



Holy Cross College (Autonomous)

Nagercoil – 629 004

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

2.3.3 Preparation and adherence of Academic Calendar and Teaching plans by the institution

2023-2024

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Academic Affairs

Action Plan and Action taken Report

2023-24

S.No.	Date	Action Plan	Action Taken
1	9-05-2023	Timetable framing for odd semester	Framed and given to departments
2	27-05-2023	Board of Studies	Revision of Curriculum
3	26-06-2023	Academic Council	Approved the syllabus
4	04-07-2023	Orientation on Curricular and Co-curricular Courses	Oriented the students
5	07-07-2023	Timetable for I Internal Test	Conducted I Internal Test
6	08-08-2023	Curriculum Steering Committee Meeting	Discussed the guidelines of the co-curricular courses
7	29-09-2023	Timetable for II Internal Test	Conducted II Internal Test
8	13-10-2023	Curriculum Steering Committee Meeting	Planned the II semester syllabus and discussed about the co-curricular courses
9	18-10-2023	Orientation on Generic Value Added Courses	Oriented the students
10	30-10-2023	Timetable framing for even semester	Given to departments
11	20-11-2023 To 25-11-2023	Generic Value-added Courses	Organised and monitored
12	20-11-2023 To 25-11-2023	Certificate courses	Organised and monitored
13	Nov. Sem	SWAYAM-NPTEL Courses	Monitored
14	16-12-2023	Regional Level Workshop on "Outcome Based Education In Course Assessment and Attainment" for the junior faculty	Organised
15	02-02-2024	Timetable for I Internal Test	Conducted I Internal Test
16	12-02-2024	Curriculum Steering Committee Meeting – Structure for BoS	Structure for BoS given to the HoDs
17	25-02-2024	Consolidation of 2023-24 Feedback	Consolidated the feedback
18	20-03-2024	Timetable for II Internal Test	Conducted

NAAC V Cycle Self Study Report (SSR)

19	15-03-2024	Curriculum Steering Committee Meeting – Skeleton for Syllabus and BoS Minutes Presentation of Structure by HoDs	Conducted
20	March	SWAYAM-NPTEL Courses	Monitored
21	1-04-2024	Board of Studies	Conducted in the month of April
22	23-04-2024	Timetable framing for the next year	Framed and given to departments



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2022-2023

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Academic Affairs

Action Plan and Action taken Report

2022-23


S.No.	Date	Action Plan	Action Taken
1	24.09.2022	Curriculum steering meeting Planned to include Multidisciplinary and skill based courses	Multidisciplinary, skill based courses were included
2	28.09.2022	Introduce Part I & II for Commerce and Computer Science	Introduced and reduced the syllabus and hours in core courses
3	01.10.2022	Curriculum steering meeting	Planned BoS for Commerce and Computer Science. Timetable modifications were made based on the changes to be made
5	01.10.2022	Planned Board of studies for Commerce and Computer Science	Conducted via Google meet.
6	17.10.2022	Extraordinary Academic Council	Was conducted on 17.10.2022 via Google meet.
7	06.01.2023	Centralization of value-added courses	Planning for the conduct was initiated and new courses were introduced
8	20.01.2023	Curriculum steering meeting	SWAYAM & Value-added Course- Mandatory for III UG & II PG
9	02.02.2023	Internal Test I for the even semester	Planned to conduct from 7-13th February and given the timetable to departments
10	23.02.2023	PG structure	Changes were incorporated
12	01.03.2023	Internal Test II	Planned to conduct from 20th March to 5th April and given the timetable to departments
13	05.04.2023	Curriculum steering meeting	Internships, generic electives were discussed. Fixed guidelines for internships, Structure and syllabus were discussed
14	29.5.2023	Board of Studies	Conducted the Board of studies



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2021-2022

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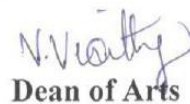
Academic Affairs

Action Plan and Action taken Report

2021-22

S.No.	Date	Action Plan	Action Taken
1	24.08.2021	Timetable preparation	Prepared the timetable and given(Online Timetable for II & III UG, & II PG, I UG & I PG – Offline)
2	03.09.2021	Internal Test I	Planned to conduct from September 27 th to 30 th and given the timetable to departments 1 test per day and quiz (2 hrs duration)
3	21.09.2021	Curriculum steering meeting	Planned to give five extra credits during the period of pre-incubation, incubation and startup.
4	28.09.2021	Board of Studies	Guidelines for preparation was got ready and conducted via online on 22.11.2021
5	26.10.2021	Curriculum steering meeting	Syllabus framing was done and introduced skill based courses
6	30.10.2021	Internal Test II	Planned to conduct from Nov. 22 nd -30 th and given the timetable to departments
7	22.11.2021	Curriculum steering meeting	Planned to conduct BOS meeting in December
8	24.01.2022	Curriculum steering meeting	Planned to conduct Academic Council meeting
9	1.2.2022	Academic Council Meeting	Conducted via online, credit revision was done and laid the foundation for HCIIC
10	25.02.2022	Internal Test II	Planned to conduct from March 7 th – 11 th and conducted the tests.


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2020 - 2021

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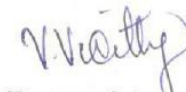
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Action Plan and Action taken Report

2020-2021

S.No.	Date	Action Plan	Action Taken
1	24-08-2020	To give orientation for the first years	Orientation given via online
2	10-10-2020	Online Internal Test I	Conducted between 19-10-2020 and 23-10-2020
3	5-11-2020	Curriculum steering meeting	Revamped startup policies
4	12-11-2020	Academic Council Meeting	Conducted via google meet
5	25-11-2020	Online Internal Test II	Conducted between 07.12.2020 and 11.12.2020
6	15-12-2020	Curriculum steering meeting	Changes brought in course structure – to give weightage to curricular subjects
7	25-01-2020	Curriculum steering meeting	Part V courses were brought under non-academic courses
8	29-01-2021	Online Internal Test I	Conducted between 08-02-2021 and 12-02-2021
9	09-02-2021	Components for Professional English and Other Part V Courses	Internal and External Components for Professional English, Value Added Courses and Self-Learning Courses were defined.
10	03-03-2021	Online Internal Test II	Conducted between 13-03-2021 and 15-03-2021
11	19-03-2021	Feedback on Curriculum	Feedback was collected for both odd and even semesters from the stakeholders


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2019 -2020

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Action Plan and Action taken Report

2019-2020

S.No.	Date	Action Plan	Action Taken
1	24.06.2019	Timetable preparation	Prepared the timetable and given to departments
2	12.07.2019	Curriculum steering meeting	Orientation given for IUG students
3	25.07.2019	Internal Test I	Planned to conduct the test from 8.8.2019 to 10.8.2019 and conducted
4	18.8.2019	Internal Test II	Planned to conduct from 18 th to 20 th of September and conducted the test.
5	16.10.2019	Curriculum steering meeting	Planned to conduct the Board of studies meet in the month of January
6	7.1.2020	Internal Test I	Planned to conduct the test from 31 st January to 3 rd February and conducted
7	23.1.2020	Curriculum steering meeting	Decided to conduct Value added courses which give additional values on employability and entrepreneurship
8	5.2.2020	Curriculum steering meeting	Syllabus revision was done
9	25-2-2020	Academic Council Meeting	Conducted and discussed about the revision of courses and got approval
10	16.6.2020	Internal Test II	Conducted the tests online from 16.6.2020 to 20.6.2020.(Due to Covid)



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