

Holy Cross College (Autonomous)

Nagercoil-629004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle
An ISO 9001: 2015 Certified Institution

SSR 2019-2020 to 2023-2024

1.2.1 Percentage of new courses introduced out of the total number of courses across all programmes

HOLY CROSS COLLEGE, NAGERCOIL

Academic Council Meeting

Minutes of the Academic Council meeting held on 25.02.2020 at 10.00 AM in the premises of Holy Cross College, Nagercoil.

Ref. No. 16/HCC/AC 2019-2020

Members

Dr.Sr.Anne Perpet Sophy

Chairperson

Dr. Sr. Gerardin Jayam

Secretary

Dr. Sr. Leema Rose

Vice Principal

Dr. F. Brisca Renuga

Dean of Science

Dr. Alby Grace

Dean of Arts

Dr. J. Vinoliya Josephine Mary

Controller of Examinations

Dr. H. Jimsy Asha

Coordinator, IQAC.

Dr. Vasanthi

University Nominee (In absentia)

Dr. Anna Durai

University Nominee

Dr. Arokia Jansi

University Nominee (In absentia)

Er.Edwin Jose

Industrialist

Ms. M.S. Parimala Kumari

Entrepreneur

Dr.Joseph Sen

Physician (In absentia)

Adv. Joseph Benedict

Advocate (In absentia)

Heads of all Departments of Aided and Self Financing Programme

Ms. A. Sabatini

PG Student Representative (II M.A. Eng. Lit.).

Ms. S. Ashwathi Gopika

UG Student Representative (III B.Sc. Zoology)

AGENDA OF THE MEETING

- 1. Prayer
- 2. Welcome Address by the Secretary of the College
- 3. Chairperson's Address by the Principal
- 4. Minutes of the Previous Meeting
- College Calendar
- 6. Restructuring of Curriculum
- 7. Presentation of reports of the BoS meetings
- 8. Ratifications
- 9. Approval of Panel of Examiners for UG, PG and M.Phil, Programme
- 10. Approval of the Distribution of Marks for the Formative and Summative Examinations
- 11. Outcome Based Education (OBE)
- 12. Result Analysis
- 13. Awards and achievements
- 14. Quality initiatives for 2020-2021
- 15. Guidelines for Online and Value Added Courses
- 16. Revision of Courses and Study Materials under Part IV and Part V
- 17. Regulation of Sports
- 18. Attendance Regulations
- 19. New Programme
- 20. Any Other



Prayer

The meeting of the Academic Council commenced with asilent prayer by Dr. Helen Stella, Dept. of Commerce, at 10.30 am,in the General Library.

The members of the academic council except Dr.Vasanthi (University Nominee), Dr. Arockya Jhansi (University Nominee), Dr. Joseph Sen (Physician) and Mr. Joseph Benedict (Advocate), along with the Heads of the Departments and Student Representatives, were present for the meeting.

Welcome Address

The Secretary of the College, Dr. Sr. Gerardin Jayam, welcomed the members. The members of the board, were called upon to introduce themselves to the council members.

Chair Person's Address

The Principal Dr. Sr. Anne Perpet Sophy, addressed the council, briefing on the history of the institution, adding a note on the current strength of staff and students. She also highlighted on the activities that have been conducted throughout the academic year for the benefit of the students, like Graduation Day, Sports Day, Fine Arts Celebrations, etc.

She expressed her gratitude to the faculty, the support staff and the students who had cooperated and put in draconian efforts for the successful completion of the 4th cycle of the NAAC Accreditation of the college, which won an 'A+' Grade with CGPA 3.35. She also appreciated the efforts that were put in by our faculty members, towards ARIIA and NIRF ranking and the establishment of IIC to motivate the innovative and entrepreneurial skills of students, to overcome the job crisis.

She thanked the sustained efforts of the COE and the Office of the Controller of Examinations for conducting the Odd semester examinations and publishing the results on time. She stated that6 PhD Scholars have received scholarships from Manonmaniam Sundaranar University, Tirunelveli, this year and appreciated the same.

Item 01/AC 20.02/04: Approval of the Minutes of the previous meeting

The Principal, Dr.Sr. Anne Perpet Sophy, invited the Dean of Arts, Dr.Alby Grace to present the minutes of the previous meeting held on 25.2.2019. The detailed report was read and approved by the Council.

Item 02/AC 20.02/05: Approval of the College Calendar for the Academic Year 2020-21

Dr. Ajith Sindhuja, Dept. of Chemistry, presented the college calendar for the academic year 2020-21. The Academic Council members resolved to approve the contents of the college calendar for the academic year 2020-21. (Annexure-I)

Item 03/AC 20.02/06: Restructuring of Curriculum

It was resolved to accept the revised course structure for UG and PG programme with the inclusion of a course on 'Community Engagement Course' introduced by UGC with 30 hours and 2 credits.

The number of credits for Part I and Part II for each course in UG programme were increased from 3 to 4. The number of credits for Core, Allied and Elective papers were also changed.

Total required credits for UG Students will be 145 and for PG Students will be 92 excluding the credits for extra credit courses.

The curriculum structure for M.Phil. has not been changed (credits-30) since changes have been brought about only during the last year.

(Curriculum Structure for UG, PG and M.Phil. Programmes- as given in Annexure-2)

Item 04/AC 20.02/07: Presentation of the reports of the BoS meetings.

The Principal, Dr. Anne Perpet Sophy presented the PEOs and POs in common and invited the chairpersons of various departments to present the syllabus.

Department of Tamil – Dr. Thenmozhi

Department of French
 Department of Mathematics
 Department of Physics
 Department of Chemistry
 Department of Chemistry
 Dr. Anbu Hannah Dora
 Dr. Arul Flower Mary
 Department of Physics
 Department of Chemistry

Department of Botany
 Department of Zoology
 Department of Zoology
 Dr. C. Jespin Ida
 Dr. Mary Mettilda Bai

8. Department of Computer Science —Dr. Sr. Jothi
9. Department of History —Dr. Premalatha
10. Department of Economics —Dr. Jeni Sanjana

11. Department of English —Dr. Esther Leema Rose

12. Department of Commerce -Dr. Helen Stella

13. Department of Tamil -Dr. Edel Mabel Queen

Department of Social Work –Dr. Deepa

The Heads of all Departments presented their revised syllabus along with PSOs and Course outcomes. They also mentioned the relevance of the courses for local, national, global needs, environmental sustainability, Human values and professional ethics in the revised syllabus for I and II semester courses of UG and PG.In the restructuring of the courses for the students of 2020-21 batch, revisions and modifications have been made based on the guidelines of UGC, TANSCHE and the feedback from stakeholders(Detail -Annexure-3). The council resolved to accept the syllabi of the departments.

Item 05/AC 20.02/08: Ratifications

The members resolved to accept the following ratifications.

- Department of Physics and Chemistry: In UG Program, one of the elective courses was changed into project.
- Department of Physics, Commerce and Economics: Individual project was suggested instead of group project for PG.

Office of the Controller of Examinations: The CoE presented the ratifications proposed by the Award Committee. Discussions on the ratification for the conduct of two Formative Assessments instead of three were taken up. The chairpersons represented the problems associated with the conduct of 2 Formative Assessments instead of three. It was resolved that students who have missed one of the Formative Assessments due to genuine reasons, can appear for the exam within 10 days on special appeal through the concerned in-charges.

Item 06/AC 20.02/09: Approval of Panel of Examiners for UG, PG and M.Phil. Programmes (Annexure-4)

The panel of examiners were presented by the CoE. The university nominees suggested to have some examiners from outside Manonmaniam Sundaranar University, Tirunelveli. As of now, it was resolved to approve the panel of examiners for UG, PG and M.Phil. Programmes and the CoEis authorized to invite the members for the theory and practical examinations of various Departments.

Item 07/AC 20.02/10: Approval of the distribution of marks for the formative and summative examinations (Annexure-5).

The Controller of Examinations presented the new pattern of assessment for the internal and external components of the question pattern for UG, PG and M.Phil. Programmes. It was resolved by the academic council to approve the distribution of marks for the internal and external components of the question pattern of UG, PG and M.Phil. Examinations.

Item 08/AC 20.02/11: Outcome Based Education

The Controller of Examinations presented the procedures followed in the implementation of OBE for PG programmes. OBE is implemented through myklassroom.com. The CoE also mentioned that OBE will be implemented for the I UG students from the academic year 2020-21. The Academic council members appreciated the new ventures and approved the recommendations put forth by the CoE.

Item 09/AC 20.02/12: Result analysis

The Controller of Examinations presented the result analysis of the even semester examinations held in April-May 2019 and the odd semester examinations held in Oct-Nov.2019(Annexure-6). It was resolved to accept the decisions of the award committee meetings held in May 2019 and Dec 2019.

Item 10/AC 20.02/13:Awards and achievements(Annexure-7)

The Physical Directress Dr. J. Christy Celin Mary and the Chair persons of the departments of English, Botany, Chemistry, Physics and Social Work presented the awards and achievements of the students of their Departments. The students who have cleared NET this year and those who were selected for the Summer Research Fellowship of the Indian Science Academies' were specially mentioned with great appreciation.

Item 11/AC 20.02/14: Innovative programs/ quality initiatives (Annexure-8)

The Heads of the departments presented the new measures / quality initiatives that are to be adopted in the department from the academic year 2020-21 onwards and it was accepted by the Academic Council.

Item 12/AC 20.02/15:Guidelines for awarding credits for Online and Value Added Courses

The Dean of Science presented the details regarding the online and value added courses. The Academic council approved to offer 2 credits for each Online Course (MOOC,SWAYAM,NPTEL) as that of other Self learning courses for UG and PG students.

Two value added courses (Discipline-specific/ Interdisciplinary) are mandatory for all UG students whereas it is optional forPG students. Since certificates are provided for Value added courses from the organizations in collaboration with the college, the council suggested not to give credits for these courses.

Item 13/AC 20.02/16: Revision of courses and study materials under Part IV and Part V

The Dean of Science presented the revisions and recommendations for Part IV and Part V courses. The members of the council approved the changes in the course material for Environmental science.

Instead of Women's studies, it was proposed to have a course on 'Gender Equity Studies' in Part IV and to revise the course on 'Human Rights Education' including topics likeIndian constitution – Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy as one unit.

The University Nominee, Dr. Annadurai, suggested that it would be best if subject experts who have a Masters Degree in Environmental Science handle Part IV- EVS in addition to experts

from Botany, Zoology and Chemistry, as they would be well-versed in the subject and would be able to disseminate higher level of knowledge to the students. He also suggested that the college should think of starting a Department exclusively for Environmental Science, as an offshoot of Botany and Zoology.

Item 14/AC 20.02/17:Regulations for Sports and other Activities during the Hour of Blossoming.

It was resolved that, on the III & IV Day orders, the UG students from Science and Arts Departments will have their sports activities respectively. The staff in-charges from the respective departments will monitor the activities of the students.

Item 15/AC 20.02/18: Attendance Regulations

The Controller of Examinations presented the attendance regulations and the Academic council members resolved to accept the following regulations for students' attendance:

- The minimum attendance for the students for all programmes will be 75% as required by Manonmaniam Sundaranar University.
- For Certificate Courses/ Value Added Courses/ Summer Training Programme and Field Work, a minimum of 85% is compulsory failing which the student has to repeat the programme to acquire the credit/ pass.

Item 16/AC 20.02/19: New programme

The Secretary of the College, Dr. Sr. Gerardin Jayam, proposed to start the Bachelors Programme in Business Administration (BBA), from the academic year, 2021-2022, since there is a demand for this programme. She also suggested that the college may not be able to retain B.Com S.F. Batch II, if the intake of students decreases in the forthcoming year.

Item 17/AC 20.02/20: Suggestions and recommendations

- Er. Edwin Jose, the Industrialist from Technopark, Trivandrum, suggested to conduct App Development workshops for Computer Science students in the 4th semester instead of conducting the same during the 3rd semester.
- To overcome job crisis among out going students, the members of the council suggested to encourage entrepreneurial and startup culture among students. They can be trained in organic farming, Vermicomposting and Mushroom culture to begin with.
- The student representatives suggested to include Martial Arts as part of the Certificate Courses as an initiative to encourage Women Empowerment.

Item 18/AC 20.02/21:Next Academic Council meeting

It was suggested to have the next Academic council meeting on 3rd September 2020.

Concluding Remarks and adjournment of the Academic Council Meeting by the Principal

The Principal thanked the Deans, Dr. Brisca Renuga and Dr. Alby Grace for their immense contribution and excellent co-operation during their tenure from 2017 to 2020. She then welcomed Dr. Jeni Chandar Padua, Dr. Virgin Nithya Veena and Dr. C. Sunitha who will be the Deans during the years 2020 to 2023. She also thanked all the retiring faculty especially Dr. Esther Leema Rose, Chair Person of the Department of English, and Dr. Mary Delphine, Chair Person of the Department of Physics, for their valuable contribution. She also thanked all the members of the Academic council for their co-operation and active involvement.

The meeting was adjourned at 1.30 pm.

Members	Designation	Signature
Dr. Sr. Anne Perpet Sophy	Chairperson	Er. Ame Perpeksply
Dr. Sr. Gerardin Jayam	Secretary	S. Gerardin
Dr. Sr. Leema Rose.	Vice Principal	254 Lune Rose
Dr. Jeni Chandar Padua	Dean of Science	R.3-15
Dr. V. Virgin Nithya Veena	Dean of Arts	V. Vigitty
Dr. C.K. Sunitha	Dean of Commerce	C.K. Sunitha
Dr. J. Vinoliya Josephine Mary	Controller of Examinations	Vanda
Dr. H. Jimsy Asha	Coordinator, IQAC.	Pohder
Dr. Sr. Sahaya Selvi	Vice President & NISP Co-	ordinator, BC
Dr. V.S. Vasantha	University Nominee	Comban
Dr. G. Anna Durai	University Nomince	4 Nandam
Dr. P. Arockia Jansi Rani	University Nominee	(New)
Er. Edwin Jose	Industrialist	9
Ms. M.S. Parimala Kumari	Entrepreneur	
Dr. Joseph Sen	Physician	un Oar
Adv. Joseph Benedict	Advocate (In absentin)	deline
Heads of the Departments		
Dr. S. Thenmozhi	Chairperson, Department of	Tamil (Nat)
Dr. P.T. Aubu Hannah Dora	Chairperson, Department of	French P-T Jul.
Dr. V.M. Arul Flower Mary	Chairperson, Department of	Mathematics V. H. Aud There Hay Physics Phymala down
Dr. C. Nirmala Louis	Chairperson, Department of	Physics @ Parmeladowi

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artment of Chemistry (S.F)
artment of Botany (S.F)
artment of Tamil (S.F)
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epartment of Economics (S.F.)
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Holy Cross College (Autonomous)

Nationally Re-Accredited with A+ by NAAC (CGPA 3.35-IV Cycle), Nagercoil-629004, Kanyakumari District, Tamil Nadu, India.

Minutes of the Academic Council Meeting held on 12.11,2020 at 10.30 a.m. through Google Meet

Ref. No. 17/ HCC / AC 2020-2021

Members

Dr. Sr. Anne Perpet Sophy Chairperson
Dr. Sr. Gerardin Jayam Secretary

Dr. Sr. Leema Rose Vice Principal
Dr. Jeni Chandar Padua Dean of Science

Dr. V. Virgin Nithya Veena Dean of Arts

Dr. C.K. Sunitha Dean of Commerce

Dr. J. Vinoliya Josephine Mary Controller of Examinations
Dr. H. Jimsy Asha Member (IQAC Co-ordinator)

Dr. Sr. Sahayaselvi Member (Vice President &NISP Co-ordinator, IIC)

Heads of all Departments of Aided and Self-financing Programmes

Dr. V.S. Vasantha University Nominee
Dr. G. Anna Durai University Nominee
Dr. P. Arockia Jansi Rani University Nominee

Er. Edwin Jose Industrialist

Ms. M.S. Parimala Kumari Entrepreneur

Dr. Joseph Sen Physician

Adv. Joseph Benedict Advocate

Ms. Mistika S.Moni II B.Com (Aided)
Ms. S. Ashwathi Gopika I M.Sc. Zoology

AGENDA

- 1. Prayer
- Welcome Address by the Secretary of the College
- 3. Chairperson's Address

- 4. Minutes of the Previous Meeting
- Action taken
- Presentation of the Startup Policy
- 7. Presentation of Key Indicators of the Startup Policy
- 8. Ratifications
- 9. Any other
- 10. Finalizing the next meeting of Academic Council

The meeting of the Academic Council commenced with prayer by Dr. S. Mary Mettilda Bai. The members of the Academic Council, the Heads of the Departments and Student Representatives, were present for the meeting. The Secretary of the College welcomed the members.

Chairperson's Address

The Principal, Dr. Sr. Anne Perpet Sophy, addressed the council and gave the reason for the conduct of this extra-ordinary Academic Council meeting which is to present the startup policy of the Institution Innovation Council, the key indicators for monitoring and evaluation of startups and to carry out the ratifications.

Item 01/AC 20.11/04: Approval of the Minutes of the previous meeting

The Principal, Dr. Sr. Sophy, invited the Dean of Science, Dr. Jeni Chandar Padua to present the minutes of the previous meeting held on 25.02.2020. It was approved by the Council.

Item 02/AC 20.11/05: Approval of the Report of the Action taken

The Dean of Arts, Dr.V. Virgin Nithya Veena, presented the report of the action taken(Annexure 1). The Council members approved the report.

Item 03/AC 20.11/06: Presentation of Startup Policy

Dr. Sr. Sahaya Selvi, Vice-President of Institutional Innovation Council and NISP Co-ordinator presented the Startup Policy framed by the College (Annexure 2). She conveyed that these policies

are instituted for achieving employability and financial empowerment of students. This is to be achieved by initiating a number of startups inside the campus in the next five years. She said Faculty Startups and Startups by Non-teaching Staff are also welcome. The University Nominee, Dr. V.S. Vasantha appreciated the efforts of the college in planning to bring about a startup ecosystem and congratulated the management for their support in taking this forward. Dr. P. Arockia Jansi Rani, the University Nominee enquired about the employability aspects and the percentage of employment opportunities each startup would offer to students. She also requested that details regarding the same must be added to the policy statement for better clarity.

Item 04/AC 20.11/07: Presentation of Key Indicators of the Startup Policy

Dr. Jeni Chandar Padua, Dean of Science and Startup Co-ordinator of Institution Innovation Council, presented the Key Indicators of the Startup Policy aimed at planning, monitoring and evaluating the process of incubating Startups inside the campus (Annexure 3). She said this would help to plan on what we are going to achieve in 3 to 5 years from now and help to check whether the institution is on the right track to reach its goals. Accordingly, 100% Students & Faculty will be provided Orientation on Entrepreneurships. 15% of Students & Faculty will be motivated to start Entrepreneurial Activity. 5 Patents are planned to be filed and taken forward for commercialization. 20 Early Stage Students Startups are expected to come up. The final outcome expected is that Holy Cross College, Nagercoil, would become one of the best

Women's Innovation and Entrepreneurship Hub of the state, by 2025. The Startup Policy and Key Indicators were approved by the Council.

Item 05/AC 20.11/08: Dr. C. K. Sunitha, Dean of Commerce, presented the ratifications to be made (Annexure 4):

Regarding credit revision, query was made regarding the 5 hours and 4 credits for the project and core papers in the Department of Zoology. It was clarified by the Secretary that the department offers an extra paper and hence this adjustment. With this clarification, the ratification for credits revision presented in the council was approved.

Item 06/AC 20.11/09: Dr. J. Vinolyia Josephine Mary presented the change in nomenclature of the internal component that Formative Assessment has to be replaced with Continuous Internal Assessment and Unit Test with Internal Test and it was ratified. Dr. Arockia Jansi clarified with the usage of the online platforms and whether SWAYAM was offered to the students. It was explained how SWAYAM courses can be taken by the students and can earn extra credits. Dr. Arockia Jansi asked whether the institution has framed guidelines in adapting the online mode and explanation was given that the guidelines were formulated in the Staff Council on how to conduct examinations and classes via online mode.

Item 07/AC 20.11/10: The Principal announced the tentative date for the next Academic Council Meeting as 29, March 2021.

The meeting came to an end with the Vote of Thanks by the Principal.

Members	Designation	Signature
Dr. Sr. Anne Perpet Sophy	Chairperson	Sr. Ame Perget Kydy
Dr. Sr. Gerardin Jayum	Secretary	S. Gerardin
Dr. Sr. Leema Rose.	Vice Principal	de duma Koso
Dr. Jeni Chandar Padua	Dean of Science	Jus
Dr. V. Virgin Nithya Vecna	Dean of Arts	Vivietty
Dr. C.K. Suniths	Dean of Commerce	C.K. Sunitha
Dr. J. Vinoliya Josephine Mary	Controller of Examinations	Vinda
Dr. H. Jimsy Asha	Coordinator, IQAC.	Elhal
Dr. Sr. Sahaya Selvi	Vice President & NISP Co-	ordinator, IIC
Dr. V.S. Vasantha	University Nominee	Carland.
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Ms. M.S. Parimala Kumari	Entrepreneur	0
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Heads of the Departments		.
Dr. S. Thenmozhi	Chairperson, Department o	f Tamil
Dr. P.T. Anbu Hannah Dora	Chairperson, Department o	fFrench P.T. And.
Dr. V.M. Arul Flower Mary	Chairperson, Department of	Mathematics V. H. Aud Flower Hay
Dr. C. Nirmala Louis	Chairperson, Department of	Mathematics V. H. Aud & Burn Hay Thysics C. Birmaladowi

Dr. G. Leema Rose Chairperson, Department of Chemistry Dr. C. Jespin Ida Chairperson, Department of Botany Dr. S. Mary Mettilda Bai Chairperson, Department of Zoology & Many Methodo Bane Dr. T.R. Premalatha Chairperson, Department of History Chairperson, Department of Economics & Jai Payene Dr. S. Jeni Sanjana Dr. Alby Grace Chairperson, Department of English Dr. M. Mary Helen Stella Chairperson, Department of Commerce of the Halan stalls Dr. J. Christy Celine Mary Chairperson, Department of Physical Education Sr. Jothi Antony Chairperson, Department of Computer Science (S.F) 3r. John Chairperson, Department of Commerce (S.F) C. Schuitha Ms. S. Merlin Vista Chairperson, Department of Chemistry (S.F) Dr. Y. Christabel Shaji Chairperson, Department of Botany (S.F) Ms. J. Albino Wins Chairperson, Department of Tamil (S.F) Dr. M. Mabel Edel Queen Chairperson, Department of Social Work (S.F.) & Morty 1900lu Ms. J. Mary Deeba Chairperson, Department of Economics (S-F) Dr. J.M. Vinitha Charles Student Representatives PG Student Representative, (IM.Sc. Zoology) Ms. S. Ashwathi Gopika UG Student Representative, (II B.Com. Aided) Residen Ms. Mistika S. Moni