



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

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan

2023-2024

MINUTES OF THE GOVERNING BODY MEETING HELD ON 01.07.2023 IN THE PREMISES OF HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL.

LIST OF MEMBERS OF THE GOVERNING BODY 2023 - 2024

S.No	Members	Designation	Signature
1.	Sr. Fatima Kattar Provincial, Madurai	Chairperson	Fatima Kattar 01-07-23
2.	Dr. Sr. Mary Hilda Secretary	Vice Chairperson	Mary Hilda 01/07/23
3.	Dr. Sr. Leema Rose Vice Principal	Management Representative	Dr. Leema Rose
4.	Dr. Sr. Francy Assistant Professor, Dept. of Chemistry	Management Representative	Francy 4/7/2023
5.	Dr. Sr. S. Sebastiammal Assistant Professor, Dept. of Physics	Management Representative	Sebasti 1/7/23
6.	Dr. Jimsy Asha Assistant Professor, Dept. of English	Staff Representative	Jimsy Asha
7.	Dr. F. Brisca Renuga Associate Professor, Dept. of Zoology	Staff Representative	Brisca Renuga 1/7/23
8.	A. Selva Asha (alias) Sr. Asha Superintendent	Administrative Officer	Selva Asha 1/7/2023
9.	Dr. Murugappan Dean, Curriculum and Development, Head, Department of Zoology and Microbiology, Thiagarajar College, Madurai - 625009	Educationalist	Dr. Murugappan 1/7/23
10.	Dr.R. Baskaran R.J.D. of Collegiate Education Tirunelveli.	State Govt. Nominee	Absent
11	Dr. S. Uma Maheswari, Professor, Dept. of Biotechnology, Manonmaniam Sundaranar University, Tirunelveli	University Nominee	S. Uma Maheswari 01/07/23
12	Dr. J. Vinoliya Josephine Mary Controller of Examination	Special Invitees	J. Vinoliya Josephine Mary
13	Dr. Sheeba Daniel Assistant Professor, Dept. of Chemistry	Special Invitees	Sheeba Daniel
14.	Dr. Sr. Sahayaselvi Principal	Ex-Officio	Sahayaselvi 1/7/23

**MINUTES OF THE GOVERNING BODY MEETING HELD ON 01.07.2023 AT
HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL**

The meeting of the Governing Body, commenced with a prayer. Sr. Fatima Kattar, the Provincial was the Chairperson. Dr. Sr. Mary Hilda, the Vice Chairperson and the Secretary welcomed and introduced Dr. S. Uma Maheswari, the University Nominee, Dr. Murugappan, the Educationalist, and the other members of the Governing Body. The following agendas were approved by the governing body members.

Item 01/GB 01.07/03: Minutes of the Previous Meeting

Dr. Sr. K. Francy, Member and the management representative presented the minutes of the governing body which was held on 23.06.2022.

Item 02/GB 01.07/04: Recommendations and Action taken Report

Dr. Sr. S. Sebastiammal, Member and the management representative presented the recommendations and the action taken report of the previous governing body meeting.

Item 03/GB 01.07/05: Promotion of HOD's and Appointment of Teaching and Non-teaching Staff (Secretary's Report)

Dr. Sr. Mary Hilda furnished the details of the service extension and retirement for the faculty members as per the G.O.s. She also presented the details of the promotion of the Heads of the Departments and the new appointments in both aided and self-financing vacancies in the academic year 2022 - 2023 and 2023 - 2024. She also mentioned the closure of M.Phil courses from the current academic year onwards.

Item 04/GB 01.07/06: Crossian Model and Theme

Dr. Sr. S. Sahayaselvi, the Principal presented the Crossian Model and the theme of the college Initiate, Innovate and Collaborate for the academic year 2022-2023 and 2023-2024. She also presented the evidence of success on the theme Initiate, Innovate and Collaborate. The President and the other experts appreciated the tremendous growth took place during the academic year 2022-2023.

Item 05/GB 01.07/07: Organogram

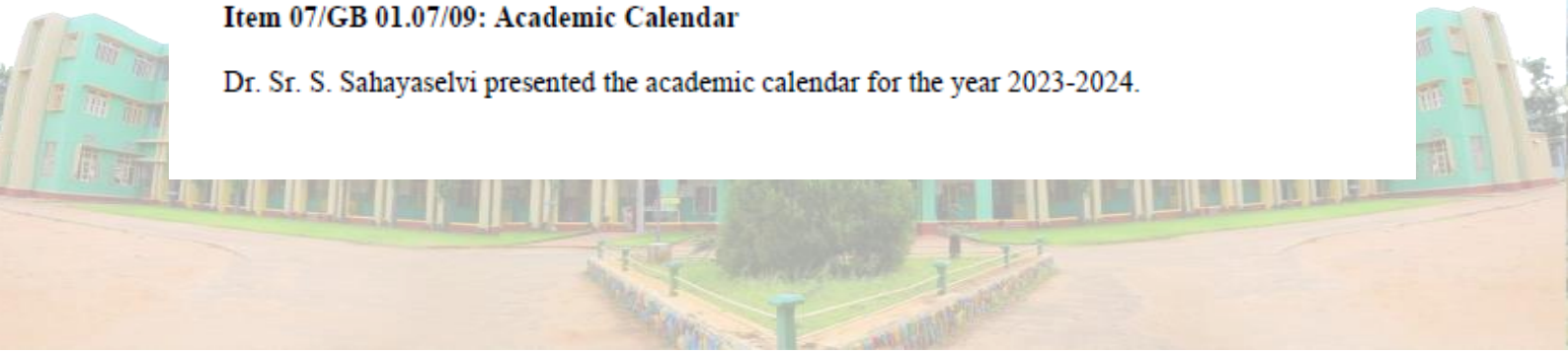
Dr. Sr. S. Sahayaselvi presented the organogram of the college.

Item 06/GB 01.07/08: Minutes of Academic Council Meeting

Dr. Brisca Renuga, Staff Representative and the Dean of Science read the report of the academic council meeting held on 26.06.2023 and presented the minutes of syllabus revision, curriculum feedback and list of value added, certificate and diploma courses.

Item 07/GB 01.07/09: Academic Calendar

Dr. Sr. S. Sahayaselvi presented the academic calendar for the year 2023-2024.



Item 8/GB 01.07/10: Strategic Plan

Dr. Sr. S. Sahayaselvi presented the strategic plan for the year 2023-2028.

Item 9/GB 01.07/11: Review of Results

Dr. J. Vinoliya Josephine Mary, the Staff representative and Controller of Examinations presented the results of the End Semester Examinations conducted during the academic year 2022-2023. The members discussed about the pass percentage, moderation marks and revaluation percentage. In order to give equal number of opportunities for odd and even semester supplementary examinations, the members recommended to introduce June repeat supplementary exam for the II UG students.

Item 10/GB 01.07/12: Report of the Planning and Evaluation Committee Meetings

Dr. Sr. Leema Rose, Management representative and Vice-Principal read the report of the Planning and Evaluation Committee meetings held on 30.08.2022 and 03.01.2023. She presented the recommendations and the action taken report for the academic year 2022-2023.

Item 11/GB 01.07/13: Approval of Institutional Policies

Dr. Sr. S. Sahayaselvi presented the E-Governance, Green Campus, Gender Equity, Inclusivity of staff/students with disability, Infrastructure, Resource Mobilization, Safety and Security, Scholarship, Sports, Water Conservation and Waste Management policies. The governing body members approved the institutional policies.

Item 12/GB 01.07/14: Modification of Research Policy

Dr. Sr. S. Sahayaselvi presented the modifications carried out in the research policy.

Item 13/GB 01.07/15-16: Budget & New Endowment (2022-23)

Sr. Asha, Member and Superintendent presented the proposed financial budget of Autonomous grants, annual budget of the college and inclusion of hostel budget in the college accounts for the academic year 2023-2024. She also presented the list of new endowments instituted by the faculty, alumnae and other stakeholders during the academic year 2022-2023.

Item 14/GB 01.07/17: IQAC Report and Action Plan 2022-23

Dr. H. Jimsy Asha, Staff Representative and IQAC Director presented the activities conducted in the college during the academic year 2022-2023 and also listed the action plan for the academic year 2023-2024.



Item 15/GB 01.07/18: Approval of MoUs

Dr. Sr. Leema Rose listed the various MoU's signed during the academic year 2022-2023. The members suggested to make the MoU's active till the next visit of NAAC.

Item 16/GB 01.07/19: Approval of Nomination of Experts

Dr. Sr. S. Sahayaselvi presented the list of experts like Educationalist, Lawyer, Auditor and Industrialist nominated for the academic council for the period of 3 years.

Item 17/GB 01.07/20: Approval of ISO Certification

Dr. Sr. S. Sahayaselvi displayed the ISO 9001 Certificate of the college and highlighted the importance of the ISO certification.

Item 18/GB 01.07/21: Approval of College Logo

Dr. Sr. S. Sahayaselvi displayed the modified logo of the college for approval. The logo is registered for trademark.

Item 19/GB 01.07/22: Approval of Role and Responsibilities of Deans

Dr. Sr. S. Sahayaselvi highlighted the role and responsibilities of Dean of Academic affairs, Dean of Research, Dean of Students, Dean of Extension, Dean of External affairs and Dean of Entrepreneurial Development.

Item 20/GB 01.07/23: Approval for New Programme and Closing of Self-financed Programmes

Dr. Sr. Mary Hilda represented the closing of the self-financed programmes such as Mathematics, B.Com S.F.- II, B.A. English and Tamil. She also mentioned the opening of new programmes like B.Com Corporate Secretaryship, B.A. English Literature with Media Communication and B.Sc. Artificial Intelligence and Data Science for the academic year 2024-2025. She also presented the closure of B.Sc Mathematics (S.F) and B.A Tamil (S.F) during 2022-2023 academic year and B.A Tamil (S.F), B.Sc Mathematics (S.F), B.Com (S.F II) and B.A English (S.F) during the academic year 2023-2024.

Item 21/GB 01.07/24: Approval for admission of male students in the Department of MSW

Dr. Sr. S. Sahayaselvi asked permission to admit male students for MSW programme since in the past academic years the number of female students admitted was much less than the sanctioned strength there was more request from male students.

Item 22/GB 01.07/25: Approval of Special Invitees

Dr. Sr. S. Sahayaselvi asked permission to allow staff representatives as special invitees for the governing body based on the needs.



Sr. Fatima Kattar appreciated the tremendous service rendered by the Secretary and the Principal towards the growth of the institution and the meeting came to an end with the vote of thanks by Dr. Sr. S. Sahayaselvi.

Recommendations of the Governing Body (01.07.2023)

1. Have internship and summer training program with recognized government agencies like Indian Science Academy, Indian Institute of Science and various government and private industries.
2. Collaborate with other departments in the campus for startups.
3. Introduce student insurance through Star Health Scheme.
4. Sign MoUs with medical colleges.
5. Choice base credit system for skill enhancement courses.
6. Project reviews to students and research scholars.
7. Apply for student scholarship such as Fair and Lovely, Sitaram Jindal and A.M. Murugappa Chettiar scholarships.
8. Introduce June repeat supplementary exam for the II UG students.
9. Provide seed money or endowment prizes to research scholar.



2022-2023

MINUTES OF THE GOVERNING BODY MEETING HELD ON 23.06.2022 IN THE PREMISES OF HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL.

LIST OF MEMBERS OF THE GOVERNING BODY 2022 - 2023

S.No	Members	Designation	Signature
1.	Sr. Fatima Kattar Provincial, Madurai	Chairperson	<i>Fatima Kattar</i> 23-06-2022
2.	Dr. Sr. Gerardin Jayam Secretary	Vice Chairperson	<i>Dr. Gerardin Jayam</i> 23.6.2022
3.	Dr. Sr. Leema Rose Vice Principal	Member	<i>Dr. Leema Rose</i> 23.6.2022
4.	Dr. J. Vinoliya Josephine Mary Controller of Examinations	Member	<i>J. Vinoliya</i> 23.06.2022
5.	Sr. Asha Superintendent	Member	<i>Sr. Asha</i> 23/6/2022
6.	Dr. Ms. Jimsy Asha IQAC Co-ordinator	Staff Representative	<i>Dr. Ms. Jimsy Asha</i> 23/06/2022
7.	Dr. Ms. Jeni Chandar Padua Dean of Science	Staff Representative	<i>Dr. Ms. Jeni Chandar Padua</i> 23/6/2022
8.	Dr. Virgin Nithya Veena Dean of Arts	Staff Representative	<i>Dr. Virgin Nithya Veena</i> 23/06/2022
9.	Dr. Murugappan Dean, Curriculum and Development, Head, Department of Zoology and Microbiology, Thiagarajar College, Madurai - 625009	Educationalist	<i>Dr. Murugappan</i> 23/6/22
10.	Dr. Ms. Kulwinder Kaur D-11/189, Kaka Nagar, New Delhi - 110 003.	UGC Nominee	Absent
11.	Dr.R. Baskaran R.J.D. of Collegiate Education Tirunelveli.	State Govt. Nominee	Absent
12.	Dr. S. Uma Maheswari, Professor, Dept. of Biotechnology, Manonmaniam Sundaranar University, Tirunelveli	University Nominee	<i>Dr. S. Uma Maheswari</i> 23/6/22
13.	Dr. Sr. Anne Perpet Sophy Principal	Ex-Officio	<i>Dr. Sr. Anne Perpet Sophy</i> 23/6/2022

**MINUTES OF THE GOVERNING BODY MEETING HELD ON 23.06.2022 AT
HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL**

The meeting of the Governing Body, commenced at with a prayer song. Sr. Fatima Kattar, the Chairperson and Provincial, welcomed and introduced Dr.S. Uma Maheswari, the University Nominee, Dr. Murugappan, the Educationalist, and the other members of the Governing Body.

Item 01/GB 23.06/03: PowerPoint Presentation of Our College – a Glance

Dr. Sr. Anne Perpet Sophy, the Ex-Officio and the Principal, highlighted the academic activities achievements, infrastructure facilities etc. with an overview in order to make it familiar to the new members of the Board.

Item 02/GB 23.06/04: Presentation of the Minutes of the Previous Meeting and Action taken Report

Dr. Sr. Anne Perpet Sophy presented the minutes of the previous meeting which was held on 01.08.2019 followed by the report of the action taken. The members had fruitful discussion and gave suggestions to generate revenue through the facilities in the campus, patents filed by the faculty members, increase the value-added courses, develop online courses, retest for genuine reasons, limit the extra credits, start new programmes, and generate revenue through consultancy and alumnae.

Item 03/GB 23.06/05: Secretary's Report

Dr. Sr. Gerardin Jayam, the Vice Chairperson and the Secretary furnished the details of service extension and retirement for the faculty members, as per the G.O.s. She also listed the new Heads of the Departments and the new appointments in both aided and self-financing vacancies in 2020-21 and 2021-22.

Item 04/GB 23.06/06: Report of the Academic Council Meetings

Dr. Jeni Chandar Padua, Staff Representative and Dean of Science, presented the minutes of the previous meetings of the Academic Council for three years 2019-20, 2020-21 and 2021-22.

Item 05/GB 23.06/07: Report of the Planning and Evaluation Committee Meetings

Dr. Sr. Anne Perpet Sophy reported on the recommendations and the action taken of the Planning and Evaluation Committee Meetings of the three years 2019-20, 2020-21 and 2021-22.

Item 06/GB 23.06/08: IQAC Report and Action Plan 2022-23

Dr. Jimsy Asha, Staff Representative and IQAC Coordinator listed the action plan for the year 2022-23 and presented the IQAC report for three years 2019-20, 2020-21 and 2021-22.

Item 07/GB 23.06/09: Activities of Clubs and Committees and Seminars organized

Dr. Sr. Anne Perpet Sophy presented the activities of clubs and committees and seminars organized during the three years 2019-20, 2020-21 and 2021-22.

Item 08/GB 23.06/10: Semester Examination Results and Ranks secured

Dr. Vinoliya, Member and Controller of Examinations presented the results of the End Semester Examinations conducted during the three years 2019-20, 2020-21 and 2021-22.

Item 09/GB 23.06/11: Approval of Policies – Research and Startup Committees

The Policies of Research Committee and Startup Committee were approved by the council.

Item 10/GB 23.06/12: Budget (2022-23)

Sr. Asha, Member and Superintendent presented the audited report of budget for three years 2019-20, 2020-21 and 2021-22 and the proposed budget for 2022-23.

Item 11/GB 23.06/13: New Endowments

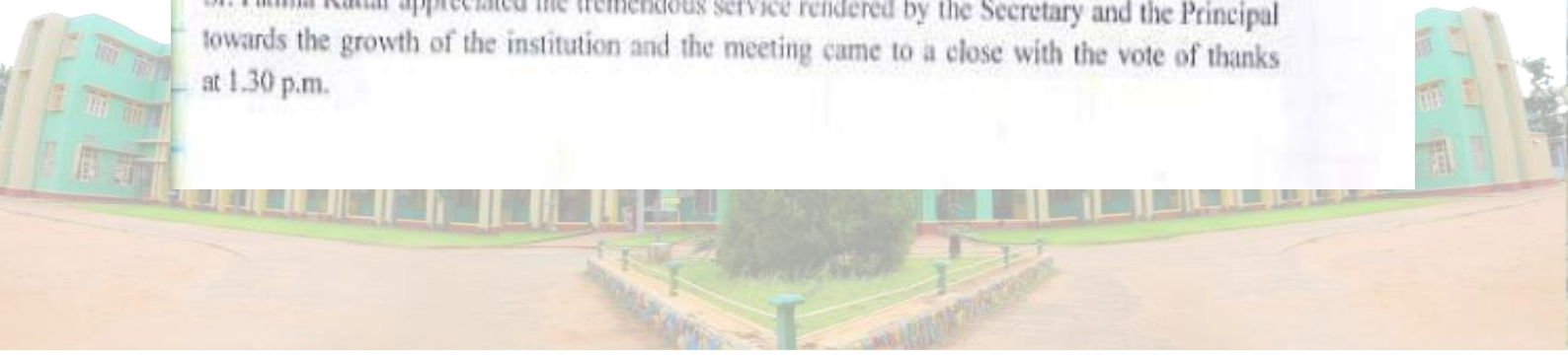
Dr. Sr. Anne Perpet Sophy presented the new endowments instituted by the faculty, alumnae and other stakeholders during the three years 2019-20, 2020-21 and 2021-22.

Item 12/GB 23.06/14: Strategic Plan

Dr. Sr. Anne Perpet Sophy presented the strategic plan developed for 2022-23.

- i. Organising student and staff exchange programmes.
- ii. Encouraging more start ups.
- iii. Organising inter-collegiate research scholars meet.
- iv. Research collaboration with Universities in India and abroad.
- v. HCIIC – to be formed as a society
- vi. Setting up of an open cafeteria.
- vii. Strengthening Alumni network to support the students academically and do to direct them for a career.
- viii. Incentives for faculty with scholarship for projects / publications.
- ix. Encouraging the faculty to be involved in more consultancy services and innovative teaching pedagogy.
- x. To apply for a new UG course (Fashion Designing / Psychology / BBA)
- xi. Erection of an arch at the college entrance so as to give a face light.
- xii. Furnishing the Main Hall in the Golden Jubilee Block with audio – visual facilities chairs, fans etc.

Sr. Fatima Kattar appreciated the tremendous service rendered by the Secretary and the Principal towards the growth of the institution and the meeting came to a close with the vote of thanks at 1.30 p.m.



Recommendations of the Governing Body (23.06.2022)

1. Generate revenue through the facilities in the campus ✓
2. Increase value-added courses ✓
3. Include the certificate courses under value-added courses (any course with syllabus and reference offered for 30 hours) ✓
4. Develop online courses like Spoken English and the Evaluation can be through google forms. 20% of the credits should be for online courses ✓
5. Limit the extra credits and frame criteria for the same ✓
6. Extra credits for NPTL courses can be given 1 credit for 4 weeks course and 2 for 8 weeks courses and 3 for 12 weeks courses. ✓
7. Start new programmes such as Psychology in collaboration with NIMS
8. Have summer Internships with recognized govt. agencies like Indian Science Academy, Indian Institute of Science etc. ✓
9. Generate revenue through consultancy - equipment ✓
10. Seminars with Inter-department collaboration ✓
11. Students involved in Startups and Entrepreneurship - can be appreciated during College Day
12. Take up projects in DST- SERB, TARE, FRCS, DBT, DST- STAR (Applied)
13. For outcome based education a program can be developed with department of Computer Science.
14. Strengthen alumnae and - generate revenue for the Development activities of the college.

2019-2020

MINUTES OF THE GOVERNING BODY MEETING HELD ON 01.08.2019 IN THE PREMISES OF HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL.

LIST OF MEMBERS OF THE GOVERNING BODY 2019-2020

- | | | | |
|-----|---|----------------------|--|
| 1. | Sr. Fatima Kattar,
Provincial, Madurai | Chairperson | <i>Fatima Kattar</i> |
| 2. | Dr. Sr. Gerardin Jayam
Secretary | Vice Chairperson | <i>Dr. Sr. Gerardin Jayam</i> |
| 3. | Dr. Sr. Leema Rose
Vice Principal | Member | <i>Dr. Sr. Leema Rose</i> |
| 4. | Dr. J. Vinoliya Josephine Mary
Controller of Examinations | Member | <i>Dr. J. Vinoliya Josephine Mary</i> |
| 5. | Sr. Asha
Superintendent | Member | <i>Sr. Asha</i> |
| 6. | Dr. Ms. Jimsy Asha
IQAC Co-ordinator | Staff Representative | <i>Dr. Ms. Jimsy Asha</i> |
| 7. | Dr. Ms. Brisca Renuga
Dean of Science | Staff Representative | |
| 8. | Dr. Ms. Alby Grace
Dean of Arts | Staff Representative | <i>Dr. Ms. Alby Grace</i> |
| 9. | Dr. S. Thiagarajan
Director MBA Programme,
Sourashtra College (Autonomous), Madurai | Educationalist | <i>Dr. S. Thiagarajan</i> |
| 10. | Dr. Ms. Kulwinder Kaur
Under Secretary, UGC Office, New Delhi | UGC Nominee | <i>Absent</i> |
| 11. | Dr. C. V. Mythili
R.J.D. of Collegiate Education (in charge),
Tirunelveli. | State Govt. Nominee | <i>Dr. C. V. Mythili</i>
1/8/19 |
| 12. | Dr. Ms. Beulah Shekar
Professor and Head, Dept. of Criminology and
Criminal Justice, Manonmaniam Sundaranar
University, Tirunelveli. | University Nominee | <i>Dr. Ms. Beulah Shekar</i>
1/8/19 |
| 13. | Dr. Sr. Anne Perpet Sophy
Principal | Ex-Officio | <i>Dr. Sr. Anne Perpet Sophy</i> |

The meeting of the Governing Body started with a silent prayer. Sr.Fatima Kattar, the Chairperson, welcomed and introduced Dr.Mythili, RJD Incharge, Tirunelveli region, Dr.Thiagarajan, the Educationalist and other members of the Governing Body.

Item 01/GB 19.08/ 03:Presentation of the Minutes of the previous meeting and Discussion

Dr.Sr. Sophy, the Principal presented the Minutes of the previous meeting held on 10-06-2019 along with the action taken report. The members of the Governing body had discussion on the action taken report and clarified their doubts.

Item 02/GB 19.08/ 04 :Activities of the departments, clubs and committees

Sr. Sophy presented the activities of the clubs, committees and associations from 10th June 2019 to 31st July 2019.

Item 03/GB 19.08/ 05 :New Heads of the departments and Newly recruited faculty after June10th 2019

Sr.GerardinJayam, the secretary of the college presented the name list of the new Heads of the departments who had taken charge based on the seniority.

Ms. T.R. Premalatha M.A., M.Ed., M.Phil., SET - Department of History
 Ms. S. Merlin Vista M.Com., M.Phil., MBA, SET, NET -Department of Commerce(SF)

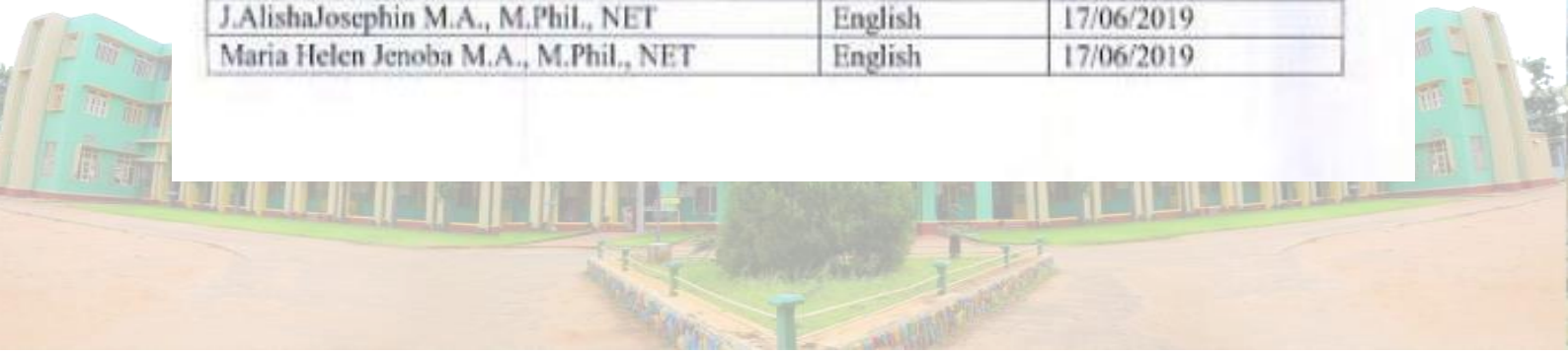
She also presented the details of the newly recruited faculty in the retired vacancies in the aided stream and also in the existing vacancies of the self financing stream.

The name list of Newly recruited faculty in Aided Vacancies

Name of the faculty and Qualification	Department	Name of the Retired faculty	Date of Appointment
Ms. Steffi K.B. , M.A., M.Phil., SET	English	Ms. N. Padma	24/06/2019
Dr. J. Bhavani M.A., M.Phil, B.Ed, Ph.D.	English	Ms. Elizabeth Lucy	24/06/2019
Dr.C. Anitha M.Sc., Ph.D.	Zoology	Dr.Sr. Basil Rose	24/06/2019

The name list of Newly recruited faculty in Self Financed Vacancies

Name of the faculty and Qualification	Department	Date of Appointment
S. LizyRoselet M.Sc., M.Phil., Ph.D.	Chemistry	22/10/2018
Benit N. M.Sc., M.Phil., Ph.D.	Botany	04/08/2018
G.JerlinDeletta M.Sc., M.Phil., Ph.D., SET	Botany	17/06/2019
Dr.C.R. Sivakala, M.A., M.Phil., Ph.D.	History	17/06/2019
A.Sameema M.A., M.Phil., Ph.D.	Economics	21/02/2018
M.SahayaVennila M.A., M.Phil, SET.	Economics	17/06/2019
C.Christal Jani M.A., M.Phil.,NET	English	17/06/2019
C.Nesavathy M.A., M.Phil., SET,NET	English	17/06/2019
J.Santhiya M.A., M.Phil., NET	English	17/06/2019
R.EvelineShindya M.A., M.Phil., Ph.D	English	17/06/2019
J.AlishaJosephin M.A., M.Phil., NET	English	17/06/2019
Maria Helen Jenoba M.A., M.Phil., NET	English	17/06/2019



M.Charles Dayana M.Com., M.Phil., Ph.D.	Commerce	23/02/2019
Franklin Ragila M.Com, M.Phil., NET	Commerce	23/02/2019
P.M. SirumalarRajam M.Com, M.Phil., Ph.D	Commerce	02/09/2019
Dr.MariaSoosai M.A. (Social work),Ph.D	Social Work	16/06/2017
Fr. Francis Xavier Nelson M.S.W., Ph.D.	Social Work	16/06/2017
Ms. AntoSuminThrese MSW, NET	Social Work	17/06/2019

Item 04/GB 19.08/ 06: Service Extension of faculty

It is resolved that the service of the following faculty to be extended upto 31st May 2020, the last day of the academic year 2019-20, subject to the usual conditions of the GO Ms.No. 1351, Education Department, dated 28.6.1976.

Name and Designation	Date of Birth	Date of Appointment	Date of Retirement	Extension Period
Tmt. S.Mary Delphine	15.6.1961	21.6.1985	30.6.2019	1.7.2019 to 31.5.2020
Tmt. Thresiamma Chacko	5.6.1961	26.8.1985	30.6.2019	1.7.2019 to 31.5.2020
Tmt. Esther Leema Rose. A	29.7.1961	31.8.2007	31.7.2019	1.8.2019 to 31.5.2020
Tmt. Fernando Loretta	02.02.1962	26.8.1985	29.02.2020	1.3.2020 to 31.5.2020
Tmt. Mary Freeda	07.02.1962	26.8.1985	29.02.2020	1.3.2020 to 31.5.2020

Item 05/GB 19.08/ 07: Budget and Examination account

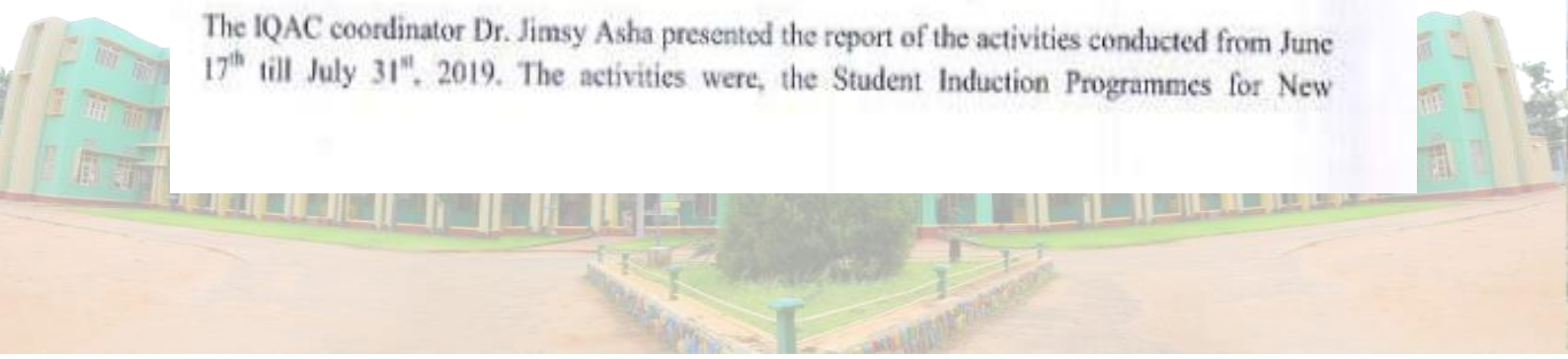
Sr. Asha, the superintendent presented the audited statement of the budget for the year 2018-19 and the proposed budget of the SF programmes for the year 2019-2020. Also the audited statement of the examination account also was presented and accepted by the Governing Body.

Item 06/GB 19.08/ 08: Approval of Policies

The policies on Research, Consultancy and Code of ethics of the institution were presented to the Governing Body by Dr.Sr. Sophy, the Principal and was approved by the members. Handbook on human values and Professional ethics and Core values were also presented by the Principal. MoUs and Linkages during 2019-2020 has been presented and accepted by the Governing Body members.

Item 07/GB 19.08/ 09: Activities of IQAC June 2019 to 31st July 2019

The IQAC coordinator Dr. Jimsy Asha presented the report of the activities conducted from June 17th till July 31st, 2019. The activities were, the Student Induction Programmes for New



Learners, Orientation Programme for the newly recruited faculty, Renewal Programme for the support staff and teaching faculty, SLOC Analysis.

Item 08/GB 19.08/ 10: Suggestions and recommendations

The following suggestions were given by the members of the Governing Body.

- Having MoU with myclassroom.com
- Maximum of 2 value added courses , each with 2 credits (like Self Learning Courses)
- To enhance the activities of Swetch Bharath

Dr.Thiagarajan, the Educationalist suggested to have the B.School in the near future.He also suggested to have PG for Computer Science.

Item 09/GB 19.08/ 11:Next meeting

It was proposed to have the next meeting after the publication of the even semester results in 2020.

Sr.FatimaKattar, the chairperson appreciated and thanked the members for their valuable contributions and suggestions. The meeting came to an end at 3PM.

Fatima Kattar

23.06.2022

MINUTES OF THE GOVERNING BODY MEETING HELD ON 10-06-2019 IN THE PREMISES OF HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL

Ref No. 22/Vol III / 2019-20

S.No.	Members present	Designation	Signature
1.	Dr. Sr. Rosalie Joseph Provincial, Madurai	Chairperson	<i>Sr. Rosalie</i>
2.	Dr. Sr. Gerardin Jayam Secretary	Vice Chairperson	<i>Sr. Gerardin</i>
3.	Dr. Sr. Leema Rose Vice Principal	Member	<i>Sr. Leema</i>
4.	Dr. Sr. Anne Perpet Sophy Chief Controller of Examinations	Member	<i>Sr. Anne Perpet Sophy</i>
5.	Sr. Asha Saperintendent	Member	<i>Sr. Asha</i>
6.	Dr. Ms. Jimmy Asha IQAC Co-ordinator	Staff Representative	<i>Dr. Ms. Jimmy Asha</i>
7.	Dr. Ms. Brisco Renaga Dean of Science	Staff Representative	<i>Dr. Ms. Brisco Renaga</i>
8.	Dr. Ms. Alby Grace Dean of Arts	Staff Representative	<i>Dr. Ms. Alby Grace</i>
9.	Dr. S. Thiagarajan Director MBA Programme, Sourashtra College (Autonomous), Madurai	Educationalist	<i>Dr. S. Thiagarajan</i>
10.	Dr. Ms. Kulwinder Kaur Under Secretary, UGC Office, New Delhi	UGC Nominee	<i>Absent</i>
11.	Dr. C. V. Mythili R.J.D. of Collegiate Education (in charge), Tirunelveli.	State Govt. Nominee	<i>Dr. C. V. Mythili</i> 10/6/19
12.	Dr. Ms. Betulah Shekar Professor and Head, Dept. of Criminology and Criminal Justice, Manonmaniam Sundaranar University, Tirunelveli.	University Nominee	<i>Absent</i>
13.	Dr. Sr. Anne Perpet Sophy Principal	Ex-Officio	<i>Sr. Anne Perpet Sophy</i>

The meeting of the Governing Body commenced with a prayer by Dr. Alby Grace, the Dean of Arts. The Chairperson, Dr. Sr. Rosalie, welcomed and introduced Dr. Mythili, the Regional Joint Director in charge, Dr. S. Thyagarajan, the Educationist and other members of the Governing body,

Dr. St. Sophy, the Principal presented a short profile of the college, Minutes of the previous Governing Body Meeting and the Action taken report.

Action taken report

S.No.	Recommendations	Action taken
1.	The final year students who have no arrears up to the fifth semester examinations alone can be allowed to apply for just two papers in Supplementary Examination.	This will be implemented for the outgoing students (III UG & II PG) of 2019-2020.
2.	A Scrutiny Board can be established to scrutinize questions and keys before the end semester examinations.	This had been carried out for April 2019 End Semester Examination.
3.	A Question Bank can be prepared exclusively for Part A and can be made available online for each programme.	It will be implemented during 2019-2020.
4.	A two days workshop can be conducted to train the faculty on framing/preparing objective type/multiple choice questions.	A workshop to frame and prepare objective type questions will be conducted during 2019-2020.
5.	Corel Draw offered by the Computer Science programme as Non Major Elective Course can be changed as it is obsolete.	The Non Major Elective Course DTP will be offered for IUG students of the coming academic year.
6.	To train the students to face online examinations, the quiz conducted as a part of internal assessment can be given in the form of multiple choice questions.	Besides the online quiz with objective type that has been conducted during the April 2019, the summative Examination on SBC with multiple choice questions was conducted online.
7.	The newly recruited staff can be instructed on the pattern of question paper setting during the initial orientation programme.	The orientation programme for newly recruited staff is on June 14 th during which instruction on question paper setting will be given.

8.	To install Radio Frequency Identification System (RFID) in the library to trace the books easily.	It will be installed in the coming academic year.
9.	To instill interest among the Commerce students, foundation courses on Chartered Account can be provided. To lift the face value of the Institution,	In April 2019 an orientation talk on course on Chartered Account was given to III B.Com. students. In 2019-2020 a value added course on Chartered Account will be introduced. Initiative has been taken to have MoU with agencies like Institute of Chartered Accountants of India.
10.	The teaching faculty can be motivated to apply for Fulbright Fellowship, and carry out society oriented projects and apply to funding agencies including ICSSR.	One of our teaching faculty has applied for a collaborative research project to UGC – DAE Consortium Scientific Research, Kalpakam.
11.	The teaching faculty can be honoured with The Best Researcher Award and Certificate for Regularity.	The Best Researcher award was given during the College day held in April 2019 and the faculty with 100% attendance were honoured.
12.	The contact with the alumnae can be enhanced.	Alumnae meet of 2018 batch B.Sc. and M.Sc. students of Zoology, was a joyous sharing of their experience with their faculty members.

The activities of the various clubs and committees from March 1st 2019 till June 6th, 2019 and the new endowments instituted by the retirees and our Alumnae for 2019 – 2020 were presented to the members by Sr. Sophy.

Dr. Jimsy Asha, the IQAC Coordinator presented the activities carried out from March 2019 to May 2019 and also the IQAC action plan for the successive academic year (June 2019 to May 2020).

The following activities were conducted by the Internal Quality Assurance Cell (IQAC) in the month of from March 2019 to May 2019.

1. Online Student Institutional Feedback was conducted, consolidated and analysed.
2. Annual Academic Audit of departments were conducted.



IQAC Action Plan for 2019-2020

1. Organising Student Induction Programme for fresher's along with their parents,
2. Orientation to the Junior faculty
3. Preparation of AQAR.
4. Release of biannual newsletter.
5. To conduct SWOC analysis.
6. Proposal to be sent to NAAC for conducting seminar.
7. Faculty Development Programme for faculty,
8. To carry out Academic Audit
9. Strengthening Department e-library.
10. Workshop on question paper setting.
11. To strengthen Outcome Based Education.
12. Multi-pronged feedback and necessary steps to bring in constructive changes.
13. Mentoring to be strengthened.
14. Distinguished lecture series for students once in two weeks.
15. To update the website

The Results of April 2019 end semester examination was presented by Dr. Sr. Sophy, the Chief Controller of Examination along with the result analysis. The minutes of the award committee meeting held on 27.05.2019 was presented for approval. The UGC autonomy grant – Proposed budget 2019 – 2020 was presented to the Governing body by Sr. Asba, the Office Superintendent for approval.

St. Gerardin Jayam, the Secretary of the college presented the report on the appointment of the Principal and the minutes of the proceedings of the Managing Committee held on 30.05.2019. The Governing Body resolved to accept the appointment of Dr. Sr. Anne Perpet Sophy, Associate Professor of Economics, as Principal of Holy Cross College (Autonomous), Nagercoil with effect from 01.06.2019.

She also presented Proceedings of the minutes of the Management Committee, held on 30.5.2019.

It is resolved that the service of the following faculty to be extended upto 31st May 2020, the last day of the academic year 2019-20, subject to the usual conditions of the GO Ms.No. 1351, Education Department, dated 28.6.1976.

Name and Designation	Date of Birth	Date of Appointment	Date of Retirement	Extension Period
Tmt. S.Mary Delphine	15.6.1961	21.6.1985	30.6.2019	1.7.2019 to 31.5.2020
Tmt. Therasianma Chocko	5.6.1961	26.8.1985	30.6.2019	1.7.2019 to 31.5.2020
Tmt. Esther Leema Rose	29.7.1961	31.8.2007	31.7.2019	1.8.2019 to 31.5.2020

The Governing body resolved to accept the services of the above said faculty - Tmt. S. Mary Delphine, Tmt. Therasianma Chocko and Tmt. Esther Leema Rose to be extended upto 31st May, 2019.

Sr.Gerardin Jayam also presented the name list of the new Heads of the departments and the faculty who have been appointed in the aided and S.F. vacancies.

New Heads of the Departments & Newly Recruited Faculty

1.New Heads of the Departments

Based on the discussions in the meetings of Board of Management and Governing Body, the term of office of the Heads of the department has been between 3-5 years. The HoD should have atleast 3 years of experience in Holy Cross College if she is an alumni or 5 years of experience otherwise. The change of responsibility is rotational basis, and is based on the seniority in qualification. Based on this policy there is change of HoD in the following departments.

Department of History (Aided)

Ms.T.R. Premalatha M.A., M.Ed., M.Phil., SET

Department of Commerce (SF Batch 1)

Ms.S. Merlin Vista M.Com., M.Phil., MBA, SET, NET

2a. New Appointments – Faculty Selected in Aided Vacancies

Department of English

1.Ms.Steffi K.B. M.A., M.Phil., SET

2. Dr. J. Bhavuni, M.A., M.Phil., B.Ed., Ph.D.

FK

Department of Zoology

1. Dr. C. Anitha M.Sc., Ph.D.

2b. New Appointments – Faculty Selected in S.F. Vacancies

Department of Chemistry

1. S. Lizy Roselet M.Sc., M.Phil., Ph.D.

Department of Botany

1. Benit N.M.Phil., Ph.D.

2. G. Jerlin Deletta M.Sc., M.Phil., Ph.D., SET

Department of History

1. Dr. C.R. Sivakala M.A., M.Phil., Ph.D.

Department of Economics

1. A. Sameema M.A., M.Phil., Ph.D.

2. M. Sabaya Vennila M.A., M.Phil., SET.

Department of English

1. C. Christal Juni M.A., M.Phil., NET

2. C. Nesavalthy M.A., M.Phil., SET, NET

3. J. Santhiya M.A., M.Phil., NET

4. R. Eveline Shindya M.A., M.Phil., Ph.D.

5. J. Alista Josephin M.A., M.Phil., NET

6. Maria Helen Jenoba M.A., M.Phil., NET

7. T. Blessin M.A., M.Phil., NET

Department of Commerce

1. M. Charles Dayana M.Com., M.Phil., Ph.D.

2. Franklin Ragila M.Com., M.Phil., NET



3.*P.M. Sirumalar Rajam M.Com, M.Phil., awaiting for Ph.D. viva (can be appointed as Guest lecturer and permitted to work in the S.F. vacancy after the Ph.D. Viva voce examinations)

Department of Social Work

1.Dr.Maria Suosal M.A. (Social work),Ph.D.

2. Fr. Francis Xavier Nelson M.S.W., Ph.D.

3. Ms. Anto Sumin Threse MSW, NET.

The Governing Body resolved to appoint Dr. Sr. Leem Rose (Assistant Professor, Department of Botany) as Vice Principal and Dr.F.Brisca-Renuga (Associate Professor, Dept.of Zoology) as the staff representative in the Management Committee since the term of office of Dr.M.Mary Frieda is getting over.

The Management Committee resolved to renew the term of office of Dr.Sr.Gerardin Jayan-Secretary, Holy Cross College (Autonomous), Nagercoil for a period of three years . She was appointed as secretary of the college on 01.07.2016.The committee thanked Dr.Sr.Rosalie Joseph, who has been the president for the past 4 years for her support, constant guidance and valuable contribution for the growth and development of the institution.

The following are the suggestions given by the members to be implemented during 2019-20.

- i. To enhance training of students for UGC-USIR ,SET/NET examinations
- ii. To organise Intercollegiate scholars meet
- iii. To enhancing the number of publications in quality journals
- iv. To promote Incubation centre and startups catering to entrepreneurship
- v. To motivate the faculty for getting IPR and offer consultancy services
- vi. To have MoU with the organizations working towards the welfare of women and children
- vii. To regularize the incentives to the faculty on receiving minor/ major projects by the institution
- viii. To Applying for all the national rankings

The meeting came to an end by 1 p.m with Sr. Gerardin Jayan, the Secretary thanking Dr. Sr. Rosalie Joseph, the Chairperson for her contribution for the past 4 years and also Dr. Sr. Basil Rose, the former principal for the services during her tenure as Principal and Ex-Officio member of the Governing body.