officer, Pasteur Institute of India, Coonoor. (An, C)

12.04.2021 - Webinar on “Environmental Biotechnology” Dr. M.Jerold, Assistant Professor, Department of Biotechnology, NIT, Warangal . **(An)**

Governance, Leadership and Management

The faculty attended various programmes such as Short term Courses -25, Orientation Programmes -3, FDP-11 and Refresher Courses -2 during two years.

Best Practices

To attain Understanding, the first cognitive level, Awareness programmes are conducted on a regular schedule. As suggested by the Expert Committee, the members of the department ensure that the varied outreach programmes are extended to nearby villages as well. The success has been partly because of the Best Practices that is being practiced in the campus and in the neighbourhood. Botanical Name placards for campus trees, documentation of campus flora, and exhibition of medicinal plants are some examples. The Department renders community support by destroying the *Parthenium* weeds, encouraging planting of tree and training the neighbourhood in mushroom culture.

Future Plan

The main focus is to promote ‘Art and Career based Training’ in order to motivate the students to create a nature friendly green society that reflects the vision of the department.

Department of Zoology

The Department of Zoology was established in 1966, followed by PG Programme 1979, Recognized as a Research Department on 2000, DST- FIST sponsored lab in the year of 2005, and the M. Phil. Zoology programme in the year 2009. The Staff profile of Zoology Department includes 11 Teaching faculty with one Associate Professor and 10 Assistant Professors all with Ph.D., and 4 Supportive Staff. Six of the faculty are Research guides.

Curricular Aspects

Curriculum revision is carried out on par with societal requirements and needs. The percentage of revision for UG and PG are 30 and 60. 104 and 67 Field work/ projects/ internships / student projects during the year 2019- 2020 and 2020- 2021 respectively. The syllabus is outcome based: Learning Outcomes (LO), Course Outcomes (CO) and the Cognitive Level (CL) based on revised Bloom Taxonomy for each course is well defined. Each Course outcome is mapped with Programme Specific Outcome (PSO), which in turn is mapped with Programme Outcome (PO).

The number of courses relevant to local, national, global development and number of value added are displayed in the tabular column.

S.No.	Description of the courses	Year	Programme	Number of courses
1.	No.of courses having relevance to the local development	2019-2021	UG and PG	8
2.	No.of courses having relevance to the Regional development	2019-2021	UG and PG	7
3.	No.of courses having relevance to the National development	2019-2021	UG and PG	6
4.	No.of courses having relevance to the global development	2019-2021	UG and PG	25
5.	No.of New courses	2019-2021	UG PG	2 5
6.	No.of value added courses	2019-2021	UG PG	4 2
7.	No.of courses having relevance to Employability	2019-2021	UG and PG	14
8.	No.of courses having relevance to Entrepreneurship	2019-2021	UG and PG	6
9.	No.of courses having relevance to Skill Develoment	2019-2021	UG and PG	5

10.	No.of the courses representing the cross cutting issues such as Human values, Gender issues, Professional ethics and Environmental sustainability	2019-2021	UG and PG	13 5 6 8
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Teaching and Learning

Assessment of learning process was done at different levels such as Marks obtained from the previous programme, Entry level test and Formative Assessment. Remedial program, Simplified notes, MCQ, Worksheets, Short test, Peer teaching, Personal counseling, were provided to the low achievers and research publication, paper presentation, online courses, self-learning courses, student administration were given to the high achievers. Learning process was enhanced by direct, indirect, Experiential, Experimental, Interactive and Participatory learning method such as Lecture cum demonstration.

ICT enabled teaching: LMS - Moodle, Edmodo, Schoology, Kahoot, Quizziz- Endowment lectures, Association talks, Assignments & Seminars, Case Studies, Videos, Computer-assisted teaching, writing to Inform, Field trips, Industrial visits, Hands on training, Projects, Practical, Quiz, model making, Brain storming, Group Discussion, Blended teaching, Peer teaching, Mind map etc.

Research and Innovation

Research and Innovation of the department is boosted by National/ International fellowship obtained from Indian Science Academies Research Fellowship (SRFP) and TNSCST projects by Dr. Jeni Chandar Padua and SERB-DST funded research projects by Dr. A. Shyla Suganthi. Well-equipped FIST sponsored laboratory and recognised Research Centre are the added quality of the department to enhance the research activities. Research and innovation is also supported by publication of research papers in CARE Journals (9), SCI (1), Scopus (3), Others (3) and the publication of proceedings of International Conference of the Recent Advancement of Biomolecule Inventions – 2019. Research activities was also enriched by regular conduction of Research Colloquium, endowment lecture, National and International seminars/ webinars, Faculty lecture and knowledge sharing with institutions having MoUs. The department also enhances its research activities with the renewal of the MoUs with Centre for Marine Science and Technology, Manonmaniam Sundaranar University, Rajakkamangalam; Foundation for Innovative Research in Science and Technology (FIRST), Nagercoil; S.A. Raja Pharmacy College, Vadakkangulam and Raja’s Medical Institute, Kavalkinaru. The research also was supported by the collaborative publication by Dr. Mary Mettilda Bai and Dr. Vinoliya

Josephine Mary with Dr. T. Citarasu, Faculty of Centre for Marine Science and Technology, Manonmaniam Sundaranar University, Rajakkamangalam and Dr. VN. Ariharan, Chief Executive Officer, Biomeitez Research and Development Pvt. Ltd., Kanyakumari District.

Learning Resources

In order to enhance the Teaching- learning process the Department is further supported with more than one hundred books, three journals and more than 30 E- contents prepared by teaching faculty and other physical facilities including Department library, Vermiculture unit, Sericulture room, integrated Farm house, Museum, FIST and SERB –DST funded and microbiology laboratories.

Student Support and Progression

Students of Zoology Department are benefited by Non-Government scholarships other than the Government scholarships like MBC, BC, SC, ST, Single Girl Child and capacity development and skill enhancement activities like Certificate Courses, Spoken English, Foundation course, Language lab, Ability Enhancement Compulsory Course (AECC) and Skill based/ enhancement courses Meditation and Exercise, Computer Literacy etc. Awareness and usage of technology was created through online platforms such as Google Classroom, Google Forms, Quizzes and Edmodo. The Department was also crowned with the placement of 8 students during 2019- 2021 and progression to higher studies by more than 25 students.

Extension

Good values of the Institution are instilled through Reaching the Unreached Neighbourhood (RUN), H.Share and other community engagement programs. The values of Gender equity was brought out by conducting awareness seminars. The importance of National integration and religious harmony was kindled by celebrating National and international festivals within the Institution and the Department. The principles of Green Initiatives and Waste management are developed through planting saplings in and around the college campus, vermicomposting, oxidation pond and collecting and disposing plastic pens from the institution.

Best Practices

Active Research is encouraged through the motivation of Presentations and Publications of research articles by Faculty and Student, Collaborative academic and research activities. Yearly publication of Department Newsletter CHIRPS & Student Forum, Field-trip, Laboratories, Hands-on training on Vermicomposting, Silkworm rearing for cocoon production and Value added courses to enhance the learning process, Personal and Academic Counseling such as Remedial and Mentor – ward system for the moral support and successful placement

of the students, and the Financial support to economically backward students by staff, through student welfare Fund & personally were considered as the best practices of the Department.

Future Plans

- To introduce certificate courses on Vermicomposting, Silk-worm rearing and Cocoon marketing
- Documentation of Animal diversity of the college Campus
- Enrollment of students to do MOOC & add-on courses
- Organizing biology exhibitions and competitions to students of neighboring schools and colleges

Recommendations

1. Encouraging students to take MOOC online courses as an add on courses.
2. Conduction of bridge course by science faculty for introducing the science terms to fill the gap in between the School and Higher Education.
3. The Department can help to maintain the Oxidation Pond.

Department of Computer Science

The Department of Computer Science was established in the year 2008. The number of faculty in the department is 5 and technical staff is 1. The department imparts value, skill and career-oriented education to the students and thereby equip the students to meet employability, enhance the innovation and leadership for their social commitment.

Curricular Aspects

The curriculum is designed and framed to ensure effective curriculum delivery and makes every effort to impart a holistic education. The courses offered by the department creates the learning environment of the students conducive to develop creative and critical thinking as well as scientific temper. The curricula are developed and revised from time to time based on the developments in the local and global scenario. Bloom's taxonomy is often used to set learning goals and to evaluate student learning in a classroom setting. The POs, PSOs and COs are measured by the faculty members of the institute. The feedback forms collected from the stakeholders are evaluated and analyzed regularly. The reports are further presented in the Academic Council Meetings for review, revision of the pedagogy, and approval. During the year 2019-2021, 7 new courses were introduced and 100% revision was done in the year 2020-2021. To improve the skills of our students, 2 Value Added Courses were given during the year 2020-2021. The syllabus also focuses on skill enhancement, employability and entrepreneurship. Web Technology, RDBMS with Oracle, Computer Graphics, Multimedia, Android Application, Development Programming in C, C++ and Java focus on employability, entrepreneurship and Skill Development. The courses Internet and its Applications, PC Hardware and Troubleshooting and Dreamweaver CS4 points out the local needs. The courses on System Analysis and Design, Android Application Development Data and Communication & Computer Networks focus on national needs and Programming - C, C++, Java, Computer Graphics & Multimedia and Microprocessor & Assembly Language Programming highlights on global needs. The department through its co-curricular activities tries to inculcate values and ethics among its students. Through these programs, students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

Teaching- Learning Process

The slow learners and the advanced learners are categorized and tracked by their academic performance. A faculty mentor is assigned to each student to monitor the overall progress. The slow learners are given remedial classes, personal counseling, peer teaching, short test, simplified notes, open book test and peer tutors for group study to improve their academic performance. Advanced learners are constantly guided and encouraged to participate

in Symposium, take Self-learning course and Seminar Presentation and to do online courses (MOOCs) .They are advised to go through standard reference books in the library. The mentors identify their interest and talent in various domain and then guide and motivate them. The learning experience is upgraded by extensive use of ICT tools- PPTs, LCD, interactive boards by teachers, especially consequent to the COVID-19 pandemic and evaluated through mock tests, quiz, and online testing. Google classroom, Edmodo, Kahoot, YouTube presentation, SLO's and PPT's are used as ICT tools. Students experience theoretical learning in through related practical. Experiential learning methods like internships, add on course, projects, field visit, and social extension are used. Learning is made student-centric through project work, seminar presentations, and assignments. Students often volunteer in conferences, seminars and workshops. Students are motivated to register on portals of e-learning like SWAYAM and NPTEL. Spoken Tutorials and the survey for registration was monitored through Google forms. Students are involved in participatory learning methods like interactive learning, problem-solving exercises, group discussions, seminars, paper presentations, quiz competitions, workshops , peer teaching, assignments, competitions, group and debates.

Research and Innovation

The goal of our education is to impart the knowledge of the students on the basis of a strong scientific and research-oriented education, which also includes the acquisition of important interdisciplinary competences. The faculty of the department are more vibrant in research activities. The faculty have published 7 papers in our Crossian Research Forum with ISBN. In 2019-21, 3 webinars, 2 workshops and 1 seminar have been organized by the department. 14 FDP and 87 seminars have been attended by our staff. We have 5 functional MOUs. The students are encouraged to share their resources with the less privileged people through the Extension activities RUN, H.Share and weshare with their own contributions.

Infrastructure and Learning Resources

High-quality infrastructure facilitates better instruction, improves student outcomes, and reduces dropout rates, among other benefits. The Department has a good infrastructure and learning resources with 2 well equipped Computer Labs with 93 computers, 2 printers and 5 KVA UPS, 296 books in the department library, 1 computer and 1 Laptop in the department. E-resources have a prominent role to play in supporting higher education and in fulfilling educational objectives. As E-resources are rich source of information for those students who want extra learning materials in addition to their regular classroom activities. The use of e-resources in higher education lends itself to more student-centered learning and so the faculty has developed 132 e-content to its credit to provide better learning experience in the students.

Skill Enrichment Activities

Skill Enrichment Activities plays a vital role in the progression and placement of the students. 46 of our students have enrolled for higher studies and 11 are placed in colleges, schools and companies with good salary package. In the past years, 46 of our students have enrolled for higher studies and 26 are placed with good salary package. The students are supported with Student Welfare Fund, Scholarships, financial help, and counselling. They are also benefitted by Guest lectures, seminars, mentor ward, counseling, remedial, competitions, career guidance programme and personality development program. Staff-Students exchange programme is one of the best practices of our Department.

Best Practices

- **Digi_Child**(Lab to Land and Land to Lab) - imparting the knowledge of our students to the neighbouring school children
- **“Tech-Point”** – is a startup programme to create website, and doing online fees payment for the student community
- **Computer Literacy** - We equip the entire student community with Computer Literacy
- **Weshare**- the poor students are helped by their own classmates
- **Staff-Students exchange programme** – we just go to other college campus and other college staff and students come to our campus to share the knowledge

Future Plans

- To upgrade with PG Program
- To develop a Multimedia Lab
- To encourage the students to do MOOC courses

Recommendations

- To sign many MOU's with various organizations
- To render the service of paying the needy student's fee

Department of English

The BA English programme was started in the year 1966, MA in 1971 and M.Phil in 2008. The Department was upgraded as Research Centre in 2010. Due to the high demand of the programme, Self-financing stream for UG and PG programmes were started in 2010 and 2014 respectively. The total number of faculty in the department is sixteen. Ten are awarded Ph.D, eleven are qualified NET or SET and four are pursuing PhD degree.

Curricular Aspects

The curriculum is revised once in three years to match the UGC syllabus and TANCHE which includes new courses to meet the local/ regional/ national and global demands. These courses equip the students to keep in pace with the developments in their disciplines. The programme outcomes, programme specific outcomes and course outcomes linked with the courses help the students to achieve the vision and mission of the department and the institution. Blooms Taxonomy is followed to monitor the attainment of the students to equip themselves with high order thinking.

In order to integrate the cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics, the department offers 6 courses like Women Writers, Green Literature, Dalit Literature, Life Writing: Biographies, Memoirs and Letters and Research Methodology in 2019-20 and in 2020-21, 12 courses were offered pertaining to the same. To enhance the skills of our students, 2 value added courses like Reading Skills and Soft Skills were offered in 2019-20 and the courses like Public Relations and Verbal Ability and Aptitude were introduced in the academic year 2020-21. Students who undertook fieldwork, projects and internships for both the years were 94.

The effective implementation of the Outcome Based Education ensures our students to compete on the global platform and to have global attributes. The revision of the curriculum is based on the needs and suggestions from the stakeholders. The percentage of revision carried out in UG and PG courses for both the years is 60. The curriculum of the department mainly focuses on introducing 12 new courses in 2019-20 and 11 in 2020-21 and 10 courses in 2019-20 and 21 in 2020-21 to improve their prospects on employability, entrepreneurship and skill development.

Description of the courses	2019-20	2020-21
Number of courses developed and implemented	6	23
Percentage of Revision	UG- 60%	UG-60% PG-60%
Number of courses focusing on employability/ entrepreneurship/ skill development	10	21
Number of new courses	12	11

Courses relevant to cross-cutting issues	6	12
Number of value added courses	2	2
Number of students undertaking field work / projects / internships	94	94

Teaching and Learning

To enhance the learning experience of the students by student-centric methods like experiential learning, participative learning and problem-solving methods. These methodologies also help the students to strengthen the holistic approach and facilitate life-long learning. The students are encouraged to publish their research projects and to have a content-based learning. They do group projects, paper presentations and involve in group discussion and role play. They are assessed by quizzes, seminars, class tests, assignments and also question bank preparation. The students are encouraged to take up Summer Internship programmes, publish articles in journals and books and present papers in National/ International Seminars. The ICT tools and resources like Google Classroom, Quizziz, Edmodo, Kahoot, Socrative, Mindmaster etc. are used by our staff to amplify the knowledge of our students.

Peer teaching, remedial coaching and slip tests are rendered for the slow learners for a better outcome. Mentoring system supports the students in academic and personal development. The advanced learners are encouraged to participate in competitions and seminar presentations. They are also involved in peer teaching and in the preparation of question bank. The Readers Circle of the English department organizes ‘Reviewing a book’ once in a month, in which the students take the responsibility to organize the event. It is a student-centric initiative where the students present reviews of books without the help of the faculty.

Research and Innovation

The number of articles published by the staff in journals in the year 2019-20 is 32 and in 2020-21 is 17. Seven chapters were published in various edited volumes in 2019-20 and 9 in 2020-21. Six research papers were published in Scopus and Web of Science in 2020-21. The department has organized 1 seminar in 2019-20 and 3 in 2020-21. The total number of candidates registered for Ph.D in 2019-20 is 17 and 2020-21 is 8. In 2019-20, the department had 3 collaborating activities and in 2020-21 it had 6, by means of publishing papers, internship programmes and being a DC member. The department had a MoU in 2019-20 with Vantage – an Academy of Personality Development and Language Skills.

Student Support and Progression

While considering the student progression, 10 of our students are placed and 114 students are pursuing their higher studies. During the year 2019-20, two of our students cleared

NET/SET Exam and four in 2020-21. A student named R. Priyadarshini cleared TNSURB Exam in 2020- 21. To add one more feather to our cap, our student, Miss. Gracena Merly has won 3 State ,1 National and 1 International awards in various sports events.

Best Practices

The department offers programmes like Shopping sans Shopkeeper and FoodFest to enhance entrepreneurial skill among the students. The writing skill of our students are enriched by the interaction with the writer Ramana Kailash. The department prepares streamwise specific study notes for Part II General English. The department manuscript “Freshmen Flute” is published every year to embellish the creative writing of our students. Kalai Semmal Award was received by one of our faculty from Tamil Ayya Kalvi Kazhaham, Tanjore. In order to get accustomed with literary artistry, every year an intercollegiate literary competition ‘Crosslinks’ is organized by the department. The literary nuances are inculcated in the students, by organizing ‘Literary Fest’ every year. The department feels proud for organizing “Take off with Spoken English”, a bridge course for the freshers of our college. ‘Lunch n’ Learn’, sharing of books during lunch break, is a unique practice of the department.

Future Plans

The future plan of the department is to increase the number of articles to be published in Scopus or Web of Science and to have international MoUs.

Recommendations

The expert committee recommended to increase the number of MoUs and to have more collaborative activities with the agency.

Department of English (SF)

The report of the Department of English SF for the academic years 2019 – 2020 and 2020 – 2021 is presented below. The vision of the department is sculpting integrated individuals for a better future. The mission of the department is to ensure self-actualization harnessed with socio-ethical responsibility. M. Phil programme was started in 2008 in the SF stream. Due to the demand for English Literature, English SF was established as a separate department in 2010 by offering the UG program. The department was upgraded as a PG department in 2014.

Curricular Aspects

The curriculum is designed in tune with the vision and mission of the College taking cognizance of the educational policies of the UGC, TANCHE, the global needs, national developments and the regional requirements. Outcome Based Education is adopted to ensure competency among the learners. The syllabi focus on women empowerment, competitive examinations, green initiatives, mass media, language skills and employability and entrepreneurship. The students go for internship courses to various institutions for teaching in schools, spoken English, creative writing, editing and proofreading.

Description of the courses	2019-20	2020-21
Number of courses developed and implemented	6	23
Percentage of Revision	UG- 60%	UG-60% PG-60%
Number of courses focusing on employability/ entrepreneurship/ skill development	10	21
Number of new courses	12	11
Courses relevant to cross-cutting issues	6	12
Number of value added courses	2	2

Teaching and Learning

In 2019-2020, the department has a pass percentage of 100 % for BA and MPhil and 96.55% for MA. In 2020 – 2021, the department has 97.23% for BA, 93.45% for MA and 100% for MPhil. An average of 65% of the students are from Rural areas and 35 % are first generation learners. During the Hour of Blossoming, the students are categorized into slow and advanced learners and special programs are conducted for them. The slow learners are given remedial classes, academic counselling, modules, worksheets, question banks, one to one testing, simplified notes, open book test and slip test. Self-learning course, online courses, professional enhancement, extensive reading, e-assignments, presentation and publication of articles, preparation of study materials, peer teaching and group discussion are initiated for the fast learners. The department has a record of all the CIA and semester question papers.

Research and Innovation

The department staff have published 15 papers in international journals and 10 in National journals with an average impact factor of 6. The department faculty, Maria Helen Janoba was bestowed with the awards like, “Emerging Personality 2021” by the Opus Talent Awards, “The Leading Attainers Award 2021” by JEC Publication, and “A.P.J Abdul Kalam” by Tamil Arakkatyalai and Christal Jani was awarded the “Emerging Personality 2021” by the Opus Talent Awards. Besides this, 24 of the staff and students have books and chapters in edited volumes without ISBN and 18 in edited volumes with ISBN. In 2020-2021, six webinars have been organised by the department out of which 3 are collaborated with IIC.

Learning Resources

The department has 27 e-content to its credit that was developed by the faculty. Various teaching-learning methods like experiential, participatory and ICT enabled teaching are used. Experiential methods like internships, add on courses, projects, field visit, and social extension are used. Peer teaching, assignments, role play, literary exhibition and competitions, album making, blogs, language lab, dramatic presentation, and debates are used as participatory methods. Text-based movies Google classroom, Edmodo, Kahoot, YouTube presentation, SLOs and PPT are used as ICT tools.

Student Support and Progression

In the academic year 2019-2020, 56 of our students have enrolled for higher studies and 11 are placed in colleges, schools and companies with good salary package. In 2020-2021, 26 of our students have enrolled for higher studies and 12 are placed with good salary package. In 2019-2020, 4 of the students have cleared NET. The students are supported with student Welfare Fund, scholarships, financial help, and counselling. They are also benefitted by Guest lectures, endowment lectures, seminars, mentor ward, counseling, remedial, competitions, awards to students, career guidance programme, personality development program are organised.

Best Practices

The Best Practices of the department include, Take off with Spoken English, Lunch’n Learn, the department newsletter, “The Literary Telegraph”, utilizing the expertise of the retired staff, Streamlining of Part II English, stall vendors, and organizing intra departmental to commemorate the birthdays of various writers and also inter collegiate literary competitions. The students are also encouraged to communicate in English to develop their language skills. The department has a publishing house as a start-up programme.

Department of Tamil

The Department of Tamil was established in the year 1965. The Department of Tamil has a spectacular vision which aims to explore the culture and heritage of Tamil language through literature and promote its richness and universality to society. The mission of the department is to imbibe in students the values and morals deep-rooted in Tamil literature and encourage them to contribute to the growth of Tamil language. Tamil department has 5 eminent and efficient faculty members.

Curricular Aspects

The curriculum is framed in such a way that it emphasizes local needs, human values and ethics and also it focuses on skill development leading to employability. The courses offered are Part I Tamil for I year B.A., B.Sc., B.Com and II year B.A., B.Sc and Part IV NMEC.

Teaching-Learning Process

Student-Centric methods are followed to enhance the learning of the students. ICT enabled teaching is used in classrooms. Movies and documentary films related to text are also screened. Special attention is given to slow learners through remedial programme, peer teaching and simplified notes. The advanced learners are motivated to improve their creative skills through assignments. The students' learning experiences are evaluated through quiz, assignments, seminars, open book tests and book reviews. Our student Ms. S. Brindha received the "Kavi Bharathi Award" in State-level verse competition. The students are financially supported with Student Welfare Fund and are benefitted by Endowment lectures, Association Meetings, Seminars and Competitions.

Research and Innovation

The Tamil department organized two days International seminar and one day Regional seminar during the academic year 2020-21. One of the faculties has completed her minor research project in Jan. 2020. The faculty members of the department have published 15 papers in journals and 7 papers in proceedings and also have attended 155 seminars. Dr. Sunitha was awarded "Anna Virudhu" for best paper.

Infrastructure

The Tamil Department has a good infrastructure and learning resources like smart classroom with internet facilities, books, educational CDs and e-content materials.

Best Practices

The Tamil department, in order to widen the creative skill of the students, publishes a student magazine "Sarakontai" every year. This magazine is filled with articles, free-verses,

short stories, drama, drawings and cartoon. Also, as another best practice, the department organizes 'Muththamil vizha' every year. In this unique function, students are given opportunity to take part in debate and other cultural events. To understand the subtlety of Tamil language and literature, the department conducts an inter-collegiate competition "Tamil Arivom" once in a year. The Tamil department commemorates the International Mother Tongue Day every year and also conducts 'Thinai Exhibition' to cherish the ancient lifestyle of Tamil people.

Future plan

The future plan of the department is to organize various Leadership Training Programme to the students through association activities. The faculty will upgrade themselves by taking up guideship and publishing more research papers.

Department of Tamil SF

The vision of the department is Look up and Aim high. The mission of the department is to Teach a Generation of the young Students in Tamil Language and Literature with an insight into the knowledge of the Tamil tradition which will help them become responsible, self reliant citizens with enhanced chances employability. B.A Tamil SF Programme was started in 2011 in the SF Stream. The department has 7 Assistant Professors among which 7 have cleared NET/ SET, 1 is pursuing PhD ,1 has submitted the thesis and 1 of the faculty is Guiding the Research.

Curricular Aspects

The curriculum revision is carried out with a rapid development in the fields of study. The learning outcomes aims at sensitizing the learner to local, regional, national and global issues. The attainment is measured by Bloom's Taxonomy which evaluates the critical thinking and high order thinking of the students.

Description of the courses	2019-2021
Number of courses for skill development	22
Number of value added courses	2
Gender Equity Programme	1
Number of new courses	18
Number of Human Value Programmes	6

Teaching- learning process

In 2019-2021, the department has a pass percentage of 100 %. In 2020-2021, the department has a pass percentage of 95%. An average of 40% of the students are from Rural areas and 20 % are from Urban areas. 23% are first generation learners. During the Hour of Blossoming, the students are categorized into slow & advanced learners and special programs are conducted for them. The department has a record of all the CIA, Questions Bank, and semester question papers.

Research and Innovation

The department staff have published 3 Papers in journals and 8 staff have published paper in proceedings and 7 students published paper in journals. The department organized 1 international webinar,2 national seminar. 30 seminars were attended by department staff and 192 seminars were attended by department students.

Student Support & Progression

In the academic year 2019-2021, 30 of our students have enrolled for higher studies and 17 are placed in schools and companies with good salary package. The students are supported with scholarships, financial help, and personal counseling. They are also benefitted by mentor ward, counseling, remedial, competitions, awards to students. The students are engaged with the under privileged through the Extension activities RUN and H. Share.

Best Practices

The department faculty Dr. A. Delphin received the award “perasiriyar kalaimamani viruthu”. and Mrs. A. Buela received the award “Araneri Sudar Viruthu, Mother Teresa international Viruthu, Kalainarin Muttamil Viruthu. The Best Practices of the department include, Students training to local schools in Folk Arts, Special Talks in All India Radio, Nagercoil, yearly celebration of Pongal vizha and traditional festivals. Endowment lecturers, Seminars, workshops, association meetings and Quiz competition are also organised and conducted. Presentation and Publication of Research articles by the faculty and students. Yearly publication of Seminar proceedings in ISSN and ISBN books. Personal counselling is given through mentor ward system. Guidance for higher studies and placement is provided. Financial support is given to poor students by faculties. Extension activities are undertaken by students. (H.share) and corrective action are taken on curriculum and academic activities based on the students and alumnae feedback.

Future Plans

The future plans of the department include collaboration with other organization to conduct regional level seminar with thirukural arivu maiyam, snaga illakiya aavivu Maiyam. Publishing Book, Book release, student's start-up are also the future plans of the department.

Department of French

The college introduced the study of French language fifty years ago, with a commitment to enhance the employability of the students at the international level. The Department functions with a clear vision and mission.

Department profile

The Department of French was started in 1968 as a unique move as it is the only department in the district that offers French as a second language under Aided stream.

The French course is offered to B.A, B.Sc students in the first four semesters whereas for B.Com, B.Sc Computer Science students, this course is offered during the first two semesters

Staff profile

This is a single faculty department Ms. P.T. Anbu Hannah Dora M.A; M.Phil, Associate Professor in French has served the Department for 21 years. Her areas of interest are ‘Grammar and Literature’

Student profile

Students consider it as an asset to know a foreign language. In the year 2019-2020, 105 students opted for this course. Out of these, 6 students had a prior knowledge of French at basic level. The remaining 99 students had no prior exposure to French at school level.

In 2020-2021, 3 students had knowledge of French at basic level and 74 students had no prior exposure to French at school level.

Curricular Aspects

As our aim is to mould our students and make them fit to face challenges in their career, we design a curriculum that caters to the local as well as global needs.

The French syllabus, being comprehensive and interactive “Action Method” which falls in line with the recommendations established by The Common European Framework of Reference for Languages (CEFRL). This enhances global career options through French Language learning.

Every syllabus revision is carried out to meet the demands of the job market. Also the syllabus is outcome based with clear objective and course outcome. Total revision of syllabus is carried out every three years, while the latest text books are prescribed. The detailed plan and logbook conscientiously records the track of execution of the same.

With the freedom available under autonomy, we are careful in designing and modifying the syllabus for III & IV Semesters Books are compiled by the faculty. During the I & II Semesters the book prescribed prepare students for clearing International Certification; such as

A1, A2, B1, B2 levels which are recognized world over . The courses focus on Skill development. The contents of the syllabus lay emphasis on the four basic skills.

The content of the syllabus for BCom students includes business terms and commercial correspondence thus familiarizing the students with latest commercial terms keeping in view the growing demand in Indo-French business scenario. Knowing French enhances their employment opportunities as translators, tourist guides and teachers. The courses also incorporate elements of cultural values and inclusively human values.

To improve to develop to get a new vision and modify our mission feedback is received from the students, parents and alumni.

The question papers are designed based on the revised Bloom's Taxonomy. The Blue print of the question paper includes the cognitive levels such as Remembering, Understanding, Analysis, Application evaluation and Creation.

Teaching- Learning Process

Since most of the students are new to this, language, their confidence is boosted with a Bridge course for 15 days. This Bridge course focuses on the rudiments of French. Slow learners are identified and efforts are taken to support them. Slow learners are supported through

- Remedial Programme
- Peer Training
- Simplified Notes
- Personal Coaching

Advance learners are given challenging tasks in creative writing, translation and using ICT to maximize their potential. They are also encouraged to translate French passages into English. To make learning effective, student-centred methodologies are used to enhance learning.

They are:-

1. ICT enabled teaching system further helps them to learn at their own pace.
2. Self directed active learning system.

Ex: Exhibition

3. Interactive method (viva-voce)
4. Participative learning (Role play, Seminar and Group discussion).
5. For evaluation, other than the summative exams, we conduct regular internal assessment through tests, quiz, seminars, assignments, Exhibitions, open book tests and viva-voce etc.
6. Our students have commendable achievements and the success rate is very high.

Research and Innovation

To update knowledge and enhance the quality in curriculum the faculty attends seminars and publish papers.

Papers published in International journals - 4.

Papers published with ISBN number -3

No. of. Webinars attended:-

- a) International -34
- b) National -31
- c) State level -13
- d) Workshops -17

The department has utilised autonomy fund to organise seminars for students.

Seminars organised -3

- 1 .International-1
- 2. State level-2

Collaborative efforts promoted by MOU's greatly widens the vistas of teaching and learning. The Department has entered an MOU with the Department of French, St. Mary's College Thoothukudi. This has enabled the Departments to conduct an Inter collegiate Quiz.

Infrastructure and Learning Resources

Infrastructure facilities conducive to learning are available in the Department. There are adequate learning resources in both printed and digital formats.

Available Infrastructure facilities

- a) Smart classroom with internet
- b) Computer

Available Learning resources:

- a) Books
- b) Educational CDs
- c) E-content materials

To rise to the expectations and satisfy the needs of the students, the department has brought out 2 videos as means of adding to the E-content.

Student Support and Progression

Students are given sufficient support and their progression is quite encouraging. One of our students is teaching French in a school at Dubai. Another is a translator at Amazon, Hyderabad. At least one student every year pursues her Post graduation in French. Four Students have been Placed in National and two in International levels.

To inculcate competitive spirit among the students and to instil the spirit of widening knowledge the Department has conducted three E-Quizzes which attracted international participants.

Our students have commendable achievements in curricular activities. One of our students Michelle (II B.Sc. Zoology) has successfully cleared her A2 exam offered by Alliance Français de Rouen. They have participated in the events like calligramme, photographie, devinettes, quiz, mots croisés etc.

Governance, Leadership & Management

Constant efforts at self enhancement is absolutely essential for any teaching faculty. With this regard the faculty has completed

- a) FDP -15
- a) Short term course -2
- b) Certificate course -1

Best Practices

The Department annually organises programmes that are geared towards celebration of gender, culture and linguistic differences. Special international festivals like

- a) Fete Nationale Française.
- b) Fete Francophonie.

are celebrated to inhibit the spirit of French language.

To face the challenges in higher education, the Department captures every opportunity to initiate the 'Best Practices'.

- a) Bridge Course at entry level is offered for 2 weeks.
- b) Progression to higher studies through career guidance.
- c) Celebration of International festivals related to French Language.
- d) Virtual tour:- With the help of Frehindi Institution, in collaboration with University of Rouen, a virtual tour was arranged. During the tour the participants visited the important streets of France, Departmental stores, town hall etc. via virtual mode which was exciting.

They also participated in the live French National Day Parade.

We have more laurels to win and we will make our activities directed towards that.

Future Plans

- a. Leadership building Programme for students (This is a long term goal of the Department)

The short term goals which can be reached in the immediate future are

1. Encouraging the students to clear the international certification in French.
2. Annual student's manuscript magazine.
3. Promoting 'Earn while you Learn'.

The above short term goals will be reached by the year 2023-2025

Feedback

1. The committee appreciated virtual tour.
2. Applauded E-content development.

Recommendations

1. To have an educational tour to Pondicherry.
2. To have an international MOU.

Department of History

The Department of History was established in the year 1965, P.G Department was started in 2012 and it was upgraded as Research Centre in 2017. The Department of History has eight faculty members with three approved Research Guides and all the faculty members completed Ph.D.

Curricular Aspects

The curriculum is designed to ensure that the students acquire knowledge and skill in their discipline. Learning outcomes of these courses address local, national and global needs. An effective implementation of outcome-based education ensures that the students attain vision and mission of the department and institution. In the UG programme, one course is related to Local level, 8 courses are National level and 2 courses are Global level. In the PG programme, 2 courses are Regional level, 12 courses are National level and 7 courses are Global level. Percentage of Revision in the UG programme is 100% for both the academic years and the PG programme is 60% for the academic year 2019 -2020, 100% for the academic year 2020-2021. Totally 17 projects and 17 Internships have been completed by the students from the Department of History.

Description of the courses	2019-20	2020-21
Number of courses for obtaining employability	UG –2 PG-15	UG –2 PG-15
Number of courses for obtaining Entrepreneurship	UG-1 PG-1	UG-1 PG-1
Number of courses for skill development	UG-4 PG-4	UG-4 PG-4
Number of new courses	2	2
Number of courses for Cross cutting	UG-6 PG- 5	UG-6 PG- 5
Number of Value added courses	2	2

Teaching, Learning and Evaluation

Class test, oral test and quiz were conducted to assess cognitive level of the students. The advanced learners are encouraged to present seminars, deliver talks during association meeting and also to monitor the slow learners. For the improvement of the slow learners, the department conducts regular class test, peer group study etc. Remedial coaching and mentoring make the low achievers to improve in their studies. Field trips for getting more knowledge regarding the subject are arranged at regular intervals. Students are encouraged to participate in seminars and group discussion. Smart class room, Computer with internet facilities smart

television, books, OHP, Google class room, EDMODO, QUIZZZ were used in teaching, learning and evaluation process.

Research and Innovation

The Department has organized 2 Seminars. Two candidates were registered for Ph.D. 8 Papers were published by the faculty members of the Department of History in UGC CARE listed Journals and one paper was published in Scopus Indexed Journal. Two of the research scholars of the research centre of History have submitted their thesis during this stipulated period.

Extension Activities

Extension activities were carried out in the places like Pampanvilai, Manakudy, Kovilvilai, Kottar, Kanniyakumari, Venkatarayapuram, Uvari, Colachel, Konam and Ethamozhy. Awareness programmes on Swachh Bharat, Child Line, drug addiction and Government Schemes were organized by the students of History in those villages.

Student Support and Progression

Endowment lectures and Association meetings help the students to acquire their skills in the upcoming fields. In sports, students from the Department of History have received 58 medals from inter-collegiate competitions, university level and state level competitions. One student got medal in the MS University intercollegiate tournament in Ball Badminton, Weight Lifting and athletics. Another student got medal in MS University intercollegiate tournament in Basket Ball. Department of History has won the overall champion ship in the inter-departmental sports and athletic events for the years 2019 - 2020 and 2020-2021 winning 12 medals in Volley Ball, 12 in Ball Badminton, 17 in Foot Ball, 5 in 4X100 meters relay, 1 for Javelin throw, 1 for 200 meters, 1 for 400 meters, 1 for 100 meter and 1 for Discuss throw.

Highlights of the Department

- Rare coins and Stamps are available in the department for exhibition.
- Archaeological artifacts are also available in the department for exhibition.

Future Plans

- To organize ICHR sponsored National Seminar
- To organize International Seminar
- To apply minor/ major projects

Department of Economics

The Department of Economics was established in the year 1966 and then it was integrated with a Masters programme M.A. Business Economics in 2003. In 2016, M.A. Business Economics changed its nomenclature to M.A. Economics. The department touched a milestone when it was recognized as a research center in 2017. This paved the way for a multitude of opportunities in different aspects of our subject. The department has nine efficient faculty are in the Aided stream, another four in the self-finance stream, and a management faculty. Among them seven are awarded Ph.D, and two have cleared the SET Exam.

Curricular Aspects

The curriculum is revised once in three years based on the feedback received from all stakeholders. The revised curriculum ensues that it would address local and national needs and foster global competencies. The POs, PSOs and COs for all UG and PG programmes are developed and are integrated to each modules of Teaching Plan. The number of courses relevant to local, national, global development and number of value added are displayed in the tabular column. The Curriculum also incorporates field visits, internships and projects, to translate the concepts to real-life situations.

S.No.	Description of the courses	Year	Programme	Number of courses
11.	No.of courses having relevance to the local development	2019-2021	UG and PG	2
12.	No.of courses having relevance to the National development	2019-2021	UG and PG	9
13.	No.of courses having relevance to the global development	2019-2021	UG and PG	10
14.	No.of New courses	2019-2021	UG PG	4 3
15.	No.of value added courses	2019-2021	UG and PG	4

Teaching and Learning

The department has its dedicated and productive Teaching-Learning Process which involves Lecture methods, learning through PowerPoint presentations and Short Learning Objects. Other approaches include the Internship opportunity, Peer Teaching Models, Group Discussions, Industrial Visits and e-notes. This learning process helps the students to develop a healthy and positive attitude towards the subjects. Progress of the students is closely monitored through systematic evaluation methods like Formative Assessment, Online quizzes

and assignments, Group Discussion, Worksheets and Open-Book tests. Advanced learners are encouraged to present papers in various seminars/ conferences and participate in intercollegiate competitions. Special attention is given to the slow learners through peer and one-on-one teaching. Students are always encouraged for group discussions addressing the recent issues and subjects enabling them to connect and communicate in a better way.

Research and Innovation

The Department has organized four seminars and published a book. Eighteen articles have been published in Journals by our faculty. Our Staff members have presented papers in both National and International Seminars. The department has 2 functional MOUs with the Centre for Entrepreneurial Development and the Scientific Research Association for Economics and Finance. The department collaborates with SRAEF another renowned institution that organizes the "Know Your Economy Test" every year. Cash Prizes and Trophies are awarded to the winners from different departments. The Department of Economics has 378 books in the department library and 3440 books in the General Library and one Journal in the department. 33 journals are subscribed in the General Library.

Student Support & Progression

The faculty and students often visit old age homes namely Nanjil Oasis Happy Centre, Oasis Special School and home for the differently abled. Throughout 2020 and 2021, the students of Economics have conducted awareness campaigns to the village people and rendered financial help to the needy. Students also conduct various entertainment activities in the campaigns. In 2019 – 2020 and 2020 – 2021 students celebrated the world population day through various intercollegiate competitions. Apart from the curriculum, students are always taught values through lectures. Organic Food Day, Regular Endowment Lecture and Association Meetings are also conducted in the department. An inter class Quiz in Economics is also conducted every year between UG and PG students to learn and have a better clarity of their subject.

In 2019 – 2020 and 2020 – 2021, the department arranged a seminar for the students "Entrepreneurship Development and Foreign Direct Investment" and also training on paper art, a talk on COVID – 19 implications, Innovative leadership and Entrepreneurship. To understand, create and increase the Entrepreneurial Skill and Marketing Techniques, a bag sale was conducted in the year 2019 - 2020. The Department of Economics is the Pioneer in releasing the department Newsletter "Econ-News" and department magazine "Econ-Spectra".

The department is known for setting a benchmark in various sports. R. Arockiya Alish of II B.A. Economics secured 2nd place in Commonwealth Junior Weightlifting Championship

(76 kg Category), 1st place in All India Inter – University Weightlifting Championship (76 kg category), 1st place in 35th Women Senior National Weightlifting Championship (76 kg Category), 1st place in Khelo India University Games- Weightlifting (76 kg category). P. Akila of II B.A. Economics Secured 3rd place in Khelo India University Games – Weightlifting (49 kg category)

Best Practices

Every year the department conducts “Spare and Share” Programme to commemorate the International day of Eradication of Poverty. On that day, the faculty and students bring food packets and distribute the needy in the neighbourhood. Also, the department celebrates National days in an attempt to hone the creative aspects of the students and conducts model making competition concerning Environmental issues of the Indian Economy.

Future Plans

- To increase number of publications in Scopus journals
- To initiate student start-up
- To organize awareness programmes to the village people related to the current economic issues.

Recommendations

The academic audit team highly appreciated the efforts taken to release the Newsletter, Magazine and the ISBN Book. They are congratulated the faculty for conducting “CROSSNOMICS” for twelve consecutive years. The following are the suggestions

1. To increase the number of research articles indexed in Scopus and UGC care listed
2. To include Commerce courses within Economics curriculum.

Department of Commerce

The Department of Commerce was established in the year 1980-1981 followed by that, B. Com with C.A and M.com SF departments came into existence in the academic years 2006-2007 and 2007-2008 respectively. Due to heavy demand for commerce subject, B. Com SF-I program was started during the year 2010-2011 followed by that M.Phil. program was started in 2012-2013. In 2017-2018 Department of Commerce has been upgraded into Research Department of Commerce and during the same period Department of Commerce SF-II, a parallel program, was started. The Department has four full time faculty with required qualification. The program enhances the holistic development in students, by giving training in intellectual, psychological, spiritual and social concerns to make them successful women leaders in the society.

Curricular Aspects

The learning experiences of the students are enhanced by designing and delivering the curriculum keeping in mind the specialized skill areas specific to the program. The learning experiences are linked to the learning goals of the program. Effective course delivery is ensured using various instructional methods and pedagogical initiatives. Institute has framed program objectives, program learning outcomes, course objectives and course learning outcomes for all UG and PG programs. In 2019-2020 , the department has offered 6 new courses and in 2020-2021, 4 new courses were introduced in the curriculum. In 2019-2020, the department has introduced 17,4 and 11 courses focusing on Employability / Entrepreneurship and Skill Development respectively and in 2020-2021, 18 courses focusing on Employability, 4 and 10 courses focusing on Entrepreneurship and Skill Development respectively were introduced by the department. To improve the Employability and Skill Development of the students, the department conducted a “Sales Mela” in 2019-2020. In addition to that, the department conducted career-oriented seminars and webinars. The department also encouraged the students to take leadership roles wherever there is an opportunity and to present papers in seminars.

In the 2020-2021 curriculum, the department has introduced three Compulsory Add on Courses such as MS Office, Typewriting and Tally ERP. 9. Added to this two Value added Courses were introduced during the year 2019-2020 and 2020-2021. Among the various courses introduced by the department that are relevant to Cross Cutting Issues, majority of the courses address Professional Ethics.

During 2019-2020, students did 12 EVS projects and 12 Field projects and in 2020-2021, they have done 12 Field projects.

S.No.	Description of the courses	Year	Program	Number of courses
1.	No. of courses having relevance to the local development	2019-2020	UG	1
		2020-2021	UG	1
2.	No. of courses having relevance to the National development	2019-2020	UG	21
		2020-2021	UG	24
3.	No. of courses having relevance to the global development	2019-2020	UG	10
		2020-2021	UG	7
4.	No. of courses focusing on Employability	2019-2020	UG	17
		2020-2021	UG	18
5.	No. of courses focusing on Entrepreneurship	2019-2020	UG	4
		2020-2021	UG	4
6.	No. of courses focusing on skill development	2019-2020	UG	11
		2020-2021	UG	10
7.	No. of New courses	2019-2020	UG	6
		2020-2021	UG	4
8.	No. of value added courses	2019-2020	UG	2
		2020-2021	UG	2
9.	No. of courses focusing on Professional Ethics	2019-2020	UG	27
		2020-2021	UG	29
10.	No. of courses focusing on human values	2019-2020	UG	3
		2020-2021	UG	1
11.	No. of courses focusing on environmental sustainability	2019-2020	UG	2
		2020-2021	UG	2

As per the frequent requests made by the stakeholders, the department modified the curriculum as per the current needs, introduced new courses, gave socially relevant topics for projects and replaced the conventional concepts with modern concepts.

Teaching and Learning

The learning levels of the students is assessed by the teachers in the classrooms during lectures and through conducting internal tests, class tests, assignments, seminars etc., on the basis of which slow learners and advanced learners are identified. Specific teaching-learning

methodologies oriented towards the needs of such students. Traditional teaching methods are aided by new age technological methods to make learning more effective enhance the potentials of advanced learners. Remedial classes are organized for the slow learners in the purpose of which is to give special coaching in areas where they need support. Additional reading material and books in simple form is made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject. Explanations and discussions are done in the class in local language with the aim of reaching out to the slow learners so that they can be brought on par with the rest of the class. Personal, academic and career-related counselling is given from time to time through mentors. Advanced learners were asked to clarify the doubts of slow learners, encouraged to participate in extra-curricular activities and competitions conducted inside and outside the college and also encouraged them to take leadership roles. Programs like Peer teaching, Group study, Bilingual teaching were arranged for the slow learners. The presence of Information and Communication Technology (ICT) undoubtedly allows new ways of learning for students and teachers and helps the latter to interact with students. ICT tools like Google meet, Google Classrooms, Google Forms, Quizizz and online quiz by using ERP portal were used in teaching learning to enhance the learning level of the students.

The Student Centric methods used in Teaching Learning process are taking students to industrial visit to have practical exposure, encourage students to take seminars, clarifying the doubts through demonstrations, encouraging the understanding level of the students through debates, ICT enabled teaching and activity based learning like discussion, debate, role-play, exhibitions, problem solving, life example etc.

Research and Innovation

The Department of Commerce has 4 Research Guides with 4 Full Time and 6 Part Time scholars. The research activity is more effective by 4 national and 14 international publications by the faculty. The research scholars are more vibrant towards the research activities. The Thrust areas of research are Marketing, Banking, Human Resource Management, Service Marketing, Finance, and Entrepreneur Development. Two scholars were awarded with Ph.D. and One Scholar has submitted the thesis. The department has signed two MoUs with BITS Information Technology, Nagercoil and LAXETA Academy, Nagercoil to conduct two Value Added Courses. The department shines with one faculty startup and one Student start up.

Student Support and Progression

For the Capacity Development and Skill Enhancement of the students, the department has done the following activities

- Motivating students to involve in programs arranged by other institutions
- Arranging value added course on English communication skill
- Encouraging students to do Oral presentation
- Encouraging the students to take classes using ICT.
- Conducting competitions to improve the writing, speaking and reading skills.
- Encouraging the students to take leadership roles during department meetings, seminars and conferences

Infrastructure and Learning Resources

The Commerce department has a very good infra structure and ICT enabled classrooms to help the students to broaden their horizons and achieve their learning skills. Further, there are 691 books and 5 journals in the department library to facilitate student's studies and upgrade their knowledge. Use of ICT by incorporating audio-visual material makes lessons visually interesting, positively impacting both the learning outcomes of students and their attendance. The faculty use the modern methods of teaching learning incorporating ICT tools, such as Google sites and Google classroom, to implement 'flipped learning', posting and receiving assignments, post educational resources and materials, Google forms to evaluate students, etc.

Student Progression

In the year 2019-2020, 23 students have gone for M.Com, 8 have gone for MBA 2 for Fashion Designing and 1 student has gone for LLB and in the year 2020-2021, 10 students have gone for M.Com, 3 for MBA and 1 student has gone for MSW.

Two Endowment Lectures were organized by the department separately for both the periods.

Extension activity of the department

Name of the Scheme	- H.com share scheme
Adopted institution	- St. Antony School, Kurusady , Nagercoil
Year of Inception	- August 2009
Number of Beneficiaries	- 30 to 35 deserving students
Nature of Support	- Financial and Non-Financial
Student participation	- Contributing Rupees 2 per week
Student programmes	- Role plays and Awareness Program

Green practices

To inculcate green practices and habits in the minds of students the following activities are carried out by the department.

- i. Preparing models out of eco-friendly products

- ii. Planting flowering and medicinal plant in front of the department
- iii. Banners used in seminars are made out of clothes, paper etc.
- iv. Motivational programs to inculcate green practices.
- v. Preparing invitation using green products
- vi. Stage decoration made using papers, clothes etc.

Best practices

Text books are purchased for all the subjects written by well-established and reputed authors. Xerox copies and spiral binding are not permitted.

Future plan

2K22 Commbook is a Scheme where in each outgoing student donates one subject related book.

Recommendations

- Have more number of MoUs with alumnae placed in foreign countries.
- Have MoUs with alumnae who are the Proprietors in and outside the country.
- 1/3rd of the Compulsory Add on Courses can be handled by the department faculty.

Department of Commerce S.F I

The Department of Commerce SF I was established in the year 2007 – ‘08 with PG programme and UG programme was started in the year 2010- 11. The curriculum is framed in such a way that it emphasizes local, national, regional and global needs. There are 9 committed fulltime teaching faculty and one part time in the department. The department focus on identifying and enhancing the potentials and skills of students by providing indepth knowledge on the subject and to create social consciousness to make them socially responsible citizens.

Curricular Aspects

The UG and PG programs offered by the department ensures the intellectual, psychological, ethical and social development of the students and to make them successful. Regarding the curricular aspects, courses relevant to local, national, regional and global are as follows,

Year	Programme	Local	National	Regional	Global
2019-20	UG	-	21	1	10
	PG	2	16	4	2
2020-21	UG	-	24	1	7
	PG	1	13	2	8

Courses focusing on employability, entrepreneurship and skill development are given below

Year	Programme	Employability	Entrepreneurship	Skill Development
2019-20	UG	17	4	11
	PG	11	2	11
2020-21	UG	18	4	10
	PG	11	3	10

The number of New Courses introduced in UG program during the year 2019-2020 were 7 and in the year 2020-2021, 4 courses for UG program and 3 courses for PG program were introduced.

Courses relevant to Cross cutting issues are given below,

		Environment Sustainability	Human Values	Professional Ethics
2019-20	UG	2	3	27
	PG	6	4	14
2020-21	UG	2	1	29
	PG	5	4	15

Two Value Added Courses for UG program and 1 course for PG program have been introduced in 2019-20 and in 2020-21 respectively.

Field visits and Industrial visits are arranged to encourage both UG and PG students to learn through practical experience.

Internship is made mandatory for PG students. It helps the students apply their theoretical knowledge practically. Students go to schools, audit office, companies and banks for internship.

Both UG and PG students have group projects. In 2019-20, 5 EVS projects and 9 course projects were undertaken by UG students and 14 course projects were undertaken by PG students. During the year 2020-21, there were no EVS projects, hence 11 course projects by UG students and 15 course projects by PG students were undertaken.

Teaching and Learning

Progression of students is evaluated through internal and external assessments. Internal assessments are done through CIA, Quiz, Assignments, Seminars, Open book test for PG students and class tests.

Based on the performance in Continuous Internal Assessment, students are categorized as advanced learners and slow learners. Special attention is given through group study, Peer teaching, remedial classes and providing simple notes to the students. The advance learners are encouraged to participate in various extra-curricular activities, to give coaching to slow learners, to take classes on student administration day and to clarify the doubts of slow learners.

To enhance the learning experiences of the students, student- centric methods are used. Project work, encouraging the students to participate in various competitions, field visits, internships are used to promote Experiential learning. Organizing students activities through student's forum, skit, seminars, debates are used as Participative learning methods. Lecture, Group discussion, ICT enabled teaching are used as Problem-solving methodologies.

Research and Innovations

The department provides enriching ecosystem for inculcating research and innovative approach amongst the students and staff by taking several initiatives by providing platforms through events, programmes, seminars, workshops, skill based courses and research publications, for creation and transfer of knowledge. For developing innovative approach and scientific temperament amongst students, subject oriented several competitions, quizzes, poster presentation, exhibition and seminars are conducted. One of the faculty members is a research guide and under her guidance 2 full time scholars and one part time scholar are pursuing their research.

The department has organized one seminar in the year 2019-20 and 2 seminars in the year 2020-21. During the year 2019-20, 7 articles were published in UGC CARE journals. In the year 2020-21, 2 articles were published in UGC CARE and 1 article in Web of Science.

Infrastructure and Learning Resources

The Department has ICT enabled class rooms, 460 books in the department library and has subscription to one journal “Rural Marketing”. We have 86 ICT resources and 6 E-content with YouTube link.

Student Support and Progression

Students of our department have got minority scholarships. In the year 2019-20, 6 students and in the year 2020-21, 6 students have got scholarship from the Government. Besides that, students are also benefited by Endowment scholarships and Department fund.

Various programmes are conducted to improve the soft skills of the students. Students are encouraged to take seminars using power point presentations which improves their presentation skill. Responsibilities like conducting association meetings, endowment lectures, cultural events, exhibitions, designing invitations and certificates for seminars are also assigned to students in order to develop team spirit, cooperation, commitment, willingness to learn and to be optimistic.

Language and communication skills are improved through Value Added Course on “English Communication”. Life Skill of the students is improved through conducting awareness programmes on Entrepreneurship, startup and generating new ideas. Based on these awareness programmes, 2 startups like Allur Henna and Triangle Beauty make over are initiated. To give an awareness on trending technology, students prepare power point presentation, trend analysis and computerized accounting.

During the academic years 2019-20 and 2020-21, 7 and 5 students got placement in reputed organisations respectively. During the years 2019-20 and 2020-21, 27 and 29 students have gone for higher studies such as M.Com, MBA, MSW, CAM, B.Ed respectively.

Best Practices

The Extension activities help to create social consciousness among the students. Under RUN programme, in the year 2019-20, an awareness programme was organized in Pozhikarai to maintain self-hygiene, green environment, cleanliness and saving habit. In 2020-21 a survey was conducted on the crisis faced by the villages of Kanyakumari district in the usage of online tools during the covid19 lock down. The poor and the needy are financially supported through H.Com activity. Students are encouraged to protect the environment using eco-friendly products for all cultural events.

All these practices of our department encourage the students to exhibit their talents, to create logo for seminars, inculcating leadership qualities and caring and loving old aged and mentally challenged people through extension activities and Christmas visit.

Future Plan

- To develop more e-contents by the faculty
- To organize sales mela thereby enhancing the entrepreneurial skills of the student.

Recommendation

- To organize Sales Mela

Department of Commerce S.F II

The Department of Commerce SF II was established in the year 2017 – 18 with three faculty members and 49 Under Graduate students. At present, the department is functioning vibrantly with 5 faculty members. In the year 2019-2020, there were 143 students and in the year 2020-2021, there were 158 students. The curriculum is framed in such a way that it emphasizes local, national, regional and global needs. The department focus on identifying and enhancing the potentials and skills of students by providing indepth knowledge on the subject and to create social consciousness to make them socially responsible citizens.

Curricular Aspects

The curriculum of the UG programme is outcome based, learner centred, research based, career oriented and enhances entrepreneurial skills. The course enables student to develop their own considered judgment about issues in Business Ethics. To get attuned with the emerging trend in education, a high profile board of studies committee review and updates the syllabi. The syllabi are based on choice based credit system (CBCS). As colleges are developing the youth of the country, our curriculum tries to address issues related to Environment, Sustainability and Professional Ethics while some value added courses aim to inculcate social, human values, thereby leading to the holistic development of students.

S.No.	Description of the courses	Year	Programme	Number of courses
1.	No.of courses having relevance to the local development	2019-2020	UG	1
		2020-2021	UG	1
2.	No.of courses having relevance to the National development	2019-2020	UG	21
		2020-2021	UG	24
3.	No.of courses having relevance to the global development	2019-2020	UG	10
		2020-2021	UG	7
4.	No. of courses focussing on Employability	2019-2020	UG	17
		2020-2021	UG	18
5.	No. of courses focussing on Entrepreneurship	2019-2020	UG	4
		2020-2021	UG	4
6.	No. of courses focussing on skill development	2019-2020	UG	11
		2020-2021	UG	10
7.	No. of New courses	2019-2020	UG	7
		2020-2021	UG	4
8.	No. of courses with cross cutting issues	2019-2020	UG	32
		2020-2021	UG	32
9.	No. of value added courses	2019-2020	UG	2
		2020-2021		1

Teaching and Learning

To identify the strength and difficulties of the students Cognitive Level Assessment were taken by using Class Test, Continuous Internal Assessment, Quiz, Assignment and Open Book Test. The learning ability of the slow learners are enhanced by some of the special programs offered by the department such as one to one teaching, group discussion, remedial classes and modules. Active students are encouraged to participate in extracurricular activities and the higher order thinking of the advanced learners are enhanced by various activities. They are guided to develop their leadership qualities, presentation skill, employability skill and communicative abilities. Various ICT tools used in enhancing teaching learning process are Smart Classroom, E-content, Google Platform and Online Quiz. As student centric methods, students are taken to banks and industries and to understand the various banking operations and witness the production process. They were also able to gain experiential and participative learning by interacting with subject experts, conducting sales day to apply the selling techniques, practicing online shopping and analysing Union Budget.

Research and Innovation

The department provides enriching ecosystem for inculcating research and innovative approach amongst the students and staff by taking several initiatives by providing platforms through events, programmes, seminars, workshops, skill based courses and research publications, for creation and transfer of knowledge. For developing innovative approach and scientific temperament amongst students, subject oriented several competitions, quizzes, poster presentation, exhibition and seminars are conducted. During the year 2019-2020, the department organized one seminar and in the year 2020-2021 two seminars. In the year 2020-2021, two articles were published in the UGC CARE journals. There are two functional MoUs with BITS Information Technology, Nagercoil and LEXETA Academy, Nagercoil in the 2019-2020 and with LEXETA Academy, Nagercoil in the year 2020-2021.

Capacity Development and Skill Enhancement Activities of the Department

With a vision to mold the students' untapped spark of creativity the students were offered to prepare the invitations, certificates for their seminars and various programs organized by the department. To give the awareness on trend in technology, they prepared power point presentation, trend analysis and computerized accounting.

Programs also target to impart the soft skills, activities like Leadership Role, Goal Setting, Emotional Intelligence, Team Work, Problem Solving Abilities, Budget Preparation and Marketing Techniques. Language and communication skill were enhanced by interactive

games, vocabulary building games and oral presentation. In the year 2019-2020, three of the first batch passed out students were placed within the District, and one student got placed abroad. In the year 2020-2021, 18 of the passed out students are pursuing M.Com, 5 students are doing their MBA, 2 students doing Chartered Accountant Courses, and 4 students were undergoing Coaching Classes for Bank Exam.

Extension Activities

The extension activities carried out by the students in the year 2019-2020, in Manakudy village to stimulate the helping tendency of the students are:

- Basic English Coaching to Government Primary School students
- Awareness programme on Health and Hygiene
- Take a survey regarding problems and needs on the village people
- Awareness programme on Clean & Eco friendly environment.

In the year 2020-2021, to understand the impact of COVID-19 pandemic period, students carried out the survey on Difficulties Faced by Homemakers during the Lockdown in 8 different places namely, Kavalkinaru, Azhagappapuram, Idinthakarai, Kottar, Manakudy, Pozhiyoor, Elankadai, and Nagercoil.

Programmes organized by the department in the year 2019-2020 in relevance to Professional Ethics, Universal Values and Gender Equity were:

- Awareness on Banking Customer Rights
- Social Responsibility of Youth towards Society
- The Suffering Sex: the Impact of Entertainment Media on Women

In the year 2020-2021 the programmes organized in relevance to National Festival and Professional Ethics were:

- Competitions on World Consumer Day
- Build Loyalty in Business Market
- Digital Marketing

Green Campus Initiatives

Motivating the students to use and prepare Eco-friendly Products is one of the best practices of the department.

Best Practices

Donating minimum one book in a year to the department library by each faculty.

Future Plan

- Turn the students' skills into cash.
- The department planned the following start-ups.
 1. Green Crafters – Handicraft Products
 2. Bizzy Bees – Event Organisers

Recommendation

- To organize the sales mela which would be helpful for the students to enhance their business skills

Department of Social Work

The Department of Social Work in Holy Cross College has been established in the year 2007 with two specialisation in Medical and Psychiatry, Community Development. The Department of Social Work functions with Ms. J. MaryDeeba as Head of the Department with two active faculty members Ms. J. Jinisha and Ms. M. J. Agneus Christina and two Visiting Professors Dr.Francis Xavier Nelson and Fr. MariaSoosai .

Curricular Aspects

Social work Department provides about 20 courses among them 13 courses are theory based , 4 courses are based on Practical Studies ,2 Papers are related to Block placement and one paper is research oriented .

Courses having relevance to Global Developmental needs - 9

Course having relevance to Regional Developmental needs - 4

Professional ethics - 6

Gender -2

Human values - 4

Environmental sustainability -1

Courses Focusing on Employability – 6

Skill Development – 7

Teaching and Learning

To enhance the learning experience of the students, student-centric methods like experiential learning, participative learning, problem solving and assessment methods are adopted. These methodologies also help the students to strengthen the holistic approach and facilitate life-long learning.

Experimental Learning: Social work students are trained in experiential learning through seminars, Power point presentation, Projects, Observational visit, Rural camp, Concurrent field work and Block placement.

Participative Learning: Social work students also get participative learning through Skit ,Mime, Quiz, Group discussion, Panel discussion, Debate, Chart presentation , Project, Case study, Role play, Presentation etc.

Slow Learners: Late Bloomers are given regular class tests in order to improve their performance in the semester exams. They are also provided with Modules and questions banks. Peer teaching helps them to understand the concepts effectively. Department also conducts academic and personal counselling to understand their difficulties in learning.

Advanced Learners: Advanced Learners are motivated to take up Self learning courses. They are also trained with problem solving skill and are encouraged to participate in group discussions.

Information Communication and Technology

The Department uses various ICT tools for effective teaching some of them are, Smart classes, Google class room and Google meet. ICT tools used for teaching and learning makes the teaching experience fun for both the students and teachers.

Field Work Activities

Field work is designed to provide an opportunity for students to apply the theoretical knowledge in to practice it also enables students to develop their understanding of a situation in different perspectives.

Semester	Field work	Activities
I	Observation visit, Rural Camp	Village Survey, Awareness Program based on their felt need
II	Concurrent Field Work, Block Placement	Case Work, Group Work, Community Organization Programme
III	Concurrent Field Work, Study Tour	Case Work, Group Work, Medical camp
IV	Concurrent Field Work, Block Placement	Case Study, Group Work, Capacity Building Programme.

Observation visit

Observational visit introduces them to various settings of *social work* practice It also aims to make the students get oriented to the objectives, administrative structure and process of various organisations in the field of social work.

Rural Camp: Rural camp provides an opportunity for the students to live in groups and learn the art of communication skills, team spirit and conflict management. It also provide opportunity to improve their professional skills by organizing need based programs & awareness campaigns with the support of local people.

Concurrent Field Work: Concurrent field work helps the student to practice case work, group work, community organization. It also enhances the understanding of agencies and its function, activities and services. It acts as the gate way to understand the needs and concern of the people. It is also an experiential learning process wherein the students get the understanding to practice the social action wherever required and collaborate with the agency personnel in building public relation.

Block Placement: Block Placement is a kind of internship programme in which they get the experience of planning, organizing and coordinating agencies in Medical and Psychiatric hospitals after their course of study. The area of their organization is in Mumbai, Bangalore, Kerala, Chennai etc.

Study Tour: Study tour helps the students to open themselves to many possibilities, Our study tour mainly focuses on visiting International and National Social work settings (NIMHANS, St.John's Medical College, SCARF, YRG Care Centre)

Extension Activities

Capacity Building Programme: II Year students organize Capacity Building Programme as it is a part of the curriculum. Capacity Building Programme is the process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, to adapt, and thrive in a fast-changing world.

Community Organization Programme: Community Organization Programme is organised by every I year students in their second semester It deals with intervention in the communities to solve the community problems. Students mobilizes resources by themselves and they prepare invitation and banner for the programme .

Rural Camp: Rural camp provides an opportunity for the students to live in groups and learn the art of communication skills, team spirit and conflict management. It also provide opportunity to improve their professional skills by organizing need based programs & awareness campaigns with the support of local people.

Joy of Giving: Every year during the Christmas season Department visits the various vulnerable section of the society and celebrate Christmas with them in the year 2019-2020 the department visited Juvenile home and in the year 2020-2021 they visited srilankan refugees.

Placement Every year students of Social Work students get placed in reputed organization and hospitals. in the year 2018-2019 about 70 % of students are placed .in the year 2019 -2021 66% of the students are placed in various organisation .

Initiatives

- The Department organizes many webinars and Online Quiz related to social work concepts to widen the students skills and knowledge .
- Diploma course taken up by every students in the Department it is an counseling course related to Human developmental stages .
- YUVA Active Advocacy Forum and Holy cross college in Collaboration organises certificate programme on Good Governance and Effective Participation .

Best Practices

- Regular visits to the welfare institutions which fulfill the needs of the destitute women and elderly people.
- Career guidance and motivation through Social work organizations.
- Instill love for Mother Earth and Mother Land by conscientizing the public through street theater and Folklores.
- Resource directory has been prepared by the students during the Pandemic (COVID19)
- Telephonic Counseling during the Pandemic period.
- SPSS Training.

Physical Education

The Department of Physical Education the institution aims nurture to the sports skills, of the students and assists them to realize their full potential to lead a happy life. The activities of the department started immediately after the reopening of the college. Students who have enrolled their name for sports were well trained by the Director of Physical Education along with specialized coaches in both indoor and outdoor games and also in athletic events. They were given opportunities to participate and excel in various games and athletic events and competitions at the International, National, Inter-University, State, University and District level sports competitions.

International Level Achievements

2019-2020

- **R. Arockiya Alish** I UG student from the Department of Economics won the **2nd place** in Junior **Common Wealth Weightlifting Championship** (76Kg Category) held at Apia, Samoa island, Australia from 9th – 14th July 2019.
- **S. Bharkavi** III UG student from the Department of Mathematics secured the following positions in the international level chess competitions:
- **65th place** in the 1st Courtalam Saaral **International** FIDE Rating Chess Tournament held at Courtalam from 29th August to 2nd September, 2019.
- **II Best Woman award** in Hatsun & Idhayam Fifth **International** FIDE Rated Open Chess Tournament held at Virudhunagar, Tamilnadu from 05th–08th October,2019.
- **106th place** in 2nd **International** FIDE Rated Open Chess Tournament held at Rajapalayam from 30th Nov. to 03rd Dec.2019.
- **8th place** and received Rs.5000/- cash award along with certificate in the 13th BRDCA **International** FIDE Rated Chess Tournament held at Bangalore from 20th to 24th Dec.2019

National Level Achievements

2019-2020

- **Gracena G. Merly**, II UG student from the Department of English secured the following positions in High Jump Competitions:
- **1st place** in High Jump and created **New meet Record** in 17th Federation Cup **National** Junior Athletics Championships held at Tiruvannamalai , Tamilnadu from 24th -26th September,2019.
- **2nd place** in the event High Jump in 35th **National** Junior Athletics Championships held at Guntur ,Andra Pradesh from 02nd to 06th November,2019

- **1st place** in the event High Jump in **All India Inter University** Athletics Tournament held at Alva's Education Foundation, Karnataka from 02nd to 06th January 2020.
- **The Members of Weightlifting Team** secured the following positions:
- **T. Dharshini**, I PG students from the Department of Maths (SF) won **the 1st place** in 81 kg weight category, **R. Arockiya Alish** I UG student from the Department of Economics won the **1st place** in 76 kg weight category, **P. Akila** I UG Economics captured the **4th place** in 49 kg weight category and T. Thanija I BA Economics secured **9th place** in 64 kg weight category in the **All India Inter - University** Weightlifting Championship held at M.S. University, Tirunelveli from 28th to 30th Dec. 2019.
- **R. Arockiya Alish** I UG Economics won the **2nd place** and **T. Dharshini**, I PG . Maths (SF) won the **3rd place** in 35th Women Senior **National** Weightlifting Championship held at Kolkota from 2nd - 7th Feb., 2020 in 81 kg weight category and in 76 kg weight category respectively.
- In **Khelo India University Games** held at Odisha from 26th - 29th February, 2020, **T. Dharshini**, I PG Maths (SF) won **the 1st place** in 81 kg weight category, **R. Arockiya Alish** I UG Economics won the **1st place** in 76 kg weight category and **P. Akila** I BA Economics secured the **3rd place** in 49 kg weight category.
- **F.T. Fratha** II UG. English won the **1st place** in Archery in the 1st Students Olympic National Events 2019-20 held at Punjab from 31st January to 2nd Feb. 2020

2020-2021

- **Gracena G. Merly**, III UG English won the **1st place** in High Jump in the **Indian universities Athletics (Men/Women) Teams selection trials** for **31st world University Games 2021** (to be at Chengdu, China) held at KIIT, Bhubaneswar, Odisha from 07th – 10th March 2021 and she has also won the **1st place** by clearing 1.84m in the 24th **National** Federation Cup Senior Athletics Championships 2021 held at Patiala, Punjab from 15th to 19th March 2021.
- **R. Arockiya Alish**, II UG Economics has been selected for Indian Weightlifting team coaching camp at Patiala.

State Level Achievements

2019-2020

- **Gracena G. Merly**, II UG English won the **1st place** in High Jump in 92nd **Tamilnadu State** Senior Athletic Championship held at Anna Stadium, Trichy from 22nd & 23rd June 2019. She has won the **1st place** and created **New meet Record** in 34th **Tamilnadu Inter – District** Junior Athletic Championship held at J.N. Stadium, Chennai from 30th

August to 1st September 2019 and she has also secured the **1st place** in **Tamilnadu State** Open Junior Athletics Championships held at Erode from 6th - 8th October, 2019.

- **K.Priyadharshini , P. Akila and T. Dhanija** of I UG Economics won the **1st place** in 55Kg Category, **2nd place** in 49Kg Category and **2nd place** in 64Kg Category respectively in the 24th Junior **Tamilnadu State** Weightlifting Championship held at Kovilpatti from 7th & 8th September, 2019.
- **F.T. Fratha** II UG. English won the **1st place** in 9th **State Level Open Archery** Championship held at Kanyakumari on 24th November, 2019.
- In the 23rd Senior Women **Tamilnadu State Weightlifting** Championships which was held at Annai Mira College of Engineering. Vellore from 14th & 15th Dec. 2019 , our Weightlifting team members T. Dharshini I PG. Maths (SF), K.Priyatharshini, T. Thanija, and R.Arockiya Alish of I UG Economics won the **1st place** in 81 kgs, 59 kgs, 64 kgs and 76 kgs weight category respectively and P. Akila I UG Economics won the **2nd place** . R. Arockiya Alish of I UG Economics received **the best lifter award & a bicycle**.
- T. Dharshini I UG. Maths (SF), P. Akila , T. Thanija, and R.Arockiya Alish of I UG Economics won the **1st place** in +76 kgs, 49 kgs, 64 kgs and 76 kgs weight category respectively and received RS. 10,000/- cash award per head and K. Priyatharshini I BA Economics won the **2nd place** in **Tamilnadu State Inter - University Weightlifting** Championship held at M.S.University, Tirunelveli on 24th January 2020
- Our Football Team Members won the **2nd place** and received Rs.3000/- cash award in the **state level** Thusnavis Matha **Football** Trophy-2020 Sevens Tournament held at Maravankudieruppu, K.K. District on 19th January 2020.

2020-2021

- **Gracena G. Merly**, III UG English won the **1st place** in High Jump and created **New meet Record** in **34th Tamilnadu State Junior and Senior Open Athletic Championship** held at Sivakasi from 22nd to 24th January, 2021.

M.S.University Level Achievements

- The students won the following prizes in the **M.S. University Intercollegiate Tournaments**:
- Ball Badminton – Winner (September 19-21, 2019, Sri.Parasakthi College , Courtallam)
- Football - Winner (September 11-13, 2019 ,St. John’s College, Palayamkottai)
- Basketball - 4th place (September 19-21, 2019, Sri.Parasakthi College , Courtallam)

- In **M.S.University Intercollegiate Weightlifting Championship**,we have won the **Overall Champion Trophy** by winning 5 gold, one silver, 2 bronze and one 4th place (September 24, 2019, TDMNS College, Kallikulam)
- In **M.S. University Intercollegiate Athletic Competitions** (11-13 Dec.2019, Anna Stadium, Tirunelveli) the students secured the **III Position in Total points** by winning positions in various events like 400m run, Triple Jump, 400m Hurdles, 5000m run, High Jump, Javelin Throw, 4x100m Relay and 4x400m Relay. In High Jump, **Gracena G. Merly**, II B.A. English surpassed her own record and created a new meet record by clearing 1.73 m.

District Level Achievements

- **S. Bharkavi** III B.Sc. Mathematics won the 5th place in open category in 1st **K.K. Dist** Level Open Chess Tournament held at Marthandam (07 & 08 Dec.2019) & Kanyakumari District Open Chess Championship-2020 held at Kalyana Mandapam, Nagercoil (11th & 12th January 2020)
- **A. Arthi** III B.A English Literature won the 2nd Place in **District level Yoga** Competition both in Artistic Single and Yogasana held at Anna Stadium,Nagercoil (27th July 2019)
- **Our Football team & Volleyball team** have won the 1st place in the **District level Football** (04th Dec. 2019) & **Volleyball** (8th to 10thJanuary2020) tournaments held at Anna Stadium, Nagercoil.
- **15** of our sports students represented **M. S. University in the Inter University Competition** held at different states of India (2019- 2020)

Activities

- Conducted intramural sports competitions for our college students.
- Organized Sports Day on 15.02.2020
- Organized medical inspection for the 1st year U.G. students.


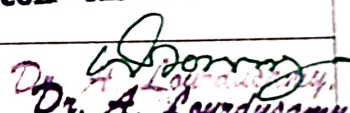
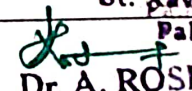
Overall Report

Heads of the Department presented the highlights and activities of the department. The external experts appreciated the management and the faculty for their commendable work in curriculum, teaching learning and evaluation followed by Remedial, Mentoring, Bridge Courses, Capability Enhancement programmes. Documentation and file maintenance were highly appreciated by the external experts. Systematic record of the Log book credentials is appreciated. The activities carried out during the hour of blossoming are highly beneficial to students. Extension programmes and lab to land programmes imbibe societal consciousness in the minds of students.

Recommendations

1. To publish more research articles in Scopus and Web of Science
2. To sign more MoUs with foreign universities and industries
3. Strengthen the Placement Cell so that more students get job offers.
4. Make it compulsory for teachers to register in Vidwan
5. To offer bridge course in all discipline

Committee Members

Sl.No.	Name and Designation	Signature and seal
1.	Chairperson Dr.Sr. Anne perpet Sophy (Principal) Holy Cross College (Autonomous), Nagercoil-1	 PRINCIPAL Holy Cross College (Autonomous) Nagercoil - 629 004.
2.	External Expert-I Dr. A. Lourdu Samy, IQAC Co-ordinator, St. Xavier's College (Autonomous), Palayamkottai.	 Dr. A. Lourdu Samy, M.Sc., B.Ed., M.Phil., Ph.D. Director Internal Quality Assurance Cell (IQAC) St. Xavier's College (Autonomous) Palayamkottai - 627 002.
3.	External Expert-II Dr. A. Rose Venis, IQAC Co-ordinator, St. Joseph's College (Autonomous), Tiruchirappalli.	 Dr. A. ROSE VENIS DEAN-IQAC St. Joseph's College (Autonomous) Tiruchirappalli-620 002

External Audit Report 2019 – 2022

As on 11 – 05- 2022, total Number of Books and journals purchased, amount spend for the purchasing of books, journals and other expenditure during the period from 01-06-2019 to till date were entered in the accession Register, Stock register and they are physically verified and found correct.

Other Comments:

- ❖ List of Rare book collection is appreciable.
- ❖ All the files are maintained systematically and neatly.
- ❖ Library is neat and clean and the books are arranged in an orderly manner.
- ❖ Motivational captions are attractive in the library.
- ❖ N-list training programme and e-resources file maintenance are good.

Total Number of Books: 54,459

Total Number of Journals: 76
(Back volumes are maintained)

Rare Books: 1939 (as on 30.04.2022)

E-books: N-list Subscription

Library Automation: LIBWARE with OPAC facility

CD & Video: 270 Nos.

Book Bank: 7720

Average Number of Visitors (Staff & Students): 593


Outside Visitors: 50 Nos.


Total no. of Computers: 17 Nos.

Reference Maintained, Book Bank & Reprography.

General Observation:

Library is functioning in a separate block, neatly maintained, reading atmosphere and conducive for learning. User turnout per day reflect its quality. Librarian and Library professionals are working together for the promotion of reading habits. Library orientation, rare collection and little free library & Thinnai Library are the specialty of the library.


11.05.2022
DR. P. SARAVANAN, M.Sc., M.Phil., M.Ed., M.L.S., M.Phil., Ph.D.
LIBRARIAN
LEKSHMIPURAM COLLEGE OF ARTS & SCIENCE
NEYYOOR - 629 802, K.K. DIST.


11/05/22.
Dr. C. MANICKAVASAGAM, M.A.; M.LIS; M.Phil; Ph.D.
LIBRARIAN & HEAD
DEPT. OF LIBRARY & INFORMATION SCIENCE
S.T. HINDU COLLEGE
NAGERCOIL - 629 002

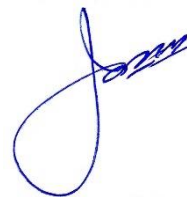
**Administrative Audit Report of the Examination Section
Holy Cross College (Autonomous), Nagercoil.
Date: 17-05-2022**

Administrative Audit of the Examination Section of Holy Cross College (Autonomous) was conducted by me on Tuesday, 17-05-2022. The Examination Section is functioning smoothly with novel objectives under the dynamic leadership of Dr (Sr) Anne Perpet Sophy – Principal and Dr J. Vinoliya Josphine Mary – Controller of Examinations with utmost integrity of the supporting staff. The examination section offers good governance to its stake holders by means of online ERP solutions viz. CIA question submission, mark entry, exam registration, fee payment, exam results etc. Mandatory records such as TMR, Certificate Stock, examiners panel, etc. are properly maintained. The minutes of the Examination committee and Awards committee are properly written and duly signed.

The internal and external examinations are conducted in a planned manner with internal to external ratio of 30:70 (UG) and 40:60 (PG& M.Phil). Internal assessments are made by varied methods such as tests, quizzes, class tests, seminar with optional methods of group discussion, open book exam, online assignment, project reports etc. The question pattern is well organized to judge the competencies/soft & transferable skills/potentials/abilities of the students in a smooth and planned manner without any stress and anxiety. Scribe and other facilities are seamlessly offered to students with disabilities as per the guidelines of Govt of Tamil Nadu. The results are published within 15 days from the last exam and the pass percentage of UG, PG & MPhil examinations are over the expectation and above the University level. The exam grievances and revaluation requests are very feeble which asserts the genuineness of evaluation. The following suggestions are proposed for future improvements.

1. Implement criteria-based assessment for both CIA and semester exams.
2. Varied course-wise question patterns shall be implemented.
3. Since OBE is implemented, move towards evaluating learning outcomes.
4. Tap the use of Question Banks by categorising difficulty levels and cognitive levels.
5. Implement moderation in assessment to mitigate differences in individual judgments of different evaluators.

Thanks, and appreciate all who invited and facilitated me for the smooth conduct of this audit. Wish the examination section of Holy Cross College a best-in-class of examination system in our country.



HCC, Nagercoil
17-05-2022

C. James
The External Auditor
Controller of Examinations & Dean IQAC
Scott Christian College (Autonomous), Nagercoil.

ADMINISTRATIVE OFFICE

Audit Report

We have conducted an audit of the Administrative Office, Holy Cross College (Autonomous), Nagercoil on 22nd January, 2020 and we put forward the following observations.

The administrative section of Holy Cross College (Autonomous), Nagercoil, is adequately organized with sufficient number of staff to ensure seamless functioning and rendering of services to the college, staff and students. Enough of space, furniture and equipments, including computers are available for efficient performance. Systems and procedures are well integrated with the intention of dissemination of information and delivering of assistance to the different segments of the college, government authorities and overseeing agencies and entities.

Administrative Staff

The administrative staff are enough in numbers and are trained well to carry out administrative tasks efficiently. Periodical training sessions arranged by the college have helped them to acquire comprehension, communication, IT, Internet and website, and office management skills. There is unity of thought and purpose, as well as perfect coordination between all segments of the administrative section. The staff are highly motivated and singularly efficient.

Registers and Records

There are different registers maintained in the office for teaching staff, non-teaching staff, relating to recruitment, attendance, salary, leaves of different kinds and welfare as mandated by UGC and State Government. For students, registers for admission, attendance, fees collected, certificates, scholarships are maintained. Financial propriety is ensured through maintaining different registers and records for salary, grants, scholarships and even miscellaneous collections. For each and every account cash books and ledgers are available. And all these are not only maintained correctly but also are checked and audited regularly. The whole process is substantially automated.



The following registers are maintained.

Aided

1. Attendance Register - Teaching & Non-Teaching
2. Attendance Register - Students
3. CL Register - Teaching & Non-Teaching
4. Other than Casual Leave Register
5. Salary Acquittance
6. Salary Scale Register
7. On Duty Register
8. Sale of Application
9. Sale of Registration
10. Term Fees Register
11. Daily Fees Register
12. ACPF Ledger
13. CPS Ledger
14. Staff Return Register
15. P.F Closure Register
16. Part Final Acquittance
17. P.F. Advance Acquittance
18. P.F Closure Acquittance
19. Festival Advance Acquittance
20. E.V.R. Nagammaiyar Scholarship Acquittance
21. University Merit Scholarship Acquittance
22. Govt. of India Merit Scholarship Acquittance
23. BC/MBC/SC Scholarship Acquittance
24. Admission Register - Aided & Self
25. TC Office Copy
26. Postage Register
27. FDR Register Details



Self-Finance

1. Staff Attendance Register
2. Students Attendance Register
3. Fees Collection
4. Staff Particulars Register (Self & Management)
5. EPF File
6. ESI File
7. Qualification Approval Register
8. Salary Acquittance Register
9. Management Staff Acquittance
10. Appointment Order File
11. Endowment Register

The Following Accounts are Audited:

Aided Account

1. Approved Staff Salary A/C
2. Non- Salary A/C
3. Special Fees A/C
4. Scholarship A/C
5. Convocation A/C
6. Red Cross
7. Fist Account
8. N.S.S.
9. XII Plan UG Development Assistance
10. DBT
11. SERB
12. Unnath Bharath Abiyan
13. NCW
14. Research Scholar Stipend A/C
15. Autonomy Account



Self-Finance Account

1. Self - Financing Salary & Tuition Fees A/C
2. Examination A/C
3. College Development /Corpus fund A/C
4. Self-Financing Lab & Library A/C
5. Old Student Association A/C
6. Parent Teachers Association A/C
7. Bus A/C
8. Endowment Scholarship/ prize A/C
9. Management Staff Remuneration A/C
10. Computer/Certificate Course A/C
11. Golden Jubilee A/c
12. Miscellaneous A/C
13. Zoology Dept F. D Fund A/C
14. Student Welfare Fund A/C
15. ERP A/C
16. Childline Project

Holy Cross College (Autonomous), Nagercoil, being well versed and rooted in financial and administrative discipline, special care has been taken to safeguard the funds received and properties acquired from the grants received from UGC and other agencies. Thorough record for each and every grant is available. This is a commendable feature of the administrative office.

Accessibility

The administrative section is accessible to the academic community (staff & Statements) both physically and service wise. It is appropriately partitioned and staffed, service wise. They are trained in interpersonal communication, so that they could cater to the requirements of the management, staff and students without any friction.



Conclusion

After having seen and scrutinizing the records and systems, and interacting with the staff of the administrative section, we feel that Holy Cross College (Autonomous), Nagercoil has one the finest systems of administration, which is a best practice of the college. We hope other colleges could emulate the example of this college for administrative efficiency.



N. Krishnan, F.C.A,
Chartered Accountant,
FF-11, Sreevatsa Square, 7/31A,
MTP Road, Thudiyalur,
Coimbatore- 641 034.



T.S.A. Bernard Chandra,
Prof. & Head of Dept. of Commerce (Rtd.)
St. Xavier's College (Autonomous),
Palayamkottai - 627 002.



ADMINISTRATIVE OFFICE

Audit Report

We have conducted an audit of the Administrative Office, Holy Cross College (Autonomous), Nagercoil on 15th March, 2021 and we put forward the following observations.

The administrative section of Holy Cross College (Autonomous), Nagercoil, is adequately organized with sufficient number of staff to ensure seamless functioning and rendering of services to the college, staff and students. Enough of space, furniture and equipments, including computers are available for efficient performance. Systems and procedures are well integrated with the intention of dissemination of information and delivering of assistance to the different segments of the college, government authorities and overseeing agencies and entities.

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Registers and Records

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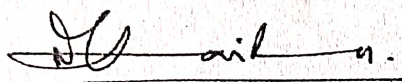
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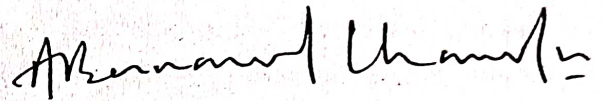


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