



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

Minutes of the Planning and Evaluation meeting held on 5th August, 2023.

Planning, Review and Evaluation Committee

1	Dr. Sr. S. Sahayaselvi	Principal	<i>[Signature]</i>
2	Dr. Sr. M. Mary Hilda	Secretary	<i>[Signature]</i>
3	Dr. Sr. Leema Rose	Vice Principal 1	<i>[Signature]</i>
4	Dr. P. Sathya	Vice Principal 2	<i>[Signature]</i>
5	Dr. J. Vinoliya Josephine Mary	Controller of Examinations	<i>[Signature]</i>
6	Dr. H. Jimsy Asha	IQAC Director	<i>[Signature]</i>
7	Dr. Virgin Nithya Veena	Dean of Academic Affairs	<i>[Signature]</i>
8	Dr. S. Mary Mettilda Bai	Dean of Research	<i>[Signature]</i>
9	Dr. Mabel Edel Queen	Dean of Student affairs	<i>[Signature]</i>
10	Dr. V. Antony Prakash Babila	Dean of Extension	<i>[Signature]</i>
11	Dr. R. Abilasha	Dean of External affairs	<i>[Signature]</i>
12	Dr. Jeni Chandar Padua	Dean of Entrepreneurial Development	<i>[Signature]</i>
13	Ms. P.T. Anbu Hannah Dora	Senior Faculty	Absent
14	Dr. S.J. Jenepha Mary	Coordinator of RUN	<i>[Signature]</i>
15	Dr. Panimaya Mercy	Coordinator of UBA	<i>[Signature]</i>
16	Dr. V. Sujin Flower	Coordinator of Placement and Career Guidance Cell	<i>[Signature]</i>
17	Dr. Sheeba Daniel	IIC Convenor	<i>[Signature]</i>
18	Dr. J. Christy Celine Mary	Physical Education Directress	Absent
19	Mr. M. Johnson Paulraj	Non-teaching staff representative	<i>[Signature]</i>
20	Ms. F. Shimarna	Student Representative	<i>[Signature]</i>

21. Dr. R. Galadin Partha

[Signature]



The members of the Planning and Evaluation Committee came together for a meeting on 5th August, 2023. The meeting commenced at 2.00 p.m. with a short prayer.

The chairperson welcomed the members, Dr. Sr. Leema Rose, the Vice Principal read the minutes of the previous meeting and it was approved by the members.

Dr. Sr. Sahayaselvi, the Principal presented the report of the action taken on the recommendations of the previous meeting.

S. No.	Recommendations	Action taken
1.	To construct an arch in the entrance	It is completed and amount spend for this arch is Rs. 14,13,744/-
2.	To enroll the institution for Academic Bank of Credits (ABC) and Naan Mudhalvan Scheme	The college has been registered under the ABC and Naan Mudhalvan Scheme successfully
3.	To revise the curriculum as per the National Higher Education Qualification Framework (NHEQF)	The curriculum is revised as per TANSICHE and LOCF
4.	To introduce new courses such as B.Sc Fashion Design and M. Sc Computer Science in the next academic year (2023 – 24).	The courses are introduced in the academic year 2023 - 24
5.	To prepare the timetable as per faculty, programme and room allotment and upload it in the website	The timetable is uploaded in the website
6.	To improve the pedagogy and activity based teaching among the faculty	Faculty are instructed to do activity based teaching and the same is monitored through the log book by the respective HoD's and the Principal
7.	To number the rooms due to additions	All the rooms are numbered
8.	To shift the COE office to Cecile Hall and renovate the same	The Controller's section has been shifted to Cecile Hall
9.	To renovate the Vice Principal's office	The Vice Principal's rooms are renovated.
10.	To purchase chairs for the Golden Jubilee hall	Thousand chairs are purchased for the Golden Jubilee hall. Amount spent Rs. 6,50,000/-
11.	To set up the Conference hall	The construction is in progress. The amount spent is Rs. 11,50,000/-
12.	To shift the departments of English (SF), Commerce (SFII), Tamil (SF), and Computer Science.	The departments are shifted to the respective places.
13.	To apply for a NCC unit for the Aided stream	Permission has been obtained for NCC army and awaiting for NCC Navy.
14.	To give training for the students based on their interests such as placement, entrepreneurship, higher studies,	The students are divided based on their aptitude and interest during academic year

	competitive examination and home management	2023 - 2024 and programmes/trainings have been organized time to time
15.	To select a theme for the next academic year 2023 – 24	The theme for the academic year 2023 – 24 is Out come based education, Industry 4.0 and Patent and Publication
16.	To enhance publications in premier journals among faculty and students	63 research papers are published in premier journals
17.	To construct new classrooms for the new courses to be offered in the next academic year and purchase equipments for the same.	The new class room is constructed for Fashion design and costume and the equipments are purchased for Rs. 7,66,999/-
18.	To renovate the driver's resting room	The drivers resting rooms are constructed for Rs. 5,52,671/-

Recommendations

Principal

- Set up eco-park behind the library with Alumni contribution
- Facelift the entrance of Library by the buffalo grass
- Visit 3 colleges with the grade of A++ for exploring the ideas and implementation for the upcoming NAAC visit
- Strengthen social media platform for better visibility
- Set up separate office for the Office of the Deans, Placement, CAT, CHRDC to promote better working culture
- Establish Common room and purchase materials for indoor games
- Merging conference room and IQAC office for better working space.
- Appoint three tier counselling system so as to help students emotionally
- Give an honorarium of 1% towards IIC and entrepreneurship related activities and 0.25 per cent for publication on the total income of the college to the contributors.
- Each department has to visit 5 schools to strengthen the admission for UG programme.
- Set up a digital library
- PDP for Administrative Staff – Batch II will be organized in the month of August.
- Organize staff forum in the month of September and student forum in the month of October.
- Motivate students to get Star Health Insurance policy.
- The Principal would visit two schools and orienting the students in view of admission. (Little Flower & St. Joseph's Convent Hr. Sec. School)
- Provide score card for the faculty to excel in their teaching learning process.
- Apply for NCC Navy unit.
- Rename seminar hall I and II as Sr. Emile Koola Seminar Hall and Sr. Casilda Seminar Hall respectively
- Set up Miyawaki forest



Vice Principal

- PBOT – An initiative to motivate students to be on time to college. A PBOT award will be given to the department (in the Valediction) who have the maximum number of students being punctual at the end of the academic year 2023 -24
- The absentees should get signature from their Parent/ Guardian, counter signed by the Class teacher, HoD and the Vice Principal
- Students should fill the details in the Record of Misdemeanour, if any and get the signature from the Parent, Class teacher, HoD counter signed by the Vice Principal
- Mobile Control Campaign – A video will be displayed in the Digital Board and an awareness programme on the harmful effects of mobile addiction in October.

Examination Wing

- Workshop for staff on assessment (November) and course outcome attainment
- Assessment pattern focusing on application and analytical skills.
- Preparation of question bank based on course outcomes and revised Bloom's taxonomy in the academic year 2023 - 24
- Centralization of Internal test.
- Upload the mark sheets in NAD.

IQAC

- July - AQAR 2022-23 Criteria 1, 2 and 7
SSR QnM Criteria 1
- August - AQAR 2022-23 Criteria 3, 4, 5 and 6
SSR QnM Criteria 2
QIM Cri 1 and 2
IQAC Internal Meeting -1 (Review)
Criteria 1 Dept. Files verification
- September - SSR QnM Criteria 3
QIM Cri 2 &3
NIRF
AISHE
Review Meeting -2
Criteria 2 Dept. Files verification
- October - SSR QnM Criteria 3 and 4
QIM Cri 4
Review Meeting -3
SSR Orientation -1
Criteria 3 & 4 Dept. Files verification
Evaluative Report of the Departments for SSR
- November - SSR QnM Criteria 5, and 6
QIM Cri 5 & 6
IIQA
FDP
Review Meeting -4
SSR Orientation -2
Internal Audit -1 Dept. Files verification
Evaluative Report of the Departments for SSR



Deans of the Academic Affairs

- Organise Curriculum-related FDP (November)
- Compile Criterion I Documents for both SSR and AQAR
- Periodical Curriculum Steering Meetings
- Management of MOOCs
- Value added courses and Certificate courses (November)

Crossian Centre for Research & Development

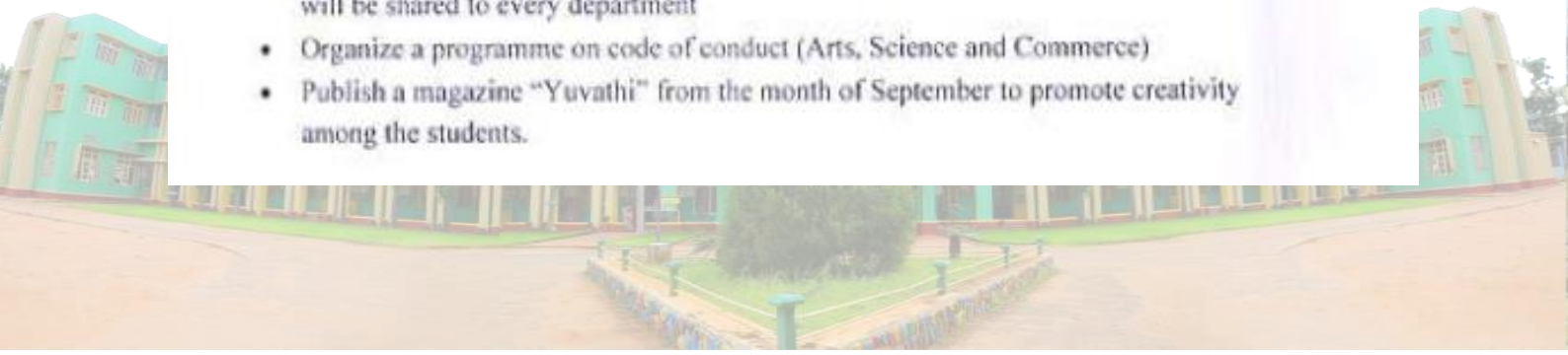
- A minimum of 30 in reputed journals indexed in Scopus/ Web of Science /SCI/ SSCI/ A&HCI and 20 in UGC care listed journals and 20 in other journals
- Multidisciplinary research, Conference/ Seminar in collaboration
- All eligible faculties will apply to increase the strength of their research centres.
- Faculty will complete Ph.D. as assured during appointment.
- Apply for funded projects/ partial financial support from renowned agencies.
- International conference with paper presentation and proceedings with ISBN.
- Release of the June issue of Crossian Resonance.
- Research colloquium/ Workshop/ Hands-on Training to Research Scholars.
- Regular update of Research Database (October).

Dean of External Affairs & MoU Nodal Officer

1. Provide assistance in conducting a minimum of any two programs per department prescribed in the following Areas of Collaboration
 1. Collaborative Research & Joint publications
 2. Assistance for Major & Minor Projects
 3. Joint Online/Virtual Programs/Events
 4. Members in Editorial Board
 5. Membership in Board of Studies
 6. Membership in Academic Council
 7. Collaboration for Seminars/ Workshops/ FDPs Science Departments – During the month of September and October (1 program mandatory each month)
Arts Departments - During the month of September and November (1 program mandatory each month)
2. Signing at least 2 new MoUs with industries/colleges/ universities during the month of October and November respectively.

Dean of Student Affairs

- Documentaries will be screened once a month based on the values during HoB which will be shared to every department
- Organize a programme on code of conduct (Arts, Science and Commerce)
- Publish a magazine “Yuvathi” from the month of September to promote creativity among the students.



Dean of Extension Services

- Adopt five villages – Thollavilai, Mela Surankudy, Karthikaivalali, North Konam, Naduvor to promote activities based on the needs of the people.
- YRC and RRC would organize blood donation camp, an awareness camp for breast cancer will be organized in the month of September.
- Eco Club would organize a one – day workshop on Vermi- compost and Kitchen garden in the five villages in the month of September
- Consumer Club and Legal Literacy Club jointly organize Food Adulteration awareness camp in the month of October
- Women’s Cell would organize a one – day workshop on preparation of Nalangu maavu to the Self Help Groups (SHGs) in the month of October
- Rotaract Club would plant saplings in the canal near the villages in the October

Dean of Entrepreneurship Development

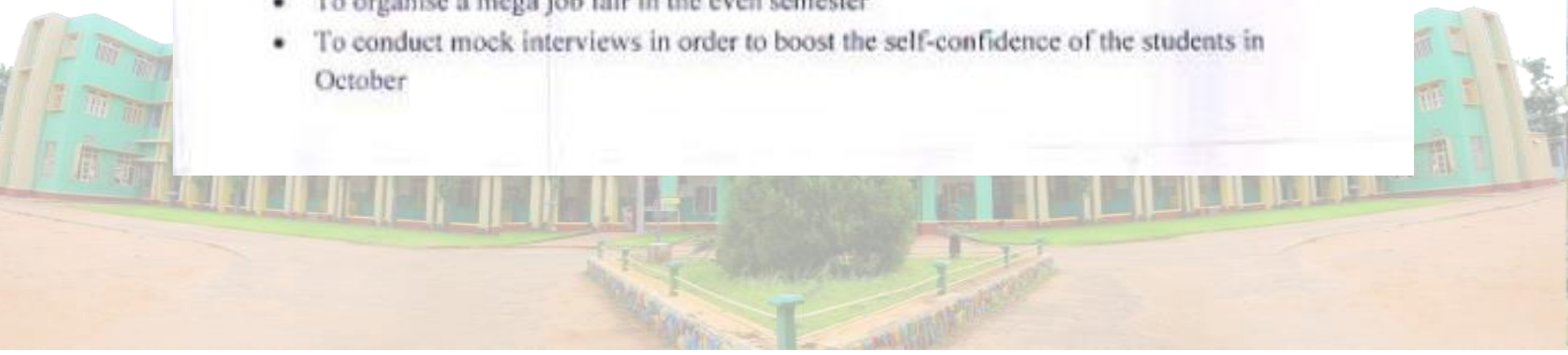
- Identify students based on their aptitude and generate 50 entrepreneurs during the per semester
- Organise 4 Start-up bazaars per semester, to hone the business skills of the students
- Incubate the startups in Innovation and Incubation Lab and help registered student entrepreneurs to work/earn during the HoB (In progress - Chess, Aari work)
- Invite Business Proposals from aspiring entrepreneurs and provide a total seed funding of Rs. 50,000 for kickstarting the ventures.
- Offer product-based training to 100 students in Jute Bag making, Vermiculture, Aquarium Management and fish culture, and Fish products and preservation
- Conduct entrepreneurial training for 100 women/girls, aged 18 and above, from tribal, rural, and coastal villages to empower and uplift the community

Parent-Teacher Association

1. Organize Freshers’ Day in collaboration with the Student Council in the month of June to make the students aware of the history, growth, rules and regulations of the institution.
2. Organise an awareness programme on “Emotional Wellbeing for Academic Excellence” for the parents of II UG, III UG and II PG students in the month of September. The parents would be asked to sign in the mark statements (I CIA) and to meet their teachers and discuss the academic growth of their wards. The parents of students from economically sound backgrounds will be invited for a meeting at St. Joseph’s Hall on the same day to discuss the means to raise funds for the growth of the college.

Placement Cell

- To sign a Memorandum of Understanding with St. Xavier’s Catholic College of Engineering, Chunkankadai to organise a job mela in the even semester
- To organise a mega job fair in the even semester
- To conduct mock interviews in order to boost the self-confidence of the students in October



Reaching the Unreached Neighbourhood (RUN)

- To focus on Sustainable Development Goals (SDGs) and extended our efforts to adopt villages in Kanyakumari district.
- To ensure effective collaboration and coordination, planned to sign Memorandums of Understanding (MOUs) with the village authorities, local government bodies, and relevant NGOs.
- To increase the number of MOU's between the institution and NGO's
- To implement extension activities and contribute to the betterment of society.

UBA

- July – Organize a Workshop on Gram Panchayat Development Plan
- August – Gram Sabha meeting will be organized. Three project proposals will be submitted
- September – All the reports will be uploaded in the UBA portal
- October – To enhance leadership qualities among students, Gram Sabha meeting will be organized

Institution's Innovation Council

- June - Mentoring event for Patent Drafting and Filing.
- June - Drafting and filing of 10 Patents, 3 Designs and 1 Trademark
- Provide seed money for patent drafting and filing - (HCIIC provided Rs. 1,71,376/- as seed money for Patent drafting and filing)
Seed money percentage: For two inventors - 50 %
 For three inventors - 33 %
 More than three inventors - 25 %
- Provide assistance for Patents, Design, Copyrights and Trademarks.
- Signing of 3 MoUs with industries



Minutes of the Planning and Evaluation meeting held on 3rd January, 2023.

Sl. No.	Names	Designation	Signature
1	Dr. Sr. S. Sahayaselvi	Principal	<i>[Signature]</i>
2	Dr. Sr. M. Mary Hilda	Secretary	<i>[Signature]</i>
3	Dr. Sr. Leema Rose	Vice Principal 1	<i>[Signature]</i>
4	Dr. P. Sathya	Vice Principal 2	<i>[Signature]</i>
5	Dr. J. Vinoliya Josephine Mary	Controller of Examinations	<i>[Signature]</i>
5	Dr. H. Jimsy Asha	IQAC Director	<i>[Signature]</i>
6	Dr. Jeni Chandar Padua ✓	Dean of Science	<i>[Signature]</i>
7	Dr. S. Mary Mettilda Bai	Dean of Research	<i>[Signature]</i>
8	Ms. A. Judes Jalaja	Dean of Student affairs	<i>[Signature]</i>
9	Dr. V. Antony Prakash Babila	Dean of Extension	<i>[Signature]</i>
10	Dr. R. Abilasha	Dean of External affairs	<i>[Signature]</i>
11	Dr. F. Brisca Renuga ✓	Senior Faculty	<i>[Signature]</i>
12	Dr. S.J. Jenepha Mary	Coordinator of RUN	<i>[Signature]</i>
13	Dr. Panimaya Mercy	Coordinator of UBA	<i>[Signature]</i>
14	Ms. P.T. Anbu Hannah Dora ✓	Coordinator of Clubs and Committees	<i>[Signature]</i>
15	Dr. V. Sujin Flower	Coordinator of Placement and Career Guidance Cell	<i>[Signature]</i>
16	Dr. Sheeba Daniel	IIC Convenor	<i>[Signature]</i>
17	Dr. J. Christy Celine Mary	Physical Education Directress	Absent
18	Mr. M. Wilson / <i>[Signature]</i>	Non-teaching staff representative	Absent
19	Ms. Ridhi F. Dayal	Student Representative	<i>[Signature]</i>
20	Dr. S. Regi	Assistant Controller	<i>[Signature]</i>

The members of the Planning and Evaluation Committee came together for a meeting on 3rd January, 2023. The meeting commenced at 2.30 p.m. with a short prayer.

CAT - Sr. Subash
HARDC - Shalby



The chair person welcomed the members. Dr. Sr. Leema Rose, the Vice Principal read the minutes of the previous meeting and it was approved by the members.

Dr. Sr. Sahayaselvi, the Principal presented the report of the action taken on the recommendations of the previous meeting.

S. No.	Recommendations	Action taken
1.	To set up a restaurant hut and renovate the canteen	Two restaurant huts have been constructed and the canteen has been renovated. Rotary Club of Nagercoil sponsored Rs. 2, 30, 000 for the same
2.	To equip Golden Jubilee hall with audio facilities	Two fans have been purchased for Rs. 6,38, 000, audio system has been purchased for Rs. 20,50,000 and 1000 chairs have purchased for Rs. 6,50,000
3.	To renovate the existing notice board	The notice board has been renovated to use both front and back. Amount spent Rs. 1, 86, 000
4.	To devise a model for this academic year to focus more on quality education	The Crossian model has been devised with a focus on commitment with compassion
5.	To formulate a theme for the academic year and work for the same throughout the year	The theme for the academic year is Initiate, Innovate and Collaborate. All the activities of the college will revolve around this theme
6.	To decentralize the Administration for effective functioning	The Administrative team has been decentralised and the following members were appointed: Dr. P. Sathya as the Vice Principal 2, Dr. S. Regi as the Assistant Controller of Examiantions, Dr. Antony Prakash Babila as the Dean of Extension, Dr. R. Abilasha as the Dean of External Affairs and Dr. Mary Metilda Bai as Dean of Research
7.	To showcase the activities of the college through social media	Social media accounts in Twitter, LinkedIn and Facebook were created and the activities of the college are posted regularly. YouTube channels – one in Tamil and another in English were created to showcase the activities of the institution. The teachers are asked to maintain accounts in Twitter, LinkedIn and Instagram.

8.	To establish Crossian Human Resource Development Centre (CHRDC)	CHRDC is established to provide trainings, opportunities for the staff for constant self and professional development.
9.	To apply for one NSS unit for Self Financing streams and NCC for Aided stream	NSS unit for Self financing stream is started 01.10.2022 and for NCC, the permission is obtained from JD office, Tirunelveli.
10.	To sign MoUs with other HEIs	23 MoUs have been signed with various HEIs in Tamil Nadu, Karnataka, Assam and Jharkhand.
11.	To redesign the college logo for better visibility	The existing logo has been redesigned to enhance better visibility and clarity
12.	To enhance media centre with well-equipped audio and video facilities	The media centre is shifted to St. Joseph's Block with well-equipped audio and video facilities.
13.	To give an honorarium of 1% towards IIC and entrepreneurship related activities and 0.25% for publication on the total income of the college to the contributors	IIC has been given Rs. 4, 44, 652 as seed money, innovation and entrepreneurship and Rs. 1, 09, 000 for the promotion of research publications
14.	To mobilize money to nurture the poor students	A Crossian Amudha Surabi is created to collect funds from all stakeholders and start this project in January 2023
15.	To provide RFID to all the staff and students	RFID has been given to all the staff and students
16.	To increase the bandwidth for better Wi-Fi connectivity	From 80 mpbs to 150 mpbs connection is obtained from BSNL. Amount spent Rs. 7, 00, 000
17.	To enhance the admission and to attract more students	Calendars have been issued to all the staff and students so as to ensure better visibility of the institution
18.	To enhance the research network of the faculty	The faculty enrolled themselves in Vidwan portal and IRINS

Recommendations:

1. To construct an arch in the entrance
2. To enroll the institution for Academic Bank of Credits (ABC) and Naan Mudhalvan Scheme
3. To revise the curriculum as per the National Higher Education Qualification Framework (NHEQF)



4. To introduce new courses such as B.Sc Fashion Design and M. Sc Computer Science in the next academic year (2023 – 24).
5. To prepare the timetable as per faculty, programme and room allotment and upload it in the website
6. To improve the pedagogy and activity based teaching among the faculty
7. To number the rooms due to additions
8. To shift the COE office to Cecile Hall and renovate the same
9. To renovate the Vice Principal's office
10. To purchase chairs for the Golden Jubilee hall
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12. To shift the departments of English (SF), Commerce (SFII), Tamil (SF), and Computer Science.
13. To apply for a NCC unit for the Aided stream
14. To give training for the students based on their interests such as placement, entrepreneurship, higher studies, competitive examination and home management
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17. To construct new classrooms for the new courses to be offered in the next academic year and purchase equipments for the same.
18. To renovate the driver's resting room.

