



Holy Cross College (Autonomous)

Accredited with A+ Grade (CGPA 3.35 - IV Cycle) by NAAC
Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Nagercoil - 629 004



Theme for the Academic Year - 2023-2024

**Outcome Based
Education**

Industry 4.0

**Publications and
Patents**

HANDBOOK

Crossian Model





HOLY CROSS COLLEGE

(Autonomous)

Accredited with A⁺ Grade (CGPA 3.35 - IV Cycle) by NAAC

Nagercoil - 629 004

HANDBOOK 2023-2024

| CONTACT

Secretary	: 04652-261473 (O)
Principal	: 04652-261473 (O)
Controller of Examinations	: 04652-264340 (O)
College Hostel	: 04652-260897
Fax	: 04652-260704
E-mail	: holycrossngc@yahoo.com
College Website	: https://holycrossngl.edu.in

PERSONAL MEMORANDA

Name

Name of the Programme

Year of study

Register Number

ABC Number

Date of Birth

Blood Group

Father's Name

Mother's Name

Phone Number

Address of Residence / Hostel / Guardian

.....

.....

.....

.....

E-mail id

Aadhar Number

Bank Account Number

Vehicle Number

Signature

MOTTO

IN CRUCE ET MARIA SPES NOSTRA
“In the Cross and Mary is our hope”.

VISION

Imbibing the Spirit of the Holy Cross, the institution envisions a harmonious society by empowering young women for global competency and ecological sustainability through a holistic approach with innovative skills.

MISSION

1. To provide quality education and to promote scholarly activities catering to global competency.
2. To nurture participatory leadership to enhance social consciousness and social responsibility.
3. To uphold ethical values of love, truth and justice, personal accountability and transparency through professional commitment.
4. To create global professionals and entrepreneurs with innovative spirit and zeal.
5. To create empowered women of competence, commitment and compassion.
6. To instill in staff and students the awareness of interconnectedness between human and nature.

NATIONAL PLEDGE

India is my country and all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat every one with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

NATIONAL ANTHEM

Janagana-mana-adhi-nayaka-Jayahe
Bharata-bhagya-vidhatha
Punjaba-Sindu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala -Yamuna-Ganga
Uchchala-Jaladhi-taranga
Tava suba name Jage
Tava subha asisa mage
Gahe tava jaya gatha
Jana-gana mangala dayaka Jayahe
Bharata - bhagya - vidhata
Jayahe, Jayahe, Jayahe
Jaya, Jaya, Jaya, Jayahe

- Rabindranath Tagore

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நீலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டயிதில்
தெக்கணமும் அதிர்ச்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வரசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
தமிழணங்கே!
உன் சீரீளமைத் திறம்வியந்து
செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

- 'மனோன்மணியம்' பெ. சுந்தரம்பிள்ளை

கல்லூரி வாழ்த்து

எம் திருச்சிலுவைக் கல்லூரி
வாழ்க என்று வாழ்த்துவோம்
வளர்க என்று போற்றுவோம்
எம் திருச்சிலுவைக் கல்லூரி

(1)

கல்வியாலும் கலைகளாலும் ஆளுமையை உருவாக்குவோம்
கடமையும் கண்ணியமும் இருவிழியாய்க் காத்திடுவோம்
புதிய வாழ்வு புதிய பூயி காண்போமென்றும் உறுதியாய்
உரிமை கொண்ட மாதிராக வீறுநடை போடுவோம்

(எம் திருச்)

(2)

இந்தியாவின் ஒருமைப்பாட்டை இதயங்களில் விதைத்திடுவோம்
சொந்த மண்ணில் சேவைப்பயிரை விண்ணுயர வளர்த்திடுவோம்
சிந்தை மீட்டும் கருணையே செயல்கள் நாட்டும் அமைதியே
சிலுவை காட்டும் பாதையிலே வாழ வழி காட்டுவோம்

(எம் திருச்)

COLLEGE ANTHEM

In the Cross and Mary is Our Hope

Life flows in the Crossian campus
Fluting a song in questing souls
Our waking dreams bring the promise
of petals in the spring.

Our spirits get ignited
We stay connected and united
We are flames of Crossian lamps
Lighting knolls, valleys and swamps.

Reaching out to the unreached lot
We sing our way to infinite heart
With knowledge, truth, love and care
We serve and salve humans far and near.

Love, light, bliss and peace
Drizzle upon us their eternal grace
Intuitive wisdom lights our way
Our souls go aflame everyday...

As we the Crossians know
The daughter of Chavanod is the seed
Of this great green institution
And in her footprints let us lead.

In the Cross and Mary is our hope!
In our path to self-discovery
Research, Arts, Science and Poetry,
Holy Cross holds the key to Victory!

PRAYER BEFORE CLASS

O God, source of all wisdom, I thank you. I offer you my studies and all that I do. Enlighten my mind and strengthen my will. Help me to live in your presence.

- Amen

THE CONGREGATION OF THE SISTERS OF THE CROSS OF CHAVANOD



Mother Claudine Echernier

Foundress of the Congregation

The Congregation of the Sisters of the Cross of Chavanod, founded in 1838, owes its origin to a humble young lady from Savoy, France, Claudine Echernier by name. She was helped and supported in this work by Father Mermier, the Founder of the Missionaries of St. Francis de Sales. Born on the 29th of May 1801, at Feternes a rural parish at Savoy, in a family richer in faith than in possessions, Claudine evinced from her young age an astonishing thirst for knowledge and spiritual sensibility. Gripped by deep personal love for crucified Jesus Christ, she responded to God's call and decided to belong entirely to God and serve the neighbourhood.

With unshakeable faith in the providence of God and being inspired by the courage of Mary at the foot of the Cross and with the guidance of Fr. Mermier, the founder of the Missionaries of St. Francis de Sales, Mother Claudine Echernier dedicated her life to eradicate the ignorance and misery of women.

HISTORY OF THE COLLEGE



Rev. Mother Marie Cecile Vionnet

Foundress of the College

Holy Cross College (Autonomous), Nagercoil, is a Catholic College established and administered by the Congregation of the Sisters of the Cross of Chavanod. The college is under the religious jurisdiction of the Catholic Bishop of Kottar.

Holy Cross College, the first Women's College in Kanyakumari District was inaugurated on 2nd August, 1965. The college campus has an area of about 20 acres with large playgrounds and buildings.

Most Rev. Dr. Roch Agniswamy identified the urgent need to have an exclusive women's college in Kanyakumari District and in response to the proposal by the then Superior General Rev. Mother Yvonne Lavorel (France), responded positively. Rev. Mother Marie Cecile Vionnet, the then Provincial of Trichy, along with her dedicated band of sisters, established this great institution despite severe financial constraints and other difficulties.

The College which was first affiliated to Madras University, started with the Pre University Course (PUC) and offered the following subjects.

Part I - English

Part II - Tamil, Malayalam and French

Part III - Mathematics, Physics, Chemistry.

Physics, Chemistry, Biology.

History, Economics, Advanced Languages.

The College was raised to a first grade college in 1966 and got affiliated to the Madurai Kamaraj University. It began to offer undergraduate programmes in Mathematics, Physics, Chemistry,

Botany, Zoology, History, Economics, Commerce and English and Post graduate (PG) programmes in Mathematics, Physics, Zoology and English. Since 1990, the college has been affiliated to Manonmaniam Sundaranar University, Tirunelveli.

The College was conferred Autonomous status in 2007 and Extension of Autonomy was granted in November 2016. The college has undergone four cycles of accreditation by the National Assessment and Accreditation Council. In the fourth cycle the college is awarded 'A+' grade with CGPA 3.35.

Name of the Educational Agency

Congregation of the Sisters of the Cross of Chavanod (France) - Province of Madurai.

Name of the Trustees : Nil.

Name of the Secretary : Dr. Sr. M. Mary Gilda

Address : Holy Cross Convent, Nagercoil - 4.
Telephone No.: 04652-260709

Name of the Principal : Dr. Sr. S. Sahayaselvi
Telephone No.:04652-260709

Year of Establishment : 1965

G.O. No. permitting the opening of the College: A-3179, Registrar of University of Madras.

Copy of G.O. / Govt. letter permitting change in name and / or change of site / G.O. permitting to continue at temporary site:
Not applicable.

NAAC Accreditation

- ❖ **I Cycle of Accreditation:** Accredited at the 4 Star level on 01.02.1999.
- ❖ **II Cycle of Accreditation:** Accredited at the 'B⁺⁺' level on 20.05.2005.
- ❖ **III Cycle of Accreditation:** Accredited with 'A' Grade (CGPA 3.34) on 05.01.2013.
- ❖ **IV Cycle of Accreditation:** Accredited with 'A+' Grade (CGPA 3.35) on 09.08.2019.
- ❖ **AICTE letter of validity for M.B.A., / M.C.A.:** Not applicable

COLLEGE CREST



The Radiant Cross symbolizes merciful, self-emptying Love of Our Lord Jesus Christ. The letter M refer to Mother Mary, our Protectress. The star on the top represents her guidance in our day-to-day activities. The Anchor symbolises our hope in the Radiant Cross and in Virgin Mary.

In Cruce Et Maria Spes Nostra, the college motto, means “In the Cross and Mary is our hope”.



SUCCESSION LIST OF SECRETARIES

1. Sr. Emilie 1965 - 1969
2. Sr. Casilda 1969 - 1971
3. Sr. Eusebuis 1971 - 1977
4. Sr. Collete 1977 - 1980
5. Sr. Casilda 1980 - 1982
6. Sr. Edith 1982 - 1984
7. Sr. Mesmin 1984 - 1989
8. Sr. Casilda 1989 - 1990
9. Sr. Mercy 1990 - 1991
10. Sr. Rosalie 1991 - 1997
11. Sr. Anne Francis 1997 - 2000
12. Sr. Mesmin 2000 - 2004
13. Sr. Gerardin Jayam 2004 - 2007
14. Sr. Phylis 2007 - 2008
15. Sr. M.R. Basil Rose 2008 - 2015
16. Sr. S. Anne Perpet Sophy 2015 - 2016
17. Sr. Gerardin Jayam 2016 - 2022
18. Sr. M. Mary Gilda 2022 onwards

SUCCESSION LIST OF PRINCIPALS

1. Sr. Emilie 1965 - 1969
2. Sr. Casilda 1969 - 1972
3. Sr. Regina 1972 - 1976
4. Sr. Scholastica 1976 - 1986
5. Sr. Felicia Jothi 1986 - 1990
6. Sr. Rosamma 1990 - 1997
7. Sr. Mercy 1997 - 2000
8. Sr. Rosalie 2000 - 2004
9. Sr. Elsy George 2004 - 2007
10. Sr. Rosalie 2007 - 2010
11. Sr. Gerardin Jayam 2010 - 2015
12. Sr. M. R. Basil Rose 2015 - 2019
13. Sr. S. Anne Perpet Sophy 2019 - 2022
14. Sr. S. Sahayaselvi 2022 onwards

CHRONOLOGY OF EVENTS

Year	Events
2023	College Entrance Arch
2023	New Examination Wing
2022	Patio cafeteria
2021	PG Chemistry Lab, Mushroom Culture Training Centre
2020	Installation of ERP Software
2019	Accredited with A ⁺ Grade (CGPA 3.35-IV Cycle) by NAAC
2019	Golden Jubilee Hall
2018	<i>Thinnai</i> Library, Ph.D. Mathematics
2017	Ph.D. Commerce, Ph.D. Chemistry, Ph.D. Economics, Ph.D. History, Biodiversity garden.
2016	M.Sc. Mathematics (S.F.), Autonomy Extension
2014	M.A. English (S.F.)
2013	Accredited with 'A' Grade (CGPA 3.34-III Cycle) by NAAC, DST-FIST Laboratory
2012	M.Sc. Chemistry (S.F.), M.A. History (S.F.), M.Phil. Commerce (S.F.), Computer Centre, St. Joseph's Block
2011	B.A. Tamil Literature (S.F.), Oxidation Pond
2010	Ph.D. Physics, B.Sc. Mathematics (S.F.), B.A. English (S.F.), B.Com. (S.F.)
2009	M.Phil. Physics (S.F.), M.Phil. Zoology (S.F.), Ph.D. English, Ph.D. Botany, Central Bank of India (Rochnager Branch)
2008	B.Sc. Computer Science (S.F.), M.Phil. English (S.F.), Language Laboratory
2007	Confirmation of Autonomous Status, M.Com. (S.F.), M.S.W. (S.F.), II Floor of Claudine Block
2006	M.Sc. Bio Medical Science (UGC Funded), B.Com. with C.A. (S.F.), Mini Gymnasium, Extension of Claudine Block
2005	Accredited at the 'B++' level by NAAC, Construction of Cecile Hall

2004	Functioning of the Copy & Hello point
2003	M.Sc. (Industrial) Biotechnology (S.F.) and M.A. Business Economics (S.F.). Were changed to M.Sc. Botany and M.A. Economics respectively from 2016-2017 onwards.
2002	Installation of Computer Laboratory, Off – Campus Study Programme under Bharathiar University, Coimbatore
2000	Ph.D. Zoology
1999	Accredited at the Four Star level by NAAC, Multipurpose Hall, Introduction of Vocational Sericulture Course in B.Sc. Zoology
1998	Introduction of Teacher based Education system (Semi-Autonomous status for M.Sc. Zoology)
1995	Construction of Claudine Block and Vehicle shed
1990	Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Member of Association of Indian Universities
1984	M.Sc. Physics
1980	B.Com.
1979	M.Sc. Zoology
1978	M.Sc. Mathematics
1977	Inauguration of extension of State Bank of India, Workshop and Non Residential Student Centre
1973	College Chapel
1972	M.A. English, College Library
1970	Opening of the Madonna Block
1966	Degree status for Arts and Sciences (Affiliated to Madurai Kamaraj University), Botanical Garden, Raised to First Grade College
1965	Founded by Rev. Mother Maire Cecile. Started with PUC (Affiliated to Madras University)

INFRASTRUCTURAL FACILITIES

Media Centre
3 Storeyed Main Block
3 Storeyed Claudine Block
3 Storeyed St. Joseph's Block
3 Storeyed Mermier Block
2 Storeyed Golden Jubilee Block
Library 2 Storeyed
Multipurpose Hall
St. Joseph's Hall (Air conditioned)
Examinations Wing
Administrative Block
Office - Stock Room
Computer Laboratories with Internet facility
Wi-Fi Facility
DST-FIST Laboratory
Tissue Culture Laboratory
9 Research Centres
Madonna Block
Stationery
Copier Room
NSS Room
Indoor Stadium
Play Grounds
Chapel
Rock Garden
Computers in all Departments with Internet facility
Laboratory facilities in all Science Departments
Smart Classroom facility

Bank Branch-Central Bank of India
Vehicle Parking- Staff and Students
Canteen
Pump Room
Copy & Hello point
Workshop
Generator Room (Uninterrupted Power Supply)
Wash Rooms
Oxidation Pond
Sericulture Room
Rainwater Harvesting
Vermicomposting unit
Purified Drinking Water
Waiting Shed
Integrated Farm House
Herbal Garden
Day Care Centre
College Buses (9 Nos.)
Hostel with 2 Blocks
CCTV Cameras
Golden Jubilee Hall
Biodiversity Garden
Thinnai Library
Star Garden
Common Room
Center for Environmental Studies
Center for Women's Studies
Counselling Room
UBA Cell

Placement and Career Guidance Cell
Crossian Center for Research and Development
ERP Office
Generator Room
Cross Com A to Z Tailoring Unit
Candid Collections
Language Lab
Instrumentation Centre
Hospital / Sick Room
Common Room

CORE VALUES

Spiritual values

The college strives for an all round formation in the light of Christian principles inculcating love, truth, justice and broad-mindedness to face the challenges of life with courage and confidence.

Integrity and Honesty

The college upholds ethical values and professional commitment to academic freedom, honesty, personal accountability and transparency.

Academic excellence

The college strives for academic excellence in teaching, learning and research in various disciplines.

Research and Knowledge enrichment

The college encourages scholarly activities in the pursuit of critical thinking and analysis. The college also designs courses which cater towards global competency.

Innovation and Critical thinking

The college creates opportunities for everyone to develop their potential in creative thinking and innovation across various curricular and extra-curricular activities.

Social responsibility

The college initiates social consciousness to promote environmental sustainability and contribution to the society, especially those in periphery.

Aesthetic skills

The college has an ambience to engage mind, body and emotions for transformation through diverse involvement in mental, physical and emotional programmes.

Equity and Equality

The college promotes a safe environment of trust and mutual respect ensuring the strategic plans, fair and inclusive.

Participatory leadership

The college nurtures participatory leadership in students through self-management, team work and shared decision-making to serve society with freedom and responsibility.

Ecological citizenship and Sustainability

Conservation and preservation of ethics promote ecological citizenship. Eco-spiritual awareness helps to see the interconnectedness and understand the intrinsic worth of the human and the non-human world.

GRADUATE ATTRIBUTES

Graduates of our College develop the following attributes during the course of their studies.

Creative thinking: Equipping students with hands-on-training through skill based courses and promote startup.

Personality development: Coping with increasing pace and change of modern life through value education, awareness on human rights, gender issues and providing counselling for the needful.

Environmental consciousness and social understanding: Reflecting upon green initiatives and understanding individual responsibility contributing to the society; promoting social and cultural diversity through student training and service learning programmes.

Communicative competence: Offering effective communication skills in both professional and social contexts through bridge course and activities of clubs and committees.

Aesthetic skills: Engaging mind, body and emotions for transformation through fine arts, meditation and exercise; enriching skills through certificate courses offered by Holy Cross Academy.

Research and knowledge enrichment: Getting in-depth knowledge in the specific area of study through relevant core papers; ability to create new understanding through the process of critical analysis and problem solving.

Professional ethics: Valuing honesty, fairness, respect, compassion and professional ethics among students. The students of social work adhere to the *National Association of Social Workers Code of Ethics*.

Student engagement in the learning process: Obtaining extensive and varied opportunities to utilize and build upon the theoretical and empirical knowledge gained through workshops, seminars, conferences, industrial visits and summer internship programmes.

Employability: Enhancing students in their professional life through Crossian Centre for Entrepreneurship and Career guidance.

Women empowerment and leadership: Developing the capacity of self-management, teamwork, leadership and decision making through gender sensitization programmes.

GENERAL RULES AND REGULATIONS

The reputation of the college is in the hands of the staff and students, whether they are on or off the premises. The institution has utmost faith in its staff and students and in their desire to uphold its standard.

- The college timing is between 8.55 a.m. and 3.15 p.m.
- Semester fee should be paid within ten working days from the date of re-opening.
- Wearing the ID is mandatory for all the students.
- Handbook should be brought to college on all days.
- Students should assemble in the classroom immediately after the first bell.
- Students are not allowed to leave the college during working hours. In case of any emergency, permission and a gate pass should be obtained from the Principal/Head of the Department to leave the campus along with the parent / guardian.
- Students should read the information put up on the college notice board and the department notice board regularly. Failing to observe any instruction put up in the notice board will not be accepted as an excuse for not abiding by it.
- The staff should be given due respect and approached with courteous words and behaviour.
- Disobedience, habitual absence, negligence, malpractice in the examination, and non-observance of the rules of the college shall lead to strong disciplinary action which may in extreme conditions lead to dismissal from college.
- Regularity and punctuality for classes and tests are absolutely essential. Absence for Continuous Internal Assessment (CIA) tests will be penalized.
- Students should dress neatly and decently. Modesty in dressing is highly emphasized by the college.

- Students should come to college in uniform on all working days. On permitted days, students can wear saree / churidar. T-shirts, jeans, and sleeveless dresses are not permitted.
- Students should not pluck flowers or fruits from the plants or trees.
- Students should keep the campus and classrooms clean. They should not write anything on the wall, blackboard or furniture of the classroom.
- Money should not be collected from fellow students without receiving prior permission from the Principal and the Head of the Department.
- No negative comment should be made about the college/ staff/students on social media. Do not post any offensive video or pictures on the web.
- Ragging in any form is banned in the institution. Any such act is liable for due punishment.
- Information of any lost article found in the college campus, should be reported to the college office immediately.
- Students are permitted to bring laptop to the college. Laptop can be used only for academic purpose (seminar, assignment, blended classroom learning and project work).
- Use of mobile phones is strictly prohibited inside the campus. In case of any emergency the students can submit their mobile phones to their class teachers and get it back before leaving the college in the evening.

Library

- Every student is a member of the library and the Readers Forum.
- The library will remain open from 8.45 a.m. to 5.00 p.m. on all working days.
- Strict discipline and silence should be maintained in the library.

- Personal belongings should be left in the property counter at the entrance.
- Students have to bear the Identity Card for entering the library.
- Library cards (2 for UG and 5 for PG) will be given to the students in the first year.
- Library tokens are not transferrable.
- Borrowed books should be returned within 7 days of borrowing. A fine will be levied for each day of delay.
- The borrower should inform the library assistant if a required book is damaged before getting the book issued. Otherwise the borrower will be held responsible if any damage is detected at the time of return.
- If a borrowed book is lost or damaged, it must be reported to the Librarian immediately. The member has to replace the same with a new book along with overdue charge. In case the borrower is unable to replace the book she should pay a penalty of two times the cost of the book.
- All the borrowed books must be returned before the end of every semester.
- Mutilation and theft of library materials are punishable offences.
- Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
- Library books taken out of the shelves for reading must be left on the table or handed over to the library staff on the counter.
- Members can get photocopies of the library books in the library itself.

Attendance

- The students should attend the classes regularly. Attendance will be marked at the beginning of each period in the ERP. Daily attendance is sent to parents through SMS after 10.00 a.m.

- A minimum of 75% of attendance is required to appear for semester exams. If the attendance is 62% to 74% a condonation fee of Rs. 1,000/- will be collected. If the attendance is less than 62%, the student should reappear for the semester.

Leave or Absence

- A student should not absent herself from the class except for valid reasons. She shall apply for leave in advance in the prescribed leave form. It should be duly signed by the parent / guardian and the respective class teachers. The same should be signed by the Vice Principals.
- If a student absents herself without prior information, her absence will be immediately reported to her parents or to the hostel warden and disciplinary action will be taken.
- A student who applies for leave for more than three days must attach a medical certificate from a Registered Medical Practitioner with the leave application form.
- The students who come late will be permitted to the class only with the permission of the HOD.
- All the scholarship / fee concession holders should have an attendance of 90%, failing which the entire scholarship / fee concession amount has to be refunded to the Government as per G.O.M.S. No. 1537 Social Welfare Dept., Dt. 20.04.1983.
- Leave on duty (OD) is given to the students who participate in games, competitions, quiz, seminars, NSS camps, etc. They should submit the OD form duly signed by the respective staff incharge and countersigned by the HOD. The same should be submitted to the Principal and Controller of Examinations before leaving the campus. Those who fail to do so will be considered absent.

Petitions and Complaints

- Requests, petitions, appeals and complaints of any kind must be made either to the principal directly or through the suggestion box, which is kept outside the principal's office. Students are not allowed to make collective petition.

- Under the Government’s Educational rules, the Principal has the authority to punish or penalise the students for inadequate attendance, irregularity in the Continuous Internal Assessments (CIA), suspension and expulsion in matters of grave concern.

CERTIFICATES

- To obtain Transfer Certificate (TC) or Conduct Certificate (CC) or bona fide certificate students must apply at the college office in the prescribed form.
- Certificates will be sent through post if a stamped self-addressed envelope is submitted along with the application. Those who are applying for TC should bring one of their parents/guardian.

Application Format for Receiving Certificates

1. Name of the student (in full) :
2. Residential Address :
.....
3. School :
4. Name of the Specific Programme :
5. Register Number :
6. Year of Joining :
7. Year of Leaving :
8. Year of last summative exam taken in this college :
9. Certificate required :
10. Reason :

Date :

Signature of the student

Documents Required for Receiving Certificate

a) Duplicate mark statement

1. Covering letter addressed to the CoE
2. Affidavit from the Village Administrative Officer
3. Receipt of fee paid

b) Consolidated mark sheet

1. Covering letter addressed to the Principal and CoE
2. Photocopy of all mark statements
3. Copy of the advertisement in newspaper
4. Original acknowledgement from the police station for the complaint registered regarding missing document
5. Affidavit from the Village Administrative Officer
6. Receipt of fee paid

c) Migration Certificate

1. Covering letter addressed to the Principal
2. Photocopy of last mark statement
3. Receipt of fee paid

d) Transfer Certificate/Conduct Certificate

1. Filled in Application Form
2. Fees

e) Provisional / Degree Certificate

1. Covering letter addressed to the Principal and CoE
2. Collect essential documents from CoE section and office submit to the university.
3. Photocopy of all mark statements
4. Approval Letter from the CoE office

f) Duplicate ID

1. Request letter addressed to the Principal
2. Passport Size Photo
3. Receipt of fee paid

g) Any other certificate:

Request letter addressed to the Principal

Contact Personnel & Authority

Student Affairs	Contact Personnel
Staff and student matters, reporting special achievements and award, representing special requests, needs or problems	Principal
Discipline related issues	Vice Principals
Self-learning, Non-Major Elective and Skill Enhancement Courses. Registration / Change	Deans/ Members of Curriculum Steering Committee
Registration for retest of Continuous Internal Assessment (CIA)	Head of the Department
Semester Examination: Registration for regular/ arrear exams, distribution of cumulative mark sheets	Controller of Examinations
Applying for provisional certificate and degree certificate	College Office
Attestation of Certificate	Principal / HOD of Aided Department
Student Bonafide Certificate / Transfer Certificate / Conduct Certificate	Principal (After verifying with the office assistant at the certificate counter in the college office)
General Scholarships	Principal (After contacting the office assistant at the scholarship counter in the college office)
Endowment Scholarships	HOD
Leave Application (a) Day Scholars (b) Hostellers	HOD and Class in-charge Warden and Class in-charge
Fee Payment College Fee / Exam Fee / All other cash payments	ERP

SCHOLARSHIPS & PRIZES

Various State and Central Government Scholarships are available. Contact the class teacher/ HOD / Office for detailed information.

1. Government of India Merit Scholarship
2. Backward Class Scholarship
3. Most Backward Class Scholarship
4. SC/ ST, SCC Scholarship
5. University Merit Scholarship
6. Uzhavar Scholarship
7. Differently abled Scholarship
8. EVR Nagammaiyar Scholarship
9. Single Girl Child Scholarship
10. BC Merit Scholarship
11. Moovalur Ramamirtham Ammaiyar Higher Education Assurance Scheme (Pudhumai Penn Scholarship)

For Self-Financed Students

1. Minority Scholarship
2. Uzhavar Scholarship
3. SC/ ST Scholarship
4. Differently abled Scholarship
5. Sitharam Jindal Foundation Scholarship
6. Ph.D. Scholarship

From the Management

- ❖ Crossian Merit Scholarship (CMS)
- ❖ Institutional Scholarship for Poor Meritorious student
- ❖ Scholarships for Meritorious S.F. Students
- ❖ Freeships for Sports Students

Endowment Scholarships and Prizes

S. No.	Name of the Endowment	Instituted by	Amount
1	Sr. Scholastica	Management	5000
2	Sr. Scholastica	Rotaract Club of Holy Cross College	1000
3	Sr. Eusebius	Management	1000
4	Sr. Zita	Management	1500
5	Sr. Yvonne Lavorel	Management	3000
6	Sr. Lucy	Management	500
7	Sr. Regina	Management	3000
8	Sr. Helen	Management	1400
9	Sr. Benedicta	Management	500
10	Sr. Cecile	Management	3000
11	Sr. Martina	Management	500
12	Sr. Casilda	Management	1500
13	Sr. Geraldine	Management	1000
14	Sr. Caritas	Management	1000
15	Sr. Yvonne Lavorel	Management	400
16	Mother Cecile Vionnet [Foundress]	Management	2500
17	Mother Cecile Vionnet [Foundress]	Management	500
18	Sr. Emilie	Management	1000
19	Ms. Francis Vidayathil	Sr. Edith	1000
20	Mrs. Hepzibai Fenn George	Mr. Fenn George	1500
21	Mr. Ramalingam Pillai	Mr. Chockalingam Pillai	250
22	Bishop Agniswamy [Founder]	Management	9000
23	Bishop Agniswamy [Founder]	Management	1000

24	Mrs. Banumathy	Mrs. Banumathy	2000
25	Mrs. Jeyam	Mrs. Jeyam	500
26	Value Education	Management	350
27	Mr. Daniel	Mrs. Teresa M. Rajasingh	1000
28	Dr. M. VasanthaRajam	Dr. M. VasanthaRajam	400
29	Selvi. Sathi	Selvi. Sathi	1000
30	Mrs. Nirmala Thambi	Chemistry	1000
31	Mrs. Alexandria John Sahayam	Mrs. Alexandria John Sahayam	500
32	Mrs. Alexandria John Sahayam	Mrs. Alexandria John Sahayam	2500
33	Mrs. Maria Victoria	Staff members Dept. of Commerce	1000
34	Mrs. Maria Victoria	Husband	2000
35	Staff members, Dept. of Chemistry	Scientific Company	500
36	Mrs. Constance Devadoss	Dept. of English Staff members	1000
37	Sr. Fabiana	Management	1000
38	Mrs. Ashitha Prem Kumar	Mrs. Ashitha Prem Kumar	2000
39	Tmt. P. Sundarabai	Tmt. P. Sundarabai	3000
40	Tmt. C. Jagathammal	Tmt. C. Jagathammal	2000
41	Tmt. Rita S. Muthu	Mr. S. Muthu	3000
42	Mr. Sundara Krishnan & Mrs. Ponnu Rukmani for the best M.Sc. student	Mrs. S. Meenakshi	3000
43	Mrs. Leela Judnis	Mrs. Leela Judnis	3000
44	Mrs. Suseela Mary for the best outgone student	Mrs. Suseela Mary	3000
45	Mrs. Suseela Mary	Staff members, Dept of Botany	1000

46	Mrs. Banumathy for highest mark in first physics	Mrs. Banumathy	2000
47	Mr. Devasahayam	Mrs. Doosliyn Mary	5000
48	Mr. Varuvel	Mrs. Jeyaseeli	3000
49	Mrs. Annamma Joseph	Sr. Rosamma	2000
50	Mrs. Teresa M. Rajasingh	Mrs. Arul Ponniah	5000
51	Sr. Lucy Charlotte	Mrs. Pearl	5000
52	Kalluveethil Helenammal Francis	Mr. Kingsly Kalluveethil	25000
53	Sr. Felicia	English dept. staff members	4000
54	R. Reechan	P. Maria Latitial	5000
55	Mr. & Mrs. Vincent Fernando	Mrs. Lucy Zephryne	3000
56	Sr. Dorisfor the voracious reader	Management	2000
57	Mr. M. Devasahayam	Mrs. D.G.M. Victoria	5000
58	Mrs. Annamma Joseph	Sr. Rosamma	1000
59	Sr. Elsy George	Sr. Elsy George	3000
60	Miss. A. Amalorpavam prize for the differently abled student	Miss. A. Amalorpavam	5000
61	Tmt. Y. Premalatha prize for the best outgone student	Department of Zoology	5000
62	Tmt. Y. Premalatha	Mr. Asir Celine Kumar	10000
63	Mr. Joseph George	Mrs. Beenamma Joseph George	50000
64	Mr. & Mrs. Selva Muthu Proficiency prize for M.Phil English Literature Student	Mrs. Margaret Mary	10000

65	Tmt. Rajam Godwin	Tmt. Rajam Godwin	10000
66	Mr. Irudaya Raj	Mr. Irudaya Raj	3000
67	Best outgone student of M.Com.	M. Com. students 2007-2009	4050
68	Best Performance in Extracurricular Acticites M.Com Students	M.Com Students 2007-2009	4000
69	Fr. Pascal's silver jubilee endowment	Fr. Pascal	6000
70	Sri. E. Chelliah Nadar-Seetha Lakshmi Ammal	Mrs. C. Saroja	20000
71	Mr. M. C. Arockia Swamy	Mrs. A. AlankaraVasanthi	10000
72	Mrs. Suseela Mary for best UG student	Mr. Francis	50000
73	Mrs. Dharmamony Victor & Sr. Scholastica	Mr. V. Samuel Antony	5000
74	Mrs. Tamarasi for the best player	Mrs. Tamarasi	10000
75	Mrs. Genoby M. George	Mrs. Mary Josheela	10000
76	Best U.G. outgone student	Commerce students, 2011-2014	7500
77	Mother Emily's for B.Sc. Botany and M.Sc. Botany student	Alumnae of Botany	20000
78	Dr.Thadues Maria Ignatiammal	Crispin Kavitha and Christo Kavin	50000
79	Dr. A. Benedictal Prize for scoring the highest mark in I M.Sc.	Dr. A. Benedictal	10000
80	Mother Emily	Dr. Mercy Leelavathy	5000
81	P. Mary Helen	P. Mary Helen	20000
82	T.R. Nirmala Vasantha	T.R. Nirmala Vasantha	10000

83	Highest Mark in Law Paper(Self financ B.Com.)	Safi traders	10000
84	Nirmala Thangavelu	Nirmala Thangavelu	10000
85	Mrs. Jayasurya for securing highest mark in Evolution	Mrs. Jayasurya	10000
86	Highest mark in financial Management M.Com.	Mrs. Saroja Melota	10000
87	Mr. S. Devasahayam& Mrs. Martin Mary Prize for Highest Mark in Income Tax Paper	Mr. Amal Raj	10000
88	Ms. Sathi	Mrs. K. Sruthi	10000
89	Koola foundation	Mr. Mathew Koola	3000
90	Sports endowment	Dr. Sr. Gerardin Jeyam	40000
91	Best outgoing B.Com. Student	Mrs. Beaula Dason	5000
92	Tamil Grammar	Mrs. V. Hermana Gilt Arachi	5000
93	Dr. K. Navaneetha Krishnan	Dr. Sr. Gerardin Jeyam	10000
94	Mrs. Beaula Dason Prize for best outgoing B.Com. Student	Mrs. Beaula Dason	5000
95	Mrs. A. Jothy Arokiaswamy	Mrs. A. Alankara Vasanthi	20000
96	Lion Dr. S. A. P. Varghese	Lion Dr. S. A. P. Varghese	70000
97	Maximum credit in M. Phil. programme	M.Phil. Commerce 2014-2015	10000
98	Mr. A. Arul Dhas	Mrs. A. T. Little flower	130000
99	Mr. E. G. Nallaraj	Mrs. Padma Gladstone	15000
100	Mrs. Kamala Bai	Mrs. Kamala Bai	10000
101	Mrs. S. Josphine	Mrs. S. Josphine	10000
102	Dr. S. Cletus Babu	Dr. S. Cletus Babu	200000

103	Maximum attendance in M.Phil. Commerce	M.Phil. Commerce 2015-2016	13000
104	Vinanchi Arachi - Viogulamarial Inter Collegiate Thirukkural Competition	Dr. V. Jebamalai Arachi, V. Hermana Gilt Arachi & Mr. S. Vijayakumar Arachi	50000
105	Dr. S. Stella Bai	Dr. S. Stella bai	10000
106	Mrs. Thanalakshmi	Mrs. Thanalakshmi	10000
107	S. Mahadeva	Mrs. Meenakshi	10000
108	Mr. VinanchiArachi	Dr. V. JebamalaiArachi	45000
109	Mr. D. Thurai	Sr. GerardinJeyam	10000
110	Dr. M. Leema Rose	Dr. M. Leema Rose	10000
111	Mrs. Antony Ammal	Mrs. Josephine Rani	25000
112	Mr. Thanka Nadar	Mrs. Josephine Rani	25000
113	Ms. Nazerath Xavier Corera	Sr. Mesmin	5000
114	Bishop Arockia Swamy	Bishop Arockia Swamy	10000
115	Sr. Verginio	Sr. Verginio	2000
116	Ms. Jeba Malar	Mr. Davis Raj	2000
117	Sr. Regina	Staff, Management	2500
118	Sr. Regina	Staff, Management	2500
119	Mr. Maria Antony	Ms. Stella Rose	5000
120	Mr. Wilfred Doss	Ms. Premalatha	2000
121	Sr. Electa	Sr. Electa	1000
122	Mr. C. S. Gonsalvez	Sr. Sophy and Ms. Rose Catherine	5000
123	Ms. Padma	Ms.Padma	2000
124	Sr. Colett	Sr. Colett	1000
125	Ms. Tresa M. Rajasingh	Staff	4000
126	Ms. Tresa M. Rajasingh	Staff	1000
127	Ms. Constanse Deva Doss	Ms.Constanse Deva Doss	2000

128	Mr. Peter	Ms. Stella Bai	2000
129	Sr. Helen	Sr. Helen	1000
130	Ms. Nagarathnam Sivasubramaniam	Ms. Uma	1000
131	Sr. Crystiline	Sr. Crystiline	2500
132	Principal	Principal	500
133	Ms. Indra Madhavan	Ms. Indra Madhavan	2500
134	Ms. Krishnammal	Ms. Krishnammal	2500
135	Sr. Esthaline	Sr. Esthaline	1400
136	Sr. Daisy	Sr. Daisy	1500
137	Mr. Wilfred Doss	Ms. Premalatha	5000
138	Mr. Jesu Retham	Mr. Jesu Retham	3000
139	Ms. Lizzy Nallathamby	Ms. Ruth Joy	3000
140	Ms. Rubavahy Moses	Ms. Rubavahy Moses	2000
141	Fr. James	Ms. Rita S. Muthu	5000
142	Mr. Fernandez and Ms. Heleenammal kalluveetil	Mr. Kingsly	4000
143	Sr. Mesmin	Teaching Staff	5000
144	Ms. Clara	Botany Staff, Ms. Ayniece and Ms. Rangitha	2000
145	Ms. Saroja John	Ms. Elizabeth Luzy	5000
146	Ms. V. Rebeccal	Sr. GerardinJeyam	5000
147	Ms. Haily George	Ms. LuzyZephrine	2000
148	Sr. Maria Pushpam	Ms. Mary Josephine Indra	3000
149	Sr. Cecile	Ms. Kamakshi	5000
150	Sr. Dolorese	Ms. Kamakshi	5000
151	Sr. Mesmin	Ms. Kamakshi	4000
152	Ms. Sita	Ms. Sita	4000
153	Sr. Mercy & Sr. Basil	Ms. Achamma Devassy	10000

154	Sr. Basil & Sr. Mercy	Ms. Phlomia	10000
155	Sr. Judith	Alumni	3000
156	Sr. Prisca	Sr. Prisca	3000
157	Ms. Vimala Lesly Josephine	Zoology Staff	5000
158	Sr. Mercy	Zoology Staff	5000
159	Mrs. Dulcy Fathima	Mrs. Dulcy Fathima	5000
160	Mrs. Pushpam	Mrs. Pushpam	5000
161	Sr. Elsy George	Prof. Mathew Koola	3000
162	Mrs. Bremavathy	Mrs. Bremavathy	10000
163	S. Rengitha Bai	S. Rengitha Bai	3000
164	Sr. Rosalie	Sr. Rosalie	3000
165	Mrs. Yasodha	Mrs. Yasodha	5000
166	Mrs. Dulcy Fatima	Mrs. Dulcy Fatima	5000
167	Mrs. Pushpam	Mrs. Pushpam	5000
168	Sr. Elsy George	Prof. Mathew Koola	3000
169	Best Sports student in II year Tamil	Dr. Bremavathy	10000
170	S. Rengitha Bai	S. Rengitha Bai	3000
171	Best outgone student in M.Sc. Biotechnology	Sr.Rosalie	3000
172	Best sports student in UG Economics	Mrs. Yasodha	5000
173	Merit student in I B.A English	Mrs. Stella rose, P. Premavathy	5000
174	Sr. Carmel	Mr. Stanislaus	3000
175	Mrs. Kasthuri	Mrs. Kasthuri	10000
176	Mrs. Kochutheresia	Mrs. Kochutheresia	10000
177	Mrs. Rose Catherine Gonsalvez	Mrs. Rose Catherine Gonsalvez	10000
178	Mrs. Stella Rose	Mrs. Stella Rose	10000
179	Mrs. Ophilia Miranda	Mrs. Ophilia Miranda	10000

180	Mr. Thanka Raj	Mr. Thanka Raj	3000
181	Student scoring highest mark in E-Commerce	M.Com. Students, 2009-2010	2000
182	Mrs. Ruby Corera	Sr. Mesmin	25000
183	Sport Students	Mrs. Tamilarasi	10000
184	Mrs. S. Maria Pushpam Alphonse	Dr. A. Stella Roselin	5000
185	Faculty-Scholars awarded Ph.D	Fr. Martin	5000
186	Mrs. Hermana Gilt Arachi	Mrs. Hermana Gilt Arachi	5000
187	Mrs. Mary Premalatha	Mrs. Mary Premalatha	10000
188	Mrs. Annamma Mathew	Mrs. Annamma Mathew	10000
189	Mrs. Parvathy	Mrs. Parvathy	10000
190	Mrs. Usha Oomen	Mrs. Usha Oomen	5000
191	Mrs. Anandavally	Mrs. Anandavally	10000
192	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	5000
193	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	4000
194	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	2000
195	Mrs. Parvathy	Mrs. Parvathy	10000
196	The Royers – overall academic proficiency	Ms. M. Rosary Royar	25000
197	Poor Student of UG Self Finance	Fr. Joseph Angelo	25000
198	Dr. Ashok	Ms. Jenepha	10000
199	Mr. Ponnumuthu	Mrs. Sundari Bai	10000
200	Mrs. Ellen Nordmark & Mrs. Ulla Sandagreen	Mrs. I. Tamilarasi	50000
201	Mrs. Immaculate Philip	Mrs. Immaculate Philip	10000
202	Mr. Mark Devasahayam	Mrs. Immaculate Philip	10000
203	Mrs. Elizabeth Mabel	Mrs. Elizabeth Mabel	10000
204	Mrs. Vaz Mary Ramanie	Mrs. VazmaryRamanie	10000

205	Mrs. Kalinga Rani	Mrs. Kalinga Rani	10000
206	Mrs. I. Tamilarasi	Mrs. I. Tamilarasi	10000
207	Mrs. I. Tamilarasi	Mrs. I. Tamilarasi	10000
208	Mr. Swami Dhas & Mrs. Duriet Julianammal	Mr. Swami Dhas & Mrs. Duriet Julianammal	15000
209	Best Sports Student	Sr. Elsy Thattla	5000
210	Education of the child of Non-teaching	Sr. Elsy Thattla	5000
211	Student good in Spoken English in M.Com. SF	Mrs. Mary	5000
212	Best outgone student in B.Com. SF Students	B.Com. (S.F) students (2010-2013)	5000
213	M. Phil. Commerce - Best Outgone Student	M.Phil. Commerce 2012-2013	10000
214	Mrs. Annammal Angelo	Fr. Joseph Angelo	25000
215	Mr. Angelo Fernandez	Fr. Joseph Angelo	25000
216	Students of department of commerce S.F.	III B.Com. S.F. 2015-2018	10000
217	Highest Mark in Bio Chemistry (I M.Sc. Zoology)	Mrs. Y. Mary Saroja	25000
218	Highest mark in Physical Chemistry (I B.Sc. Chemistry)	Ms. AlankaraVasanthi	10000
219	Best Student in B.Sc. Zoology	Ms. Alice Prema	25000
220	Highest total in M.Sc. Mathematics	Ms. Inigo Mary Janet	10000
221	Top Scorer in English Literature	Ms. Elizabeth Lucy	10000
222	Outstanding performance in Extracurricular activities	Ms. Jesi Isabella	10000

223	Mr. Sabarior Adimai & Maria Palammal	Ms. P. Mary Saroja	10000
224	Ms. V. Rebecal	Mr. D. Thurai	5000
225	Ms. S. Mary Josheela	Ms. S. Mary Josheela	25000
226	Ms. Rakshly and Dr. Sr. Rosalie	Ms. Rakshly	5000
227	Mr. N. Baskaran Pillai and Muthammal	Dr. Kala	30000
228	Mr. G. Siluvai Dhasan & Ms. S. Mary Arockiam	Dr. S. Mary Delphine	25000
229	Mr. K. Singarayan and Mrs. A. Theresammal	Dr. S. Mary Delphine	25000
230	Mrs. Mercy Henry	Dr. M. Mary Freeda	25000
231	Dr. M. Mary Freeda	Dr. M. Mary Freeda	25000
232	Dr. Fernando Loretta	Dr. Fernando Loretta	25000
233	Ms. Theresital Machado	Dr. Fernando Loretta	25000
234	Dr. Theresiammal Chacko	Dr. Theresiammal Chacko	25000
235	Mrs. A. Esther Leema Rose	Mrs. A. Esther Leema Rose	10000
236	Best student in I, II & III UG Physics	Mrs. Radha	30000
237	Mr. K. Ramalingam & Mrs. Sundari Bai	Ms. R. Anitha	2,00,000
238	Sr. Sophy	Mrs. Florida Charles 1990-1993 Batch Alumnae	15,000
239	Prof. Cruz Muthu	Dr. C. Jespin Ida	25,000
240	Sr. Mesmin	Dr. C. Jespin Ida	25,000
241	Best Achievers Award for Faculty	Sr. Sophy	45000
242	Mr. A. Gnanaprahasam & Mrs. G. Clarammal	Dr. G. Leema Rose	25000

243	Dr. V.R. Arul Flower Mary's Endowment Scholarship for a PG Mathematics Student	Dr. V.R. Arul Flower Mary	50000
244	Dr. V.R. Arul Flower Mary's Endowment Prize for a PG Mathematics Student	Dr. V.R. Arul Flower Mary	50000

ENDOWMENT LECTURES

S. No.	Name of the Endowment	Instituted by	Amount (in Rs.)
1	Tmt. Andrews Mary	Tmt. Andrews Mary	15,000
2	Tmt. Rajam Godwin	Tmt. Rajam Godwin	5,000
3	Dr. Stella Bai's Parents	Dr. Stella Bai	40,000
4	Mr. V.G. Paneer Dhas, Mr. Vincent, Dr. Vimala Lesly Josephine & Dr. Sr. Mercy	Dr. V. G. Santhosam, VGP Group, Chennai	25,000
5	Mr. V.G. Paneer Dhas, Mr. Vincent, Dr. Vimala Lesly Josephine & Dr. Sr. Mercy	Dr. V. G. Santhosam, VGP Group, Chennai	25,000
6	Ms. Krishnammal	Ms. Krishnammal	10,000
7	Dr. Sr. Mercy	Staff & Management	7,000
8	Dr. Vimala Lesly Josephine	Staff & Management	7,000
9	The Most Rev. Bishop Leon Dharmaraj	Staff & Management	10,000
10	Sr. Rosamma	Management, Staff & Alumnae	25,000
11	Ms. Philominammal	Ms. Philominammal	5,000
12	Mr. Jacob	Ms. Grace Kurian	10,000
13	Dr. Sr. Elsy George	Staff (Teaching & Non teaching) & Students of Economics Department	20,000
14	Dr. Sr. Rosalie Joseph	Staff	20,000
15	Renewal session for Non-teaching staff	Dr. Sr. Rosalie Joseph	5,000
16	Ronimus Arachi	Dr. Hermana Gilt Arachi	10,000
17	Vivek	Mrs. Andrews Mary Sekar	25,000

18	Sr. Mesmin	Dr. Hermana Gilt Arachi	10,000
19	Dr. Usha Omen	Dr. Usha Omen	5,000
20	Renewal session for Non-teaching staff	Dr. Hermana Gilt Arachi	10,000
21	Sr. Scholastica (Mathematics)	Dr. Hermana Gilt Arachi	10,000
22	M. VinachiArachi (Tamil SF)	Dr. Hermana Gilt Arachi	10,000
23	Flodulee's (Zoology)	Dr. Hermana Gilt Arachi	10,000
24	Dr. Hermana Gilt Arachi	Dr. Hermana Gilt Arachi	10,000
25	Endowment Lecture for Commerce (SF)	Mr. Nazareth Charles	50,000
26	Ms. Jesi Isabella (Commerce)	Ms. Jesi Isabella	25,000
27	Ms. AlankaraVasanthi (Chemistry)	Ms. AlankaraVasanthi	10,000
28	Ms. Elizabeth Lucy (English)	Ms. Elizabeth Lucy	50,000
29	Dr. P. Mary Saroja	Dr. P. Mary Saroja	10,000
30	Ms. S. Mary Josheela	Ms. S. Mary Josheela	25,000
31	Sr. Sophy's Endowment Lecture	Sr. Sophy	20,000
32	Dr. C. Jespin Ida	Dr. C. Jespin Ida	50,000
33	Mrs. Kalai Selvi Prathees (II M.A. English Aided)	M. Anriya Bertilla	30000

ACADEMIC PROGRAMMES

Programmes - A Profile

Degree	Programmes	Year of Affiliation	Sanctioned Strength
B.A.	History	1966-1967	64
	Economics	1966-1967	64
	English	1966-1967	64
	English (S.F.)	2010-2011	64
	Tamil (S.F.)	2011-2012	64
B.Sc.	Mathematics	1966-1967	48
	Physics	1966-1967	48
	Chemistry	1966-1967	48
	Botany	1966-1967	48
	Zoology	1966-1967	48
	Computer Science (S.F.)	2008-2009	48
	Mathematics (S.F.)	2010-2011	48
	Costume Design and Fashion	2023-2024	48
B.Com.	Commerce	1980-1981	64
	Commerce (S.F.-I)	2010-2011	64
	Commerce (S.F.-II)	2017-2018	64
M.A.	English	1971-1972	30
	Economics (S.F.)	2003-2004	30
	History (S.F.)	2012-2013	30
	English (S.F.)	2014-2015	30
M.Sc.	Mathematics	1978-1979	25
	Zoology	1979-1980	25
	Physics	1984-1985	25

	Botany (S.F.)	2003-2004	25
	Chemistry (S.F.)	2012-2013	25
	Mathematics (S.F.)	2016 - 2017	25
	Computer Science (S.F.)	2023-2024	25
M.Com	M.Com Commerce (S.F.)	2007-2008	30
M.S.W.	M.S.W. (S.F.)	2007-2008	25
Ph.D.	Zoology	2000-2001	
	Botany	2009-2010	
	English	2009-2010	
	Physics	2010-2011	
	Chemistry	2017-2018	
	Commerce	2017-2018	
	Economics	2017-2018	
	History	2017-2018	
	Mathematics	2018-2019	

Programmes Offered

Aided Programmes	
<p>UG</p> <p>Mathematics Physics Chemistry Botany Zoology History Economics English Commerce</p>	<p>PG</p> <p>Mathematics Physics Zoology English</p>
Self-Financed Programmes	
<p>UG</p> <p>Mathematics Computer Science English Tamil Commerce (2 sections) Costume Design and Fashion</p>	<p>PG</p> <p>Chemistry Botany Mathematics History Economics English Commerce Social Work Computer Science</p>
Ph.D. Programmes	
<p>Zoology English Botany Physics Chemistry Commerce Economics History Mathematics</p>	

ELECTIVE / ALLIED COURSES OFFERED BY UG DEPARTMENTS

Departments of Sciences

Department	Sem ester	Title of the Course	Course Code	Students who can opt
Mathematics	I	Algebra and Differential Equations	MU231EC1	Physics, Chemistry (A Section)
	II	Vector Calculus and Fourier Series	MU232EC1	
	III	Probability Theory and Distributions	MA2031	Mathematics
	IV	Applied Statistics	MA2041	
Physics	I	Allied Physics for Mathematics I	PU231EC1	Mathematics
	II	Allied Physics for Mathematics II	PU232EC1	
	III	Allied Physics I for Chemistry	AP2031	Chemistry (Both A and B Section)
	IV	Allied Physics II for Chemistry	AP2041	
Chemistry	I	Chemistry for Biological Sciences I	CU231EC1	Botany, Zoology
	II	Chemistry for Biological Sciences II	CU232EC1	
	III	Inorganic and Physical Chemistry	CA2031	Physics
	IV	Physical Chemistry	CA2041	

Botany	I	Elective Allied Chemistry - I	BU231GE1	Chemistry (B Section)
	II	Elective Allied Chemistry - II	BU232GE1	
	III	Allied II - Plant Diversity - I Algae, Fungi, Bryophytes, and Pteridophytes	BA2031	Zoology
	IV	Allied II - Plant Diversity - II (Gymnosperms and Angiosperms) and Plant Physiology	BA2041	
Zoology	I	-		-
	II	-		-
	III	General Zoology	ZA2031	Botany
	IV	Applied Zoology	ZA2041	
Computer Science	I	Numerical Methods	SU231EC1	Computer Science
	II	Discrete Mathematics	SU232EC1	
	III	Numerical and Statistical Methods	SA2031	
	IV	Discrete Mathematics	SA2041	
Costume Design & Fashion	I	Fashion & Apparel Designing	FU231GE1	Costume Design and Fashion
	II	Fashion Illustration	FU232GE2	

Departments of Arts and Commerce

Department	Sem ester	Title of the Course	Course Code	Students who can opt
English	I	Social History of England	EU231EC1	English
	II	History of English Literature	EU232EC1	
	III	History of English Literature I	EA2031	
	IV	History of English Literature II	EA2041	
History	I	Introduction to Archaeology	HU231EC1	History
	II	Western Political Thought	HU232EC1	
	III	Principles of Political Science with Special Reference to India	HA2031	
	IV	Modern Constitution	HA2041	
Economics	I	Introduction to Sociology	FU231EC1	Economics
	II	Introduction to E- Commerce	FU232EC1	
	III	Mathematical Methods	FA2031	
	IV	Mathematical Economics	FA2041	
Commerce	I	Business Communication	AU231EC3	Commerce
	II	Business Environment	AU232EC3	
	III	Principles of Management	AC2035	
	IV	E-Commerce	AC2045	

ACADEMIC GUIDELINES 2020-2023

Under Graduate Programme

Choice Based Credit System (CBCS)

Regulation for UG Programme

(For the candidates admitted from the academic year 2020-2021 to 2022-2023)

1. Eligibility: 10 + 2 pattern

- (i) **For Admission:** A pass in the Higher Secondary Examination (10+2) (Academic/Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent there to by the syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

ARTS

Sl. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	B.A. English (Aided & Self - Financed)	A pass in 10 + 2	English
2.	B.A. History (Aided)	A pass in 10 + 2	Tamil
3.	B.A. Economics (Aided)	A pass in 10 + 2	English
4.	B.Com. (Aided & Self - Financed)	A pass in 10 + 2 with Commerce as one of the core subjects	English
5.	B.A. Tamil (Self-Financed)	A pass in 10 + 2 with Tamil as language Paper	Tamil

SCIENCE

Sl. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	B. Sc. Mathematics (Aided & Self-Financed)	A pass in 10 + 2 with Mathematics as one of the core subjects	English
2.	B. Sc. Physics(Aided)	A pass in 10 + 2 with Physics and Mathematics as core subjects	English
3.	B. Sc. Chemistry (Aided)	A pass in 10 + 2 with Chemistry as one of the core subjects	English
4.	B. Sc. Botany (Aided)	A pass in 10 + 2 with Botany or Biology as one of the core subjects	English
5.	B. Sc. Zoology (Aided)	A pass in 10 + 2 with Zoology or Biology as one of the core subjects	English
6.	B. Sc.Computer Science (Self-Financed)	A pass in 10 + 2 with Computer Science or Mathematics as one of the core subjects	English

(ii) **Degree:** The candidates shall have subsequently undergone the prescribed course of study in Holy Cross College, Nagercoil affiliated to the Manonmaniam Sundaranar University for a period of not less than three academic years (six semesters), passed the prescribed examinations and fulfilled such conditions as have been prescribed thereof.

2. Duration

The Programme is for a period of three years. Each academic year shall comprise of two Semesters viz. Odd and Even semesters. Odd Semester shall be from June to October / November and Even Semester shall be from November / December to April. There shall be not less than 90 working days which comprise of 450 teaching clock hours for each Semester (excluding the days for the conduct of end-semester examinations).

3. CBCS System

The main feature of the CBCS is to make education student-centric allowing students to choose inter-disciplinary, intra-disciplinary and skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

4. Courses

Part I - Language Courses - Tamil and French

Part II - General English

Part III - Major Core Courses, Major Core Practicals, Elective Courses, Allied Courses, Allied Practicals and Major Project / Major-Based Elective Courses.

Part IV - **Add on Course - Professional English:** Add on Course “Professional English” is offered to all the students in the I, II, III and IV Semesters (2 hours - 2 credits).

- i. **Professional English for Physical Sciences** is offered to the students of the Departments of Mathematics, Physics, Chemistry, and Computer Science.
- ii. **Professional English for Life Sciences** is offered to the students of the Departments of Botany and Zoology.
- iii. **Professional English for Arts and Social Sciences** is offered to the students of the Departments of History, Economics, English and Tamil.
- iv. **Professional English for Commerce and Management** is offered to the students of the Department of Commerce.

Part IV - Non-Major Elective: Interdisciplinary Course in Semester – I & II (2 hours-2 credits).

- i) **Basic Tamil:** Those who have not studied Tamil up to XII Standard, but have taken French under Part I shall take Basic Tamil comprising of two courses.
- ii) **Advanced Tamil:** Those who have studied Tamil up to XII Standard but have taken French under Part I shall take Advanced Tamil comprising of two courses.
- iii) **Others:** Those who do not come under categories i) & ii) can choose any non – major elective, comprising of two courses.

Part IV - Skill Enhancement Course (SEC): Mediation and Exercise/ Computer Literacy: Students are divided into two categories wherein Category A have Meditation and Exercise and Category B have Computer Literacy in Semester I and vice-versa in Semester II (2+2 hours - 2+2 credits).

- i) **Category A:** Computer Science, English (Aided & S.F.), Zoology, History, Chemistry, Tamil (S.F.).
- ii) **Category B:** Commerce (Aided & S.F.), Mathematics (Aided & SF), Botany, Physics and Economics.

Part IV - Skill Enhancement Course (SEC): Major-Based Course in VI Semester (2 hours - 2 credits).

Part IV - Ability Enhancement Course (AEC): Environmental Studies is offered in V Semester for all UG students (2 hours - 2 credits).

Part V - Foundation Course I: Values for Life is offered in I & II Semester for all UG students (1 credit).

Part V - Foundation Course II: Personality Development is offered in Semester III & IV for all UG students (1 credit).

Part V - Foundation Course III: Human Rights Education (HRE) is offered in V Semester for all UG students (1 credit).

Part V - Foundation Course IV: Gender Equity Studies (GES) is offered in VI Semester for all UG students (1 credit).

Part V - Service Learning Programme (SLP): Community

Engagement Course is offered in II & III Semester for all UG students for 30 hours with 50% field work (2 credits).

Part V - Service Learning Programme (SLP): Reaching the Unreached Neighbourhood (RUN) programme is offered in the III & IV Semesters (2 credits).

Part V - Student Training Programme (STP): Activities of **Clubs & Committees** – NSS/ RRC, YRC, Rotaract, Eco Club, Women’s Cell, Legal Literacy, Consumer Club and AICUF are carried out for the I and II UG students apart from the regular class hours (2 credits).

Skill Development Programme (SDP): Skill Development Programme is mandatory and offered as **Certificate Course** (30 hours) for all the students during the first year.

5. Course Structure

Study Component	No. of Courses	Credit/ Course	Total Credits
Part I - Tamil /French	4	4	16
Part II - English	4	4	16
Part III			
Core Theory, Practicals & Specific Elective Course	16-24	3-6	88
Generic Elective Course (Allied)	4	4-6	
Part IV			
Add on Course-Professional English	4	2	8
Non-Major Elective (NME)	2	2	4
Skill Enhancement Course (SEC)	3	2	6
Ability Enhancement Course (AEC) - Environmental Studies (EVS)	1	2	2
Non-Academic Courses			
Part V			
Foundation Course I - Values for Life	4	1	4

Foundation Course II - Personality Development			
Foundation Course III - Human Rights Education			
Foundation Course IV – Gender Equity Studies			
Service Learning Programme (SLP) 1. Community Engagement Course	1	2	2
2. Reaching the Unreached Neighbourhood	1	2	2
Student Training Programme (STP) NSS & RRC/ YRC/ Rotaract/ Eco Club/ Women’s Cell/ Legal literacy / Consumer Club/ AICUF	1	2	2
	Total		140 + 10

In Part III, the number of courses varies between 16 and 24 for each Department.

Total number of Hours = 180

Total number of Compulsory Credits = 140+10

Non-academic Courses are mandatory and conducted outside the regular working hours.

Skill Development Programme (Mandatory Certificate Course - 30 hours) is offered to all I year students by Holy Cross Academy.

6. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and the quantum of work a student is required to put in for a particular course. The credits of a Course should be less than the hours allotted to it. The total minimum credits required for the award of UG Degree is 150 credits.

Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

- i. **Self -Learning / Online Course - SWAYAM/NPTEL** (Maximum 2 courses) – 2 Credits per course
- ii. **Sports Representation** – (Maximum 5 credits)
 - International level - 5 Credits
 - National level - 4 Credits
 - State level - 3 Credits
 - University level - 2 Credits
 - District level - 1 Credit
- iii. **Publication in Journals** (International/ National)- 1 Credit (max. 3 papers)
- iv. **Presentation in Seminar / Conference** - 1 Credit
- v. **Innovative Prototypes & Business models:** Students shall earn 2 credits (per prototype/model) for working on Innovative prototypes/business models.
- vi. **Startup Ventures:** Students initiating startups can be exempted from membership in other Clubs and Committees and special credit of 5 shall be awarded to them during the period of pre-incubation, incubation and startup.

7. Pedagogy

Each Course is designed with Lectures / Tutorials / Laboratory or Field Work / Seminar / Practical Training / Assignments or Report Writing/ Book review / Group Discussion/ Flipped / Blended/ Open Book test etc. to meet effective teaching, learning and evaluation requirements.

8. Examination Pattern

Each paper carries an internal component.

There is a passing minimum for external component.

A minimum of 40% in the external examination and an aggregate of 40% is required.

i) Part I

a) Part I - Tamil

Ratio of Internal and External = 30:70

**Continuous Internal Assessment (CIA)
Internal Components and Distribution of Marks**

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
Total	30

Question Pattern

Internal Test	Marks	External - Summative Examination	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 4 (Internal choice)	20
Part C 3 x 8	24	Part C 5 x 8 (Internal choice)	40
Total	40	Total	70

b) Part I - French

Ratio of Internal and External = 30:70

**Continuous Internal Assessment (CIA)
Internal Components and Distribution of Marks**

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
Total	30

Question Pattern for I & II Semesters

Internal Test	Marks	External - Summative Examination	Marks
Part A (Translation) 5 x 1	5	Part A (Translation) 20 x 1	20
Part B (Grammar) 5 x 5	25	Part B (Grammar) 6 x 5	30
Part C (Paragraph Writing) 1 x 10	10	Part C (Paragraph Writing) 2 x 5	10
		Part D (Translation, Comprehension) 2x5	10
Total	40	Total	70

Question Pattern for III & IV Semesters

Internal Test	Marks	External - Summative Examination	Marks
Part A (Translation) 5 x 1	5	Part A (Translation) 1 x 10	10
Part B (Grammar) 5 x 5	25	Part B (Comprehension) 1 x 10 (Paragraph Writing) 1 x 15	25
Part C (Paragraph Writing) 10 x 1	10	Part C (Grammar) 7 x 5	35
Total	40	Total	70

ii) Part II - General English

Ratio of Internal and External = 30:70

Continuous Internal Assessment (CIA) Internal Components and Distribution of Marks

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6

GD/ Open Book Test/ Role Play/ Assignment/ Article Review/ Seminar	5
Total	30

Question Pattern

Internal Test	Marks	External Summa tive Examination	Marks
Part A (Objective Type)	4 x 1 = 4	Part A (Objective Type)	10 x 1 = 10
Part B	3 x 4 = 12	Part B	5 x 4 = 20
Part C	3 x 8 = 24	Part C	5 x 8 = 40
Total	40	Total	70

iii) Part III (Major/ Elective/ Allied)

Ratio of Internal and External = 30:70

Continuous Internal Assessment (CIA) Internal Components and Distribution of Marks

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
Total	30

Question Pattern

Internal Test	Marks	External - Summative Examination	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 4 (Internal choice)	20
Part C 3 x 8	24	Part C 5 x 8 (Internal choice)	40
Total	40	Total	70

Practicals: Major Core & Allied papers

Ratio of Internal and External = 40:60

Total: 100 marks

Internal Components and Distribution of Marks

Component	Marks
Performance of the Experiments	10
Regularity in attending practical and submission of records	10
Record	5
Model exam	15
Total	40

Question Pattern

External Exam	Marks
Major Practical	60
Minor Practical / Spotters /Record	
Total	60

Project: Ratio of Internal and External = 40:60

Total: 100 marks

iv) Part IV

Ratio of Internal and External = 50:50

a) Add-on Course: Professional English

Internal Components and Distribution of Marks

Component	Marks
Listening and Speaking	25
Reading and Writing	25
Total	50

Question pattern

External - Summative Examination	Marks
Written Test: Open choice - 5 out of 7 questions (5x10)	50
Total	50

b) Non – Major Elective (NME)**Continuous Internal Assessment (CIA)
Internal Components and Distribution of Marks**

Component	Marks
Internal test (2)	20
Quiz (2)	15
Class assignment/ Home assignment/ Project report	15
Total	50

Question Pattern

Internal Test	Marks	External - Summative Examination	Marks
Part A 4 x 1 (No Choice)	4	Part A 5 x 1 (No Choice)	5
Part B 3 x 4 (Internal Choice)	12	Part B 5 x 3 (Internal Choice)	15
Part C 3 x 8 (Internal Choice)	24	Part C 5 x 6 (Internal Choice)	30
Total	40	Total	50

c) Skill Enhancement Course (SEC) - Meditation and Exercise**Internal Components**

Component	Marks
Objective type questions (20 x 1)	20
Exercise (2 x 10)	20
Assignment	10
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written test: Open choice –10 out of 15 questions (10 x 3)	30
Total	50

d) Skill Enhancement Course (SEC) - Computer Literacy

Internal Components

Component	Marks
Objective type questions (30 x 1)	30
Exercise (Book) compulsory (2 x 10)	20
Total	50

External - Summative Examination

Component	Marks
Exercise 1	20
Exercise 2	10
Procedures for both Exercises	20
Total	50

e) Ability Enhancement Course (AEC) - Environmental Studies

Internal Component

Component	Marks
Project Report	30
Viva voce	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 10 out of 15 questions (10 x 3)	30
Total	50

v) Part V

i) Foundation course (Values for life, Personality development, Human rights education and Gender equity studies)

Ratio of Internal and External = 50:50

a) Foundation Course I: Values for Life
Internal Components

Component	Marks
Group Song/ Mime/ Skit	20
Book Activities	20
A Kind Action - Report	10
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice - 5 out of 7 questions (5 x 6)	30
Total	50

b) Foundation Course II: Personality Development
Internal Components

Component	Marks
Exercise from book	20
Skit	10
Group Album	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 5 out of 7 questions (5 x 6)	30
Total	50

c) Foundation Course III: Human Rights Education
Internal Components

Component	Marks
Album on current issues	20
Group Song/ Mime/ Skit	10
Open book test (Objective type questions)	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 5 out of 7 questions (5 x 6)	30
Total	50

d) Foundation Course IV: Gender Equity Studies

Internal Components

Component	Marks
Album on current issues	20
Group Song/ Mime/ Skit	10
Open book test (Objective type questions)	20
Total	50

External - Summative Examination

Component	Marks
Quiz	20
Written Test: Open choice – 5 out of 7 questions (5 x 6)	30
Total	50

ii) SLP - Service Learning Programme

a) Community Engagement Course (CEC)

(Field Work – 15 hrs.; Class Hours – 15 hrs.)

Internal Components

Component	Marks
Assignment	10
Group Discussion	10
Attendance (Field work)	30
Total	50

External Components

Component	Marks
Project Report / Case Study (10-15 pages in print) (Group of 5 students)	50
Total	50

b) Reaching the Unreached Neighbourhood (RUN)

30 Hours mandatory programme included in the curriculum (2 credits).

iii) STP – Student Training Programme

- Compulsory for all I & II year students (2 credits).
- Clubs and Committees – NSS & RRC/ YRC/ Rotaract/ Eco Club/ Women’s Cell/ Legal literacy/ Consumer Club/ AICUF.
- Each student can opt for one club/ committee.

Postgraduate Programme

Choice Based Credit System (CBCS)

Regulations for the PG Programme

(For the candidates admitted from the academic year
2020 -2021 to 2022-2023)

1. Eligibility

(i) For Admission: A candidate who is a graduate of this college or any other recognized University in the main subject/ subjects as given below against each or who has passed an examination accepted as equivalent thereto by the Syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

ARTS

Sl. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	M.A. English(Aided & Self-Financed)	A pass in B.A. English	English
2.	M. A. History (Self-Financed)	A pass in B. A. History	English
3.	M.A. Economics (Self-Financed)	A pass in B.A. Economics	English
4.	M.Com.(Self-Financed)	A pass in B. Com. / Bank Management / Computer Applications/ Financial Management/ B.Com. (Applied)/ Cooperative/ B.B.A. and other related Programmes equivalent to B.Com.	English
5.	Master of Social Work (MSW) (Self-Financed)	A pass in any degree	English

SCIENCE

Sl. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	M.Sc. Mathematics (Aided & Self-Financed)	A pass in B.Sc. Mathematics	English
2.	M.Sc. Physics	A pass in B.Sc. Physics / B.Sc. Electronics / Applied Physics / Four year Physics (Honours)	English
3.	M.Sc. Zoology	A pass in B.Sc. Zoology	English
4.	M.Sc. Chemistry (Self-Financed)	A pass in B.Sc. Chemistry	English
5.	M.Sc. Botany (Self-Financed)	A pass in B.Sc. Botany	English

i) Degree

The candidates shall have subsequently undergone the prescribed Programme of study in Holy Cross College affiliated to the Manonmaniam Sundaranar University for a period of not less than two academic years comprising four semesters, passed the examinations prescribed and fulfilled such conditions as have been prescribed thereof.

2. Duration

The duration of PG Programme is for a period of two years. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd semester shall be from June to October / November and even semester shall be from November / December to April. There shall not be less than 90 working days which comprise of 450 teaching clock hours for each semester (excluding the days for the conduct of end- semester examinations).

3. Semesters

In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for the conduct of examinations and evaluation purposes. Each week shall have 30 working hours spread over 5 / 6 days a week.

3. CBCS System

The main feature of the CBCS is to make education student-centric allowing students to choose inter- disciplinary, intra-disciplinary courses, skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

In keeping with the spirit of CBCS based on the norms of UGC, the curriculum has been restructured once in every three years since the college was conferred with the autonomous status in 2007- 2008.

A PG student may take up an Internship/ Summer Training Programme relevant to her subject in any reputed institution for a period of minimum 30 hours in order to develop knowledge and skills and equip for career. This programme was included within the curriculum with one credit under curriculum restructuring from 2011-12.

As per the guidelines from UGC, Community Engagement Course is offered to all the PG students with 2 credits for 30 hours with at least 50% field experience.

4. Courses

The following are the various categories of courses offered in the PG programmes:

Arts and Commerce - Core Courses, Elective Courses & Project

Science - Core Courses, Core Practical, Elective Courses & Project.

The college provides all information to students regarding Elective Courses so as to enable them to choose the relevant ones.

Project - Each candidate is required to take up a project and submit the project report at the end of the third semester. The Head of the Department shall assign the guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. A copy of the project report will be submitted to the Department before the date fixed by the Controller of Examinations. The Project will be evaluated by an internal and an external examiner nominated by the Controller of Examinations. The candidate will have to defend her Project through a Viva-voce.

Life Skill Training I & II – Life Skill Training is offered to the PG students to mould them to responsible individuals. External Examination is conducted at the end of the II & IV Semesters (1 credit each).

Service-Learning Programme (SLP) - Community Engagement Course with two credits for 30 hours with at least 50% in the field, is compulsory for all PG students (2 credits).

Internship / Summer Training Programme - Minimum 30 hours Programme with one credit is mandatory for all PG students to undertake at the end of semester II (vacation).

6. Course Structure

Distribution of Hours and Credits

Course	Sem. I	Sem. II	Vacation	Sem. III	Sem. IV	Total	
						Hours	Credits
Core – Theory & Practical						90 - 99	65 - 74
Elective						16 - 24	12 - 20
Project						5 - 6	4 - 5
Total						120	90

Non-academic Courses							
Life Skill Training-I	-	(1)	-	-	-	-	1
Service-Learning Programme (SLP) - Community Engagement Course		(1)		(1)			2
Life Skill Training-II	-	-	-	-	(1)	-	1
Summer Training Programme / Internship	-	-	(1)		-	-	1
Total		(2)	(1)	(1)	(1)	-	5

Total Number of Hours = 120

Total Number of Credits = 90+5

Non-academic courses are mandatory and conducted outside the regular working hours.

1. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and a quantum of work a student is required to put in for a particular course. The credits of a Course should be lesser than the hours allotted to it. The total minimum credits, required for awarding PG Degree is 95.

Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

- i. **Self-Learning / Online Course** (Maximum 2 courses) - 2 credits per course.
- ii. **Sports Representation** – (Maximum 5 credits)
 - International level - 5 Credits
 - National level - 4 Credits
 - State level - 3 Credits

University level - 2 Credits

District level - 1 Credit

iii. Publication in Journals (International / National)- 1 Credit (max. 3 papers)

iv. Innovative Prototypes & Business Models: Students shall earn 2 credits (per prototype /model) for working on Innovative prototypes / business models

v. Startup Ventures: Students initiating startups can be awarded special credit of 5 during the period of pre-incubation, incubation and startup.

CBCS for PG Programme

Components	No. of Courses	Credit/ Course	Total
Core Courses/ Practicals/ Projects	13- 18	4-5	70
Elective	4	5	20
Life Skill Training	2	1	2
Summer Training Programme (STP)	1	1	1
Service Learning Programme (SLP) – Community Engagement Course	1	2	2
Total			95

8. Pedagogy

Each Course is designed with Lectures / Tutorials / Laboratory or Field Work / Seminar /Practical Training / Assignments or Report Writing/ Book review / Group Discussion/Flipped / Blended/ Open book test etc. to meet effective teaching, learning and evaluation requirements.

9. Examination Pattern

Major Core / Elective

Internal: External – 40:60

Allotment of Marks for PG Programme

Component	Marks	
	Internal	External
Core & Elective - Theory	40	60
Practicals	40	60
Project	40	60
Life Skill Training (I & II)	60	40
STP - Summer Training Program	60	40
SLP - Community Engagement Course	50	50

- Each paper carries an internal component.
- There is a passing minimum for external component.

A minimum of 50% in the external examination and an aggregate of 50% is required.

Continuous Internal Assessment (CIA) Internal Component

Component	Marks
Internal Test (2)	20
Quiz (2)	4
Class test (2)	4
Seminar	4
GD/ Open Book test/ Article Review/ Book Review	4
Online Home Assignment	4
Total	40

External - Summative Examination

Component	Marks
Part A: 10 x 1 (Two objective type questions from each unit without any choice).	10
Part B: 5 x 3 (One question from each unit with internal choice. Among the five questions one question should be of application type and another will be of analysis type).	15

Part C: 5 x 7 (One question from each unit with internal choice. Question should cover all cognitive levels as per the Course Outcomes).	35
Total	60

Project

Ratio of Internal : External is 40:60

Total – 100 marks

Life Skill Training

Internal Components

Component		Marks
Life Skill Training- I	Album (20 pages)	40
	Group Song/ Mime/ Skit (Group of 5 students)	20
	Total	60
Life Skill Training- II	Case Study (30 page) (Group of 5 students)	60
	Total	60

External - Summative Examination

Component		Marks
Written Test	Five out of Seven (5 x 8)	40
	Total	40

STP - Summer Training Program

Ratio of Internal : External is 60:40

Internal Component

Component	Marks
Training with report	60
Total	60

External Component

Component	Marks
Viva Voce	40
Total	40

SLP - Community Engagement Course (CEC)

(Field Work – 15 hrs.; Class Hours – 15 hrs.)

Ratio of Internal : External is 50:50

Internal Component

Component	Marks
Assignment	10
Group Discussion	10
Attendance (Field Work)	30
Total	50

External Component

Component	Marks
Project Report / Case Study (10-15 pages in print) (Group of 5 students)	50
Total	50

ACADEMIC GUIDELINES 2023-2026

Undergraduate Programme

Regulations for UG Programme
(For the candidates admitted from the
academic year 2023-2024 onwards)

TANSCHÉ Syllabus with
Learning Outcome-Based Curriculum Framework (LOCF)

1. Eligibility: 10 + 2 pattern

- (i) **For Admission:** A pass in the Higher Secondary Examination (10+2) (Academic / Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereto by the syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

ARTS

S. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	B.A. English	A pass in 10 + 2	English
2.	B.A. History	A pass in 10 + 2	Tamil
3.	B.A. Economics	A pass in 10 + 2	English
4.	B.Com. (Aided & Self-Financed)	A pass in 10 + 2 with Commerce as one of the core subjects	English

SCIENCE

S. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	B. Sc. Mathematics	A pass in 10 + 2 with Mathematics as one of the core subjects	English
2.	B. Sc. Physics	A pass in 10 + 2 with Physics and Mathematics as Core Subjects	English

3.	B. Sc. Chemistry	A pass in 10 + 2 with Chemistry as one of the core subjects	English
4.	B. Sc. Botany	A pass in 10 + 2 with Botany or Biology as one of the core subjects	English
5.	B. Sc. Zoology	A pass in 10 + 2 with Zoology or Biology as one of the core subjects	English
6.	B. Sc. Computer Science (Self-Financed)	A pass in 10 + 2 with Computer Science or Mathematics as one of the core subjects	English
7	B.Sc. Costume Design and Fashion (Self-Financed)	A pass in 10 + 2	English

(ii) Degree:

The candidates shall have subsequently undergone the prescribed course of study in Holy Cross College (Autonomous) affiliated to the Manonmaniam Sundaranar University for a period of not less than three academic years (six semesters), passed the prescribed examinations and fulfilled such conditions as have been prescribed thereof.

2. Duration

The Programme is for a period of three years. Each academic year shall comprise of two Semesters viz. Odd and Even semesters. Odd Semester shall be from June to October / November and Even Semester shall be from November / December to April. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each Semester (excluding the days for the conduct of end-semester examinations).

3. TANSCHÉ Syllabus with LOCF (CBCS)

Learning Outcome-Based Curriculum Framework is a student-

centric teaching and learning methodology where the course delivery and assessment are planned to achieve, stated objectives and outcomes. It focuses on measuring performance of the student i.e. outcomes at different levels. The main feature of the CBCS is to make undergraduate education student-centric allowing students to choose inter- disciplinary, intra-disciplinary, multidisciplinary, value added and skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

4. Courses

Part I - Language Courses

Tamil and French

Part II - General English

Part III - Core Courses (CC), Lab Courses (LC), Core Project

Core Courses should compulsorily be studied by a candidate as a core requirement. They provide basic understanding of the main discipline.

Elective Courses(EC)

Elective Courses(EC) provide diverse knowledge of disciplinary, interdisciplinary and multidisciplinary nature.

Part IV - Skill Enhancement Courses(SEC)

Skill Enhancement Courses(SEC) I & II:Non-Major Elective (NME)

Non-Major Elective (NME) courses are generic, designed for the students of other disciplines.

i) Basic Tamil:

Those who have not studied Tamil upto XII Std, but have taken other languages under Part I shall take Basic Tamil comprising of two courses.

ii) Advanced Tamil:

Those who have studied Tamil upto XII Std, but have taken

other languages under Part I shall take Advanced Tamil comprising of two courses.

iii) Others:

Those who do not come under categories i) & ii) can choose any non – major elective in Semester I & II.

Skill Enhancement Courses III- VII (SEC):

These courses help students to become industry ready graduates and skilled human resource. SEC IV makes them employable and entrepreneurial with essential skills.

Skill Enhancement Course: Foundation Course

This course eases the transition of learning from higher secondary to higher education and provides an overview of the pedagogy of learning the subject.

Environmental Studies:

Environmental Studies instills knowledge and responsibility on the interconnectedness of man and nature.

Value Education:

Discipline centric skill will improve the technical knowledge and enable the students to solve real life problems.

Summer Internship /Industrial Training:

Internship during the summer vacation between semester IV and V, will help the students to gain valuable work experience, that connects classroom knowledge to real world experience.

Extension Activity:

Field Work which caters to the societal needs.

Professional Competency Skill:

Knowledge, Problem Solving, Analytical Ability, Professional Competency, Professional Communication and Transferrable Skill will optimize the performance of the students.

Part V: Co-curricular Courses

Skill Development Training (SDT):

It is mandatory and offered as **Certificate Course** (30 hours) for all the students.

Specific Value-added Courses (SVC):

Students have to undergo the courses offered by the department(30 hours).

Generic Value-added Courses (GVC):

Students can choose the courses offered by the institution(minimum 30 hours).

Field Project/Internship:

It will help the students to gain industrial knowledge, identify social problems and work independently.

Life Skill Training (LST):

Catechism for Catholics and Moral for non-Catholics. They are offered for all I & II UG students.

Human Rights Education (HRE) is offered in Semester V for all III UG students.

Gender Equity Studies (GES) is offered in Semester VI for all III UG students.

Student Extension Activities (SEA): Clubs / Committees

NSS, Red Ribbon Club, AICUF, Rotaract Club, Youth Red Cross, Eco Club, Consumer Club, Legal Literacy Committee, Women's Cell, YUVA Tourism Club, Electoral Literacy Club and Games/Sports Committee are the Student Extension Activities. One can be chosen by the I and II UG students.

Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN):

This extension activity is offered in the VI Semester.

MOOCs:

The students have to undergo any 4 weeks course of their choice to earn the mandatory 1 credit. They can earn extra 2 credits by completing 8 or 12 weeks course (maximum 2 courses).

*Part V courses are conducted outside the working hours.

Library Hour:

One hour per week is allotted as library hour which can be allocated by the departments.

5. Course Structure

Distribution of Hours and Credits

Course	S I	S II	S III	S IV	S V	S VI	Total	
							H	C
Language	6 (3)	6 (3)	6 (3)	6 (3)			24	12
English	6 (3)	6 (3)	6 (3)	6 (3)			24	12
Core Course	5 (5)+ 5 (5)	5 (5)+ 5 (5)	5 (5)+ 5 (5)	5 (5)+ 5 (5)	5 (4)+ 5 (4)+ 5 (4)+	6 (4)+ 6 (4)+ 6 (4)	78	68
Core Project					5 (4)			
Elective Course	4 (3)	4 (3)	4 (3)	3 (3)	4 (3)+ 4 (3)	5 (3)+ 5 (3)	33	24
Skill Enhancement Course SEC	2 (2) (NME)	2 (2) (NME) +2 (2)	1(1)+ 2 (2)	2 (2)+ 2 (2)			13	13
Skill Enhancement- (Foundation Course)	2 (2)						2	2
EVS			1	1 (2)			2	2
Value Education					2 (2)		2	2

Summer Internship/ Industrial Training					(2)		-	2
Extension Activity						(1)	-	1
Professional Competency Skill						2 (2)	2	2
Total	30 (23)	30 (23)	30 (22)	30 (25)	30 (26)	30 (21)	180	140

Part V Co-curricular Courses

Course	S I	S II	S III	S IV	S V	S VI	Total
LST (Life Skill Training)	-	(1)	-	(1)			2
SDT (Certificate Course)	(1)						1
Field Project /Internship		(1)		(1)			2
Specific Value-added Course	(1)		(1)				2
Generic Value-added Course				(1)		(1)	2
MOOC		(1)		(1)		(1)	3
Student Training (ST): Clubs & Committees / NSS				(1)			1
Service Learning Course (SLC) RUN				(1)			1

Human Rights Education					(1)		1
Gender Equity Studies						(1)	1
Total	16						

Total number of Compulsory Credits = Academic credits + Co-curricular credits: 140 + 16

6. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and the quantum of work a student is required to put in for a particular course. The credits of a Course should be less than the hours allotted to it. The total minimum credits required for the award of UG Degree is 146 credits.

7. Extra credits (Maximum 5 credits)

Extra credits can be acquired by taking up the following:

- i. **MOOCs/ Self –Learning Courses-** They can earn extra 2 credits by completing 8 or 12 weeks course (maximum 2 courses).
- ii. **Sports Representation** - (Maximum 5 credits)
 - International level - 5 Credits
 - National level - 4 Credits
 - State level - 3 Credits
 - University level - 2 Credits
 - District level - 1 Credit
- iii. **Publication in Journals** (International/National) - 1 credit for peer-reviewed journals or any journal with ISSN/ ISBN.
2 credits for SCOPUS / Web of Science (Science Disciplines) and UGC Care List – Category II (Arts and Humanities Disciplines) (max.3 papers)
- iv. **Innovative Prototypes & Business models:** Students shall earn 2 credits (per prototype/model) for working on Innovative prototypes/business models

- vi. **Startup Ventures:** Students initiating startups can be awarded special credit of 5 during the period of pre-incubation, incubation and startup.

8. Pedagogy

Each Course is designed with Lectures / Tutorials / Laboratory or Field Work / Seminar / Practical Training / Assignments or Report Writing/ Book review / Group Discussion/ Flipped / Blended/ Open Book Test/ Problem Solving/ Inquiry based Learning/ Debate/ Experiential Learning etc. to meet effective teaching, learning and evaluation requirements.

9. Examination Pattern

Each paper carries an internal component.

There is a passing minimum for external component.

A minimum of 40% in the external examination and an aggregate of 40% is required.

a. Part I – Tamil, Part II – English, Part III - (Core Course/ Elective Course)

Ratio of Internal and External= 25:75

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

Components	Marks
Internal test (2) (40 marks)	10
Quiz (2) (20 marks)	5
Assignment: (Model Making, Exhibition, Role Play, Seminar, Group Discussion, Problem Solving, Class Test, Open Book Test etc. (Minimum three items per course should be included in the syllabus & teaching plan) (30 marks)	10
Total	25

Question Pattern

Internal Test	Marks	External Exam	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 6 (Internal choice)	30
Part C 3 x 8	24	Part C 5 x 12(Internal choice)	60
Total	40	Total	100

Lab Course:

Ratio of Internal and External= 25:75

Total: 100 marks

Internal Components and Distribution of Marks

Internal Components	Marks
Performance of the Experiments	10
Regularity in attending practical and submission of records	5
Record	5
Model exam	5
Total	25

Question pattern

External Exam	Marks
Major Practical	75
Minor Practical / Spotters /Record	
Total	75

Part - IV

i. Skill Enhancement Courses, Foundation Course, Value Education, Professional Competency Skill

Ratio of Internal and External = 25: 75

Internal Components and Distribution of Marks

Components	Marks
Internal test (2)	10
Quiz (2)	5
Assignment: (Model Making, Exhibition, Role Play, Album, Group Activity (Mime, Skit, Song) (Minimum three items per course)	10
Total	25

Question Pattern

Internal Test	Marks	External Exam	Marks
Part A 2 x 2 (No Choice)	4	Part A 5 x 2 (No Choice)	10
Part B 3 x 4 (open choice Three out of Five)	12	Part B 5 x 5 (open choice any Five out of Eight)	25
Part C 1 x 9 (open choice One out of Three)	9	Part C 5 x 8 (open choice any Five out of Eight)	40
Total	25	Total	75

ii. EVS

Internal Components

Component	Marks
Project Report	15
Viva voce	10
Total	25

Question Pattern

Internal Test	Marks	External Exam	Marks
Part A 2 x 2 (No Choice)	4	Part A 5 x 2 (No Choice)	10
Part B 3 x 4 (open choice Three out of Five)	12	Part B 5 x 5 (open choice any Five out of Eight)	25
Part C 1 x 9 (open choice One out of Three)	9	Part C 5 x 8 (open choice any Five out of Eight)	40
Total	25	Total	75

Co-Curricular Courses:

- i. **Life Skill Training: Catechism & Moral
Human Rights Education & Gender Equity Studies**

Internal Components

Component	Marks
Project - Album on current issues	25
Group Song/ Mime/ Skit	25
Total	50

External Components

Component	Marks
Quiz	20
Written Test: Open choice – 5 out of 7 questions (5 x 6)	30
Total	50

- ii. **Community Engagement Activity: Reaching the Unreached Neighbourhood (RUN)**

30 Hours mandatory programme with a **Field Project** (1 credit).

Component	Marks
Group Project Report/ Case Study (10-15 pages in print)	50
Total	50

iii. Student Training Activity: Clubs and Committees

Compulsory for all I & II year students (1 credit).

Component	Marks
Attendance	25
Participation	25
Total	50

10. Outcome Based Education (OBE)

Knowledge levels for assessment of Outcomes based on Blooms Taxonomy

S. No	Level	Parameter	Description
1	K1	Knowledge/ Remembering	It is the ability to remember the previously learned
2	K2	Comprehension/ Understanding	The learner explains ideas or concepts
3	K3	Application/ Applying	The learner uses information in a new way
4	K4	Analysis/ Analysing	The learner distinguishes among different parts
5	K5	Evaluation/ Evaluating	The learner justifies a stand or decision
6	K6	Synthesis / Creating	The learner creates a new product or point of view

Weightage of K – Levels in Question Paper

Programme	Assessment	Lower Order Thinking									Higher order thinking			Total number of questions
		K1			K2			K3			K4, K5, K6			
	Part	A	B	C	A	B	C	A	B	C	A	B	C	
I UG	Internal	2	2		1	1	1	1	-	2	-	-	-	10
	External	5	2	1	3	2	2	2	1	2	-	-	-	20
II UG	Internal	1	-	1	1	2		1	-	1	1	1	1	10
	External	5	1	1	4	1	1	-	3	1	1	-	2	20
III UG	Internal	1	1	-	-	1	-	1	-	1	2	1	2	10
	External	3		1	3	1	1	1	2	1	3	2	2	20

Postgraduate Programme

Regulations for the PG Programme (For the candidates admitted from the academic year 2023-2024 onwards)

TANSICHE Syllabus with LOCF (Learning Outcome-Based Curriculum Framework)

1. Eligibility

(i) For Admission: A candidate who is a graduate of this college or any other recognized University in the main subject/subjects as given below against each or who has passed an examination accepted as equivalent thereto by the Syndicate of Manonmaniam Sundaranar University, Tirunelveli, is eligible for admission.

ARTS

S. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	M.A. English (Aided & Self-Financed)	A pass in B.A. English	English
2.	M. A. History (Self-Financed)	A pass in B. A. History	English
3.	M.A. Economics (Self-Financed)	A pass in B.A. Economics	English
4.	M.Com. (Self-Financed)	A pass in B. Com. / Bank Management / Computer Applications/ Financial Management/ B.Com. (Applied)/ CA-Operation/ B.B.A. and other related Programmes equivalent to B.Com.	English
5.	MSW (Social Work) (Self-Financed)	A pass in any degree	English

SCIENCE

Sl. No.	Name of the Programme	Eligibility	Medium of Instruction
1.	M.Sc. Mathematics (Aided & Self-Financed)	A pass in B.Sc. Mathematics	English
2.	M.Sc. Physics	A pass in B. Sc Physics/ B.Sc. Electronics/ Applied Physics / Four year Physics (Honours)	English
3.	M.Sc. Zoology	A pass in B.Sc. Zoology	English
4.	M.Sc. Chemistry (Self-Financed)	A pass in B.Sc. Chemistry	English
5.	M.Sc. Botany (Self-Financed)	A pass in B.Sc. Botany	English
6.	M.Sc. Computer Science (Self-Financed)	A pass in B.Sc. Computer Science	English

ii) Degree

The candidates shall have subsequently undergone the prescribed Programme of study in Holy Cross College (Autonomous) affiliated to the Manonmaniam Sundaranar University for a period of not less than two academic years comprising four semesters, passed the examinations prescribed and fulfilled such conditions as have been prescribed there of.

2. Duration

The duration of PG Programme is for a period of two years. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd semester shall be from June to October / November and Even Semester shall be from November / December to April. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each Semester

(excluding the days for the conduct of end-semester examinations).

3. LOCF with CBCS System

Learning Outcome-Based Curriculum Framework is a student-centric teaching and learning methodology where the course delivery and assessment are planned to achieve, stated objectives and outcomes. It focuses on measuring performance of the student i.e., outcomes at different levels. The main feature of the CBCS is to make postgraduate education student centric, allowing students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented courses (even from other disciplines according to their learning needs, interests and attitude) with optimal flexibility for students on par with global standards.

In keeping with the spirit of CBCS based on the norms of UGC, the curriculum has been restructured once in every three years since the college was conferred with the autonomous status in 2007-2008.

A PG student may take up an Internship/ Summer Training Programme relevant to the subject in any reputed institution for a period of twenty-five days, in order to develop knowledge and skills, and equip for career. This programme was included within the curriculum with one credit under curriculum restructuring from 2011-12.

4. Courses

I. Academic Courses:

The following are the various categories of courses offered in the PG programmes:

Arts and Commerce - Core Courses, Elective Courses

Science - Core Courses, Lab Courses, Elective Courses

(i) Core Courses:

These courses should compulsorily be studied by a candidate as a core requirement. They provide basic understanding of the main discipline.

(ii) Elective Courses:

The college provides all information to students regarding Elective Courses as to enable them to choose the relevant ones.

(iii) Project

Each candidate shall be required to take up an individual project of regional relevance and submit it at the end of the third semester. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the student in the beginning of the final year. The Project will be evaluated by an internal and an external examiner nominated by the Controller of Examinations. The candidate concerned will have to defend her Project through a Viva-voce.

(iv) Skill Enhancement Course (SEC)

These courses focus on developing skills or proficiencies in the student, and aim at providing hands-on training.

(v) Internship/ Industrial Activity

Internship during the first-year vacation, i.e., during summer vacation between semester II and III for at least twenty-five days, will help the students gain valuable work experience, that connects classroom knowledge to real world experience and to narrow down and focus on the career path. Internship Report should be submitted to the Controller of Examination through respective departments.

(vi) Extension Activity

Community Outreach Activities (UBA) is offered in Semester IV

II. Co-curricular Courses:

(i) Life Skill Training I & II (1 credit each).

Life Skill Training is offered to the PG students in order to mould them into responsible individuals. External Examination is conducted at the end of the II & IV Semesters

(ii) Summer Training/ Field Project:

Minimum twenty-five days with one credit is mandatory for all I PG students to undertake at the end of semester I which has to be relevant to society.

(iii) Specific Value-added Courses (SVC)

They are offered in Semester II, where students have to undergo the courses in the discipline.

(iv) Generic Value-added Courses (GVC)

They are offered in Semesters I and III, where students can choose the courses offered by the institution.

(v) Massive Open Online Courses (MOOCs)

The students have to undergo any 4 weeks course of their choice to earn the mandatory 1 credit. They can earn extra 2 credits by completing 8 or 12 weeks course (maximum 2 courses).

(vi) Library Hour:

One hour per week is allotted as library hour which can be allocated by the departments.

5. Course Structure

(i) Academic Courses:

Distribution of Hours and Credits

Course	SEMESTER				Total	
	I	II	III	IV	Hours	Credits
Core - Theory	7(5) + 7(5) + 6(4)	6(5)+ 6(5)+ 6(4)	6(5) + 6(5) + 6(5) + 6 (4)	6(5) + 6 (7)	73	57
Elective	5 (3) + 5 (3)	4 (3) + 4 (3)	3 (3) -	4 (3) -	25	18

Project		-		10 (7)	10	7
Skill Enhancement Course		4 (2)	3 (2)	4 (2)	11	6
Internship/Industrial Activity			(2)		-	2
Extension Activity				(1)	-	1
Total	30 (20)	30 (22)	30 (26)	30 (23)	120	91

Total Number of Hours = 120

(ii) Co-curricular Courses

Course	SEMESTER			Total	
	I	II	III	IV	Credits
Life Skill Training –I	-	(1)	-	-	1
Life Skill Training –II	-	-	-	(1)	1
Summer Training Programme/ Field Visit/ Field Project	(1)	-	-		1
Specific Value Added Courses		(1)			1
Generic Value Added Courses	(1)		(1)		2
MOOC		(1)		(1)	2
Community Engagement Activity (UBA)		(1)			1

Total Number of Credits = 91 + (9)

Non-academic courses are mandatory and conducted outside the regular working hours.

6. Credits

Credit refers to the weightage given to a course, usually in relation to the instructional hours assigned to it and a quantum of work a student is required to put in for a particular course. The

credits of a Course should be less than the hours allotted to it. The total minimum credits, required for awarding PG Degree is 91 + (9).

7. Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

i. (i) MOOCs / Self –Learning Courses- They can earn extra 2 credits by completing 8 or 12 weeks course (maximum 2 courses).

ii. (iii) Sports Representation – (Maximum 5 credits)

International level - 5 Credits

National level - 4 Credits

State level - 3 Credits

University level - 2 Credits

District level - 1 Credit

iii. Publication in Journals

Peer-reviewed International/National Journals - 1 credit

SCOPUS / Web of Science (Science Disciplines) - 2 credits
(max.3 papers)

UGC Care List – Category II (Arts and Humanities - 2 credits
Disciplines) (max.3 papers)

(v) Innovative Prototypes & Business models - 2 credits

(vi) Startup Ventures: Initiating startups during the period of pre-incubation, incubation and startup - 5 credits

8. Pedagogy

Each Course is designed with Lectures / Tutorials / Laboratory or Field Work / Seminar /Practical Training / Assignments or Report Writing/ Book review / Group Discussion/Flipped / Blended/ Open Book test/ Problem Solving/ Inquiry based Learning/ Debate/ Experiential Learning etc. to meet effective teaching, learning and evaluation requirements.

9. Examination Pattern

i) Major Core/Elective

Internal: External–25:75

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

Components	Marks
Internal test (2) (40 marks)	10
Quiz (2)(20 marks)	5
Seminar(10 marks)	5
Assignment: (Model Making, Exhibition, Role Play, Group Discussion, Problem Solving, Class Test, Open Book Test (Minimum three items per course) (30 marks)	5
Total	25

Question Pattern

Internal Test	Marks	External Exam	Marks
Part A 4 x 1	4	Part A 10 x 1 (No choice)	10
Part B 3 x 4	12	Part B 5 x 6 (Internal choice)	30
Part C 3 x 8	24	Part C 5 x 12 (Internal choice)	60
Total	40	Total	100

ii) Lab Course:

Ratio of Internal and External= 25:75

Total: 100 marks

Internal Components and Distribution of Marks

Internal Components	Marks
Performance of the Experiments	10
Regularity in attending practical and submission of records	5
Record	5
Model exam	5
Total	25

Question pattern

External Exam	Marks
Major Practical	75
Minor Practical / Spotters /Record	
Total	75

Co-Curricular Courses:

(i) Life Skill Training

Internal Component

Components		Marks
LifeSkill Training-I	Album (20pages)	30
	Group Song, Mime, Skit (Group of 5 students)	20
	Total	50
Life Skill Training-II	Case Study (30 pages)	50
	Total	50

External Component

Written Test	Five out of Seven (5 x 10)	50
	Total	50

(ii) Community Engagement Activity-UBA

Internal Component

Component	Marks
Attendance (Field Work)	30
Participation	20
Total	50

External Component

Component	Marks
Group Project Report/ Case Study(10-15 pages in print)	50
Total	50

10. OBE

(i) Knowledge levels for assessment of Outcomes based on Blooms Taxonomy

S. No	Level	Parameter	Description
1	K1	Knowledge/ Remembering	It is the ability to remember the previously learned
2	K2	Comprehension/ Understanding	The learner explains ideas or concepts
3	K3	Application/Applying	The learner uses information in a new way
4	K4	Analysis/Analysing	The learner distinguishes among different parts
5	K5	Evaluation/Evaluating	The learner justifies a stand or decision
6	K6	Synthesis /Creating	The learner creates a new product or point of view

(ii) Weightage of K – levels in Question Paper

Number of questions for each cognitive level:

Assessment	Cognitive Level	K1			K2			K3			K4,K5,K6			Total
		A	B	C	A	B	C	A	B	C	A	B	C	
Internal Test	Part	A	B	C	A	B	C	A	B	C	A	B	C	
	No. of Questions	1	1			1		1		1	2	1	2	10
External Examination	Part	A	B	C	A	B	C	A	B	C	A	B	C	
	No. of Questions	3	-	1	3	1	1	1	2	1	3	2	2	20

EXAMINATION GUIDELINES

- Students those who have completed at least one internal test and other internal components are permitted to write the external examination.
- Students can apply through online for semester examination.
- Hall tickets can be downloaded from College website prior to the examination.
- Semester examination will be for 3 hours, conducted at the end of the semester, by the Controller of Examination. Double valuation system is followed for PG.
- If the difference between the two valuations exceeds 15 marks, the Controller of Examinations may recommend for a third valuation by another external examiner.

The Controller of Examination will issue the notification announcing the commencement of examination, submission of filled in application form and the examination fee to be paid.

- The timetable for semester examination will be published by the Controller of Examination two weeks prior to the date of commencement of examinations.

Evaluation

- i. The performance of a student in each Course is evaluated in terms of percentage of marks with a provision for conversion to grade points.
- ii. Evaluation for each course shall be done by Continuous Internal Assessment (CIA) by the Course teacher as well as by an end semester examination and will be consolidated at the end of the semester.
- iii. There shall be examinations at the end of each semester, for odd semesters in October/November and for even semesters in April / May.
- iv. A candidate who does not pass the examination in any

course(s) shall be permitted to re-appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in Practical Examination(s) shall be permitted

To re - appear for their arrears only along with Regular Practical examinations in the respective semester.

- v. Viva-voce: Each candidate shall be required to appear for Viva-voce Examination in defence of the Project.
- vi. The results of all the examinations will be published in the College website.
- vii. For UG students, a minimum of 40% in the external examination and an aggregate of 40% is required. For PG students a minimum of 50% in the external examination and aggregate of 50% is required. There is no minimum pass percentage for the CIA.

Results

After the valuation of papers, the results will be scrutinized by the Award Committee and then published.

Students will receive the results on their mobile through SMS. They can also view them online - erp.holycrossngl.edu.in. Students will be given a mark statement for every semester examination. At the end of the course, a consolidated mark statement of the final results based on Grade Point Average is awarded to each student.

Revaluation

Revaluation is permitted only for regular examinations of the UG courses and not for arrears and Part IV Courses and this is done only after payment of the prescribed fee at the stipulated time. Fee prescribed according to the rules currently in force in the college will have to be paid. Concerning the results of the revaluation, if the revalued mark is higher than the original mark, then it will be recorded as the final mark. If not the original mark will be retained. Photocopies of the exam papers can be obtained

from COE office and verified. Revaluation is not applicable for PG.

Reappearance for Arrear Course

Students can take up arrear examinations along with the subsequent regular end semester examinations. The candidates with arrears will be permitted to appear for the arrear examinations in the same syllabus for a period of 3 years from the year of normal completion of the same course (for UG 3+2 years and for PG 2+2 years).

Reappearance for Theory Papers

Students are permitted to write their arrear papers in all the subsequent semesters.

Supplementary Examination for Final Semester

For the outgoing students a supplementary examination will be conducted within ten days after the semester examination results, to help them to get their degrees without delay. UG and PG students can appear for only two arrears in the supplementary examination. The question paper pattern for supplementary examination will be the same as the regular examination for each subject. Candidates, who are writing the supplementary examination are required to submit the filled in application form and pay the examination fee as specified.

Addressing Grievances

In case of grievance of any nature, including those concerning the CIA, students can appeal to the Grievance Appeal Committee. Principal is the Chairperson of the committee.

A student, if dissatisfied with her marks, has the right to appeal for a review of her marks in the CIA test (formative assessment) as per the procedure detailed below:

- a. Such appeals should be made to the course teacher(s) immediately after receiving the valued scripts.
- b. If additional clarification is necessary, the student should

approach the Head of the Department concerned. The HOD will try to sort out the problem and initiate all efforts to settle the matter amicably.

- c. If not satisfied with (a) and (b) the student shall, within 3 days, make a written appeal to the Principal through the HOD/ Controller of Examination who will forward the same to the Grievance Appeal Committee for further review. The decision of the Grievance Appeal Committee shall be the final.

Semester Examination Question Papers

Any complaint with respect to the semester examination question paper must be brought to the notice of the Controller of Examinations on the day of examination within an hour after the commencement of the examination by the course-in-charge or by the HOD concerned. In the absence of HOD, the next senior teacher would take up this responsibility.

Condonation

A candidate must earn 75% of attendance per semester to take the semester examination. Candidates who have less than 75% of attendance but above 62% shall make a written request for condonation of attendance to the Principal one week prior to the last working day of the semester. Request for condonation of attendance will be considered by the Principal in consultation with the Head of the Department. In case of prolonged illness, request for condonation of attendance should be supported by a valid medical report from a Registered Medical Practitioner. If granted condonation, the students have to remit a condonation fee to take the semester examinations. Students having attendance of less than 62% should repeat the missed semester and then continue the remaining semesters.

No Dues

Clearance of fee dues is a pre-requisite for

1. Issue of Hall ticket for the semester examination.
2. Getting Transfer Certificate from the college.

Conferment of the Degree

A candidate shall be eligible for the conferment of the Degree only if the minimum required credits for the programme thereof (95 credits) is earned.

Grading System for semester examination

Calculation of Grade Point Average for End Semester Examination:

$$= \frac{\text{Sum of the multiplication of grade points by the credits of the course}}{\text{Sum of the credits of the courses (passed) in a semester}} \text{ GPA}$$

For the entire programme:

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_{ni} \sum_i C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme CGPA

Sum of the credits of the courses of the entire programme Where

C_i - Credits earned for course i in any semester

G_i - Grade point obtained for course i in any semester

n - semester in which such courses were credited

Final Result

Conversion of Marks to Grade Points and Letter Grade

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49 (UG)	4.0-4.9	C	Satisfactory
00-39 (UG)/ 00-49 (PG)	0.0	U	Re-Appear
ABSENT	0.0	AA	ABSENT

Overall Performance

CGPA	Grade	Classification of Final Results
9.5-10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.0 and above but below 5.0 (UG)	C	Third Class
0.0 and above but below 4.0 (UG) 0.0 and above but below 5.0 (PG)	U	Re-appear

*The candidates who have passed in the first appearance and within the prescribed semester are eligible.

CLUBS, CELLS, COMMITTEES AND FORUMS

The college has the following committees to ensure effective management of academic, financial and general administrative affairs.

1. Administrative Affairs

Board of Management

Sr. Fatima Kattar	: President
Dr. Sr. M. Mary Gilda	: Mother Superior & Secretary
Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. P. Leema Rose	: Vice Principal
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Sr. A. Shanthi Alphonse	: Member
Sr. S. Antin Mary	: Member
Dr. Sr. K. Francy	: Member
Dr. Sr. S. Sebastiammal	: Member
Sr. Nirmala Juliana	: Member

College Management Committee

Sr. Fatima Kattar	: President
Dr. Sr. M. Mary Gilda	: Mother Superior & Secretary
Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. P. Leema Rose	: Vice Principal
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Dr. S. Mary Mettilda Bai	: Staff Representative

Governing Body

Sr. Fatima Kattar, Provincial, Madurai	: Chairperson
Dr. Sr. M. Mary Gilda, Secretary	: Vice Chairperson
Dr. Sr. P. Leema Rose, Vice Principal	: Member, Management
Dr. Sr. K. Francy, Assistant Professor, Dept. of Chemistry	: Member, Management

Dr. Sr. S. Sebastiammal,
Assistant Professor,
Dept. of Physics : Member, Management

Dr. R. Gladis Latha,
Assistant Professor,
Dept. of Chemistry : Staff

Dr. H. Jimsy Asha,
Assistant Professor,
Dept. of English : Staff

A. Selva Asha (alias) Sr. Asha : Administrative Officer

Dr. R. M. Murugappan,
Dean, Curriculum and Development,
Head, Department of Zoology
and Microbiology,
Thiagarajar College, Madurai : Educationist

Dr. R. Bhaskaran,
R.J.D. of Collegiate Education,
Thirunelveli : State Govt. Nominee

Dr. S. Uma Maheswari,
Professor, Department of
Biotechnology, Manonmaniam
Sundaranar University,
Thirunelveli : University Nominee

Dr. J. Vinoliya Josephine Mary
Assistant Professor,
Department of Zoology : Special Invitee

Dr. Sheeba Daniel,
Assistant Professor,
Department of Chemistry : Special Invitee

Dr. Sr. S. Sahayaselvi, Principal : Ex-Officio

Administrative Team

Dr. Sr. S. Sahayaselvi : Principal

Dr. Sr. M. Mary Gilda : Secretary

Dr. Sr. P. Leema Rose	: Vice Principal-1
Dr. P. Sathya	: Vice Principal-2
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. S. Regi	: Assistant Controller of Examinations
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
Dr. J. Divya Merry Malar	: Dean of Academic Affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. H. Jimsy Asha	: Director of IQAC
Dr. S. Sujitha	: Assistant Director of IQAC
Dr. V. Antony Prakash Babila	: Dean of Extension Services
Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Dr. R. Abilasha	: Dean of External affairs
Dr. A. Lesly Fathima	: Dean of Student Affairs
Dr. M. Mabel Edel Queen	: Dean of Student Affairs

Planning, Review and Evaluation Committee

Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. P. Leema Rose	: Vice Principal-1
Dr. P. Sathya	: Vice Principal-2
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. H. Jimsy Asha	: Director of IQAC
Dr. V. Antony Prakash Babila	: Dean of Extension Services
Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Dr. R. Abilasha	: Dean of External Affairs

Dr. M. Mabel Edel Queen	: Dean of Student Affairs
Ms. P. T. Anbu Hannah Dora	: Nodal Officer of PTA
Dr. J. Christy Celin Mary	: Director of Physical Education
Dr. S. Panimaya Mercy	: Nodal Officer of UBA
Dr. Sheeba Daniel	: IIC Convenor
Dr. V. Sujin Flower	: Nodal Officer of Placement and Career Guidance Cell
Dr. S. J. Jenepha Mary	: Nodal Officer of RUN
Mr. M. Johnson Paulraj	: Non Teaching Staff
Ms. F. Shimarna	: Student Representative

Finance Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Ms. P. T. Anbu Hannah Dora	: Senior Faculty
Mr. Baskaran	: Auditor

Finance Sub-Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. Sr. M. Mary Gilda	: Secretary
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Dr. J. Divya Merry Malar	: Member
Ms. S. Josephine Panimaya Rushia	: Member
Mr. Baskaran	: Auditor

Purchase Committee

Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. S. Sahayaselvi	: Principal
Dr. Sr. P. Leema Rose	: Vice Principal
A. Selva Asha (alias) Sr. Asha	: Office Superintendent
Dr. S. Thenmozhi	: Senior Faculty
Dr. M. Anitha Malbi	: Senior Faculty
Dr. Alby Grace	: Senior Faculty
Mr. Anto Valan	: Member

2. Crossian Centre for Academic Affairs

Admission Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. P. Leema Rose	: Vice Principal-1 & Co-opt
Dr. P. Sathya	: Vice Principal-2
Ms. P. T. Anbu Hannah Dora	: Senior Faculty (UG)
Dr. F. Brisca Renuga	: Senior Faculty (PG)
All HoDs and I year class teachers	

Curriculum Steering Committee

Dr. Sr. S. Sahayaselvi	: Principal
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
Dr. J. Divya Merry Malar	: Dean of Academic Affairs
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Heads of the Departments	

Board of Studies

The entire faculty of the department, external subject experts, University nominee, an alumna, a representative from the industrial /Corporate /the allied sector.

Examination Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. S. Regi	: Assistant Controller of Examinations
Dr. R. Gladis Latha	: Dean of Academic affairs
Dr. V. Virgin Nithya Veena	: Representative of Skill Enhancement and Certificate Courses
Dr. H. Jimsy Asha	: Director of IQAC
Dr. S. Thenmozhi	: Representative of Languages

- Dr. V. Shally : Representative of Physical Sciences
- Dr. P. T. Arokya Glory : Representative of Life Sciences
- Ms. A. Mary Usha : Representative, COE Section

Academic Council

- Dr. Sr. S. Sahayaselvi : Principal
- Dr. R. Balasubramanian : Member, Professor,
Department of Computer Science and Engineering,
M.S. University, Tirunelveli.
- Dr. R. Kala : Member, Professor,
Department of Mathematics,
M.S. University, Tirunelveli.
- Dr. V. Samuel Gnanaprakash : Member, Professor,
Department of Marine Science and Technology, M.S. University,
Rajakamangalam.
- Mr. S.P. Ashokan : Advocate, Nagercoil Bar Council
- Mr. Savari Praveen Kumar : Industrialist, Infinisol Technology Pvt. Ltd.
- Mr. A. Amirtha Rajan : Entrepreneur,
A. John Morris & Company
- Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- Dr. R. Gladis Latha : Dean of Academic Affairs
- Dr. V. Virgin Nithya Veena : Dean of Academic Affairs
- Dr. J. Divya Merry Malar : Dean of Academic Affairs
- Dr. H. Jimsy Asha : Member Secretary
- Dr. S. Mary Mettilda Bai : Senior Faculty
- Dr. S. Regi : Senior Faculty
- Dr. S. Thenmozhi : Senior Faculty
- Dr. J.M. Vinitha Charles : Senior Faculty
- Heads of all the Departments : Chairpersons of the Board of Studies

Award Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. Sr. M. Mary Gilda	: Secretary
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. S. Regi	: Assistant Controller of Examinations
Dr. M. Michael Babu	: University Nominee
Dr. Gnana D. Hans	: University Nominee
Dr. C. Nirmala Louis	: Representative of Physical Sciences
Dr. S. Mary Mettilda Bai	: Representative of Life Sciences
Dr. S. Jeni Sanjana	: Representative of Social Sciences

Grievance Appeal Committee

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. S. Regi	: Assistant Controller of Examinations
Heads of the Departments	

College Staff Council

Dr. Sr. S. Sahayaselvi	: Chairperson & Principal
Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. P. Leema Rose	: Vice Principal-1
Dr. P. Sathya	: Vice Principal-2
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
Dr. J. Divya Merry Malar	: Dean of Academic Affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. H. Jimsy Asha	: Director of IQAC
Dr. V. Antony Prakash Babila	: Dean of Extension Services

Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Dr. R. Abilasha	: Dean of External Affairs
Dr. M. Mabel Edel Queen	: Dean of Student Affairs
Dr. Sheeba Daniel	: IIC Convener
Heads of all the Departments	
Dr. J. Christy Celin Mary	: Director of Physical Education
Dr. V. Jeya Kala	: Librarian
Dr. C. Josephine Priyatharshini	: Teaching Staff Club Secretary
Mr. M. Johnson Paulraj	: Non-teaching Staff representative

Crossian Centre for Environmental Studies

(Part IV - EVS, Eco-club & Green Audit)

Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. A. Punitha	: Nodal Officer, Eco-Club
Ms. Vincy	
Dr. J. Celin Pappa Rani	: Nodal Officer, Green Audit
Dr. S. Kala Vetha Kumari	

Crossian Centre for Women Empowerment

(Part V - Gender Equity Studies & Women's Cell)

Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
Dr. L. Deva Vijila	: Nodal Officer, Women's Cell
Dr. J. M. Vinitha Charles	

Crossian Centre for Human Rights Education

(Part V - HRE& Legal Literacy Committee)

Dr. J. Divya Merry Malar	: Dean of Academic Affairs
Ms. C. Nesavathy	: Nodal Officer, Legal literacy Committee
Dr. C.R. Siva Kala	

Crossian Center for Skill Development (Certificate Course)

Dr. V. Virgin Nithya Veena	: Dean of Academic Affairs
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Dr. K. Jeya Daisy : Nodal Officer, Start-up TN
Dr. A. Sameema

Remedial Programme Committee

Dr. R. Gladis Latha : Dean of Academic Affairs
Dr. Sr. K. Francy : Nodal Officer
Department Representatives

MOOC Courses (SWAYAM – NPTEL)

Dr. V. Virgin Nithya Veena : SPOC (Dean of Academic Affairs)
Dr. Tessy A. Joseph : Arts
Ms. V. Bithiya Blessie : Science
Dr. J. Jani Mercy Bai : Commerce

3. Crossian Centre for Research & Development

Research Advisory Committee

Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. P. Leema Rose : Vice Principal
Dr. S. Mary Mettilda Bai : Dean of Research
Dr. M. F. Anne Feril : Nodal Officer
Dr. Alby Grace
Dr. S. Jeni Sanjana
Dr. A. Lesly Fathima
Dr. Sheeba Daniel
Dr. A.R. Florence
Dr. C. Braba
Dr. S. Sonia

Research Ethics Committee (All Research Guides)

Commerce

Dr. M. Mary Helen Stella*
Dr. Sr. Sahayaselvi
Dr. S. Mary Pearly Sumathi
Dr. C. Braba
Dr. C. K. Sunitha

Dr. J. Divya Merry Malar
Dr. M. Gnana Muhila

Tamil

Dr. V. Antony Prakash Babila
Dr. S. Sunitha
Dr. M. Mabel Edel Queen

English

Dr. Alby Grace
Dr. H. Jimsy Asha
Dr. V. Virgin Nithya Veena
Dr.M. F.Anne Feril
Dr. Selva Mary Gokila S. George
Dr. P. Sathya

History

Dr. S. Regi
Dr. I. Jalaja Kumari
Dr. K. S. Soumya

Economics

Dr. Sr. Anne Perpet Sophy*
Dr. S. Jeni Sanjana
Dr. S. Vimal Dollie

Mathematics

Dr. V. M. Arul Flower Mary*
Dr. M. K. Angel Jebitha
Dr. S. Sujitha
Dr. V. Sujin Flower
Dr. J. Befija Minnie
Dr. K. Jeya Daisy

Physics

Dr. C. Nirmala Louis
Dr. V. Shally
Dr. A. Lesly Fathima

Dr. M. Priya Dharshini
Dr. R. Krishna Priya
Dr. S. Sonia

Chemistry

Dr. G. Leema Rose*
Dr. M. Anitha Malbi
Dr. R. Gladis Latha
Dr. S. Ajith Sinthuja
Dr. Sheeba Daniel
Dr. Y. Christabel Shaji

Botany

Dr. A. Anami Augustus Arul
Dr. Bojaxa A. Rosy

Zoology

Dr. S. Mary Mettilda Bai
Dr. F. Brisca Renuga
Dr. J. Vinoliya Josephine Mary
Dr. A. Shyla Suganthi
Dr. Jeni Chandar Padua

*Retired Faculty

Crossian Research Forum

Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. M. F. Anne Feril	: Nodal Officer
Dr. C. Braba	: Dept. of Commerce
Dr. S. Regi	: Dept. of History
Dr. S. Thenmozhi	: Dept. of Tamil
Dr. M. K. Angel Jebitha	: Dept. of Mathematics
Dr. A. Punitha	: Dept. of Zoology
Dr. A. R. Florence	: Dept. of Botany
Dr. S. Sonia	: Dept. of Physics
Dr. Y. Christabel Shaji	: Dept. of Chemistry

Dr. C. K. Sunitha	: Dept. of Commerce (S.F-I)
Dr. A. Babila Kingsly	: Dept. of Economics
Dr. C. Ida	: Dept. of Tamil (S.F)
Dr. C. Jenila	: Dept. of Mathematics (S.F)
Dr. E. Jebamalar	: Dept. of English (S.F)
Dr. X. Maria Muthu Shanthini	: Dept. of Commerce (S.F-II)
Dr. F. Fanax Femy	: Dept. of Computer Science (S.F)
Dr. E. Sathia Raj	: Dept. of Social Works (S.F)
Ms. S. Anusha Mini	: Research Scholar (Arts)
Ms. S.C. Benitlin Shalom	: Research Scholar (Science)
Ms. S. Jones Kala	: Non Teaching Staff

4. Internal Quality Assurance Cell (IQAC)

Administrative Officers

Dr. Sr. M. Mary Gilda	: Secretary
Dr. Sr. S. Sahayaselvi	: Principal & Chairperson
Dr. Sr. P. Leema Rose	: Vice Principal
Dr. H. Jimsy Asha	: Director of IQAC
Dr. S. Sujitha	: Assistant Director of IQAC
Dr. J. Vinoliya Josephine Mary	: Controller of Examinations
Dr. R. Gladis Latha	: Dean of Academic Affairs
Dr. S. Mary Mettilda Bai	: Dean of Research
Dr. A. Lesly Fathima	: Dean of Student Affairs
Dr. V. Sujin Flower	: Placement Officer
Dr. Sheeba Daniel	: IIC Convener
Sr. A. Shanthy	: Junior Assistant
Dr. V. Jeya Kala	: Librarian
Ms. B. Sowmiya	: IQAC Student Representative (II B.Sc Mathematics)
Ms. K. Abi Sree (II B.A English)	: IIC Student Representative
Ms. P. Akalya (II B.Sc Chemistry)	: Clubs and Committee Student Representative

External Members

Dr. A. Lourdhsamy, St. Xavier's College, Palayamkottai	: External Expert
Dr. A. Rose Venis, St. Joseph's College, Trichy	: External Expert
Mr. W. Arul Jerald Prakash	: Industrialist
Dr. S. Mary Jelastin Kala, St. Xavier's College Palayamkottai	: Alumni

Core Committee Members

Dr. H. Jimsy Asha	: Director of IQAC
Dr. S. Sujitha	: Assistant Director of IQAC
Dr. S. Ajith Sinthuja	: Dept. of Chemistry
Dr. M. Priya Dharshini	: Dept. of Physics
Dr. S. Vimal Dollu	: Dept. of Economics
Ms. A. Anishya Dani	: Dept. of English
Dr. X. Venci Candida	: Dept. of Zoology

Members

Dr. P. T. Arokya Glory	: Dept. of Zoology
Dr. V. Antony Prakash Babila	: Dept. of Tamil
Ms. A. R. Jemi	: Dept. of English
Dr. J. Albino Wins	: Dept. of Botany
Dr. A. Anat Jaslin Jini	: Dept. of Mathematics
Dr. M. Charles Dayana	: Dept. of Commerce(S.F-I)
Ms. J. Anne Mary Leema	: Dept. of Mathematics(S.F)
Dr. A. Delphin	: Dept. of Tamil(S.F)
Dr. G. Hesil Jerda	: Dept. of Commerce(S.F-II)
Dr. Sahaya Shiny	: Dept. of Commerce(S.F)
Dr. S. Mary Judit	: Dept. of History
Ms. R. Sahaya Helba Barbara	: Dept. of Social Work(S.F)
Ms. J. Alisha Josephine	: Dept. of English (S.F)

Dr. S. Immaculate Shyla	: Dept. of Computer Science (S.F)
Dr. Menaka	: Dept. of Costume Design and Fashion
Ms. V. Abisha	: ERP Admin

5. Institution Innovation Council (IIC)

Core Committee

Dr. Sr. S. Sahayaselvi	: Principal & President
Dr. A. Anami Augustus Arul	: Vice President & NISP
Dr. Sheeba Daniel	: Convener
Dr. M. K. Angel Jebitha	: Internship Coordinator
Dr. R. Krishna Priya	: Innovation Coordinator
Dr. C. Anitha	: IPR Coordinator
Dr. P. Aji Udhaya	: Social Media Co-ordinator
Dr. K. Baby	: Start-up Coordinator

Expert Committee

Ms. R. Hemalatha	: Patent Expert
Mr. Gigin Durai	: Patent Expert
Mr. N. Rahul	: Start-up Founder
Mr. S. Ajith Kumar	: Start-up Founder
Mr.G. Christ Jose	: Start-up Founder
Mr. Goutham Palaniswamy	: Incubator
Mr. M. Dhilip Kumar	: Incubator
Ms. Bhagyalekshmi (Alumni)	: Entrepreneur

Monitoring Committee

Dr. Sr. S. Sahayaselvi	: President
Dr. A. Anami Augustus Arul	: Vice President & NISP
Dr. Sheeba Daniel	: Convener
Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development

The Heads of the Departments of the Respective Startups

Sub Committees

i Internship Cell

Dr. M. K. Angel Jebitha : Nodal Officer

Dr. R. Sreedevi

Ms. S. Divya Margret

ii Innovation Cell

Dr. R. Krishna Priya : Nodal Officer

Dr. S. Lizy Roselet

Dr. Bojaxa A. Rosy

iii Intellectual Property Rights Cell (IPR)

Dr. C. Anitha : Nodal Officer

Ms. S. Fransta Darshana

Dr. B. T. Delma

iv Socialmedia Cell & ICT

Dr. P. Aji Udhaya : Nodal Officer

Sr. S. Antin Mary

Dr. S. Mary Pearly Sumathi : PRO

Dr. S. Daisy Bai

Ms. M. Maria Helen Jenoba

Mr. X. Anto Valan

Mr. Merlin

v Startup Cell

Dr. K. Baby : Nodal Officer

Ms. C. Nesavathy

Dr. M. Sahaya Vennila

Dr. Tessa A. Joseph

vi Student IIC

Dr. A. Anami Augustus Arul : Vice President & NISP

Dr. Sheeba Daniel : IIC Convener

Dr. Jeni Chandar Padua : Dean of Entrepreneurship
Development

6. Holy Cross Innovation and Incubation Centre (HCIIC)

Dr. Sr. M. Mary Gilda	: President
Dr. Sr. S. Sahayaselvi	: Vice President
Dr. Sr. S. Sebastiammal	: Treasurer
Dr. A. Shyla Suganthi	: Secretary
Dr. Sr. K. Francy	: Joint Secretary
Dr. Sr. P. Leema Rose	: Executive committee member
Dr. Sr. M.S. Ruba	: Executive committee member
Sr. S. Antin Mary	: Executive committee member
Dr. A. Anami Augustus Arul	: Executive committee member
Dr. Sheeba Daniel	: Executive committee member
A. Selva Asha (alias) Sr. Asha	: Executive committee member
Sr. A. Shanthi	: Executive committee member

7. Crossian Centre for Entrepreneurial Development

Core Committee

Dr. Jeni Chandar Padua	: Dean of Entrepreneurship Development
Dr. S. Sonia	: Nodal Officer, Project & Grants
Ms. A. Judes Jalaja	: Documentation
Dr. K. Baby	: Nodal Officer, Startup

Sub committees

Entrepreneur Development Institute of India (EDII)

Ms. S. Jameela	: Nodal Officer
Dr. J. Jani Mercybai	

Innovation Entrepreneurship Development Centre (IEDC)

Dr. R. Krishna Priya	: Nodal Officer
Dr. Bojaxa A. Rosy	

Startup TN

Dr. K. Jeya Daisy	: Nodal Officer
Dr. A. Sameema	

Startup Cell of IIC

Ex-Officio Advisory Team

Industrial Advisors, Training Associates &
Marketing Associates

8. Crossian Centre for Human Resource Development

Dr. Sr. M. Mary Gilda : Secretary
Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. P. Leema Rose : Vice Principal
Dr. V. Shally : Nodal Officer
Dr. S. Sunitha
Dr. Prakash Shoba
Dr. A. Franklin Ragila
Mr. G. Maria Antony Michael : Non-teaching Staff
Ms. S. Josephine Panimaya Rushia

9. Crossian Centre for Student Affairs

Quality Circle

Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. P. Leema Rose : Vice Principal-1
Dr. P. Sathya : Vice Principal-2
Dr. A. Lesly Fathima : Dean of Student Affairs
Dr. M. Mabel Edel Queen : Dean of Student Affairs
Dr. Sahaya Vennila : Member of Student Affairs
Ms. F. Shimarna : President, Student Council
Ms. S. MaryAshany : Vice President, Student Council
Ms. A. Arockia Sandra : Secretary, Student Council
Mr. Rajan : Non-teaching Staff

Student Grievance Cell

Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. P. Leema Rose : Vice Principal-1
Dr. P. Sathya : Vice Principal-2
Dr. J. Vinoliya Josephine Mary: Controller of Examinations

Dr. A. Lesly Fathima : Dean of Student Affairs
Dr. M. Mabel Edel Queen : Dean of Student Affairs

Internal Complaint Committee

Dr. Sr. M. Mary Gilda : Secretary
Dr. Sr. S. Sahayaselvi : Principal
Dr. Sr. P. Leema Rose : Vice Principal-1
Dr. P. Sathya : Vice Principal-2
Dr. J. Vinoliya Josephine Mary : Controller of Examinations
Dr. A. Lesly Fathima : Dean of Student Affairs
Dr. M. Mabel Edel Queen : Dean of Student Affairs
Adv. Jeya Rani : Advocate
Ms. F. Shimarna : President, Student Council
Ms. S. Mary Ashany : Vice President,
Student Council
Ms. A. Arockia Sandra : Secretary, Student Council

Anti-Eve Teasing Committee /Anti-Sexual Harassment Committee

Dr. Sr. P. Leema Rose : Vice Principal-1,
Nodal Officer
Dr. P. Sathya : Vice Principal-2
Deans of Student Affairs
Heads of the Departments
Student Council Members

Guidance and Counselling Committee

Dr. A. Arul Mary Lubeeth, M.D : Psychotherapist
Sr. Nirmala Juliana : Mental Health Trainer cum
Counsellor
Dr. Fr. Francis Xavier Nelson : Counselling Ministry of
Kottar Diocese
Heads of the Departments
Deans of Student Affairs

Discipline Committee

Dr. Sr. P. Leema Rose	: VicePrincipal-1
Dr. P. Sathya	: Vice Principal-2
Dr. A. Lesly Fathima	: Dean of Student Affairs
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Dr. S. Thenmozhi	
Ms. J. Maria Prabina Sackaria	
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Dr. Sr. K. Francy : Warden
Sr. S. Antin Mary : Warden
Sr. Mary Prema : Mess in Charge
Ms. Ramya : Assistant Warden

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Dr. J. Vinoliya Josephine Mary: Controller of Examinations

i NSS

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Dr. M. Abila Jeba Queen : Programme Officer -Unit 76
Dr. S. Kala Vetha Kumari : Programme Officer- Unit 239
Dr. M. Jasmine Vinoja : Programme Officer -Unit 240

ii Red Ribbon Club

Ms. J. C. Mahizha : Nodal Officer
Dr. J. Nesa Golden Flower

iii AICUF, Xavier Board and AIACHE

Dr. Snow J Sharmila : Nodal Officer
Ms. A. Nimesha

iv Rotaract Club

Ms. S. Virgin Jeba : Nodal Officer
Ms. Y. A. Shiny

v Youth Red Cross

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vi **Eco-Club**

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vii **Consumer Club**

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viii **Legal Literacy Committee**

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Dr. C.R. Siva Kala

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Dr. S. Mary Judit : Mentor

xi **Electoral Literacy Club**

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iv Standard Committee

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37.	Mr. M. Agnes Amuthan	9487132343
38.	Mr. A. Robin	9789368722
39.	Ms. T. Preetha Jaya Ruby	8610888313
40.	Ms. M. Regish Mejella	7598528373
41.	Mr. E. Kalliyam Pillai	9442856559
42.	Ms. N. Viji	7339156968
43.	Ms. A. Mary Onita	9361766951
44.	Ms. P. Johnsy Rani	7806990855
45.	Ms. R. Ruba	6382074301
46.	Ms. S. Selva Lakshmi	8870732726
47.	Ms. M. Dhanalekshmi	7708963313
48.	Ms. V. Sakila	9003551856
49.	Ms. D. Mary Stella	8870243344
50.	Mr. G. Iyyappan	8608596056
51.	Ms. S. Darlin Mary Subha	9486673519

Self Financed		
52.	Ms. V. Abisha	6383941483
53.	Ms. A. Amalorbhavam	9487386537
54.	Mr. M. Julibar Euprin Xavier	9486514811
Management		
55.	Mrs. Velcy Kala Rani	9600583908
56.	Mrs. A. Ajitha	8220153454
57.	Mrs. S. Maria Packiam	9487627192
58.	Mr. J. Antony Merlin	6369841586
59.	Ms. A. Shiny	9751920609
60.	G. Chrispin Rani	7339327488
61.	T. Girija	9384352567
62.	T. Jeya	9600648996
63.	T. Panneer Selvam	9159318485
64.	S. Banumathi	7598949737
65.	X. Amala Jeba	8667061778
66.	G. Selvamalar	9677595253
67.	R. Jugal Iswarya	9487601477
68.	R. Priya	9952008593

ACADEMIC CALENDAR

JUNE 2023

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Thu				
2	Fri				
3	Sat				
4	Sun				
5	Mon				Environment Day
6	Tue				
7	Wed				
8	Thu				
9	Fri				
10	Sat				
11	Sun				
12	Mon				
13	Tue				
14	Wed				
15	Thu				
16	Fri				
17	Sat				
18	Sun				
19	Mon	1	G	Classes begin for II & III U.G. and II P.G.	
20	Tue	2	I	Classes begin for I U.G. & I P.G.	International Yoga Day
21	Wed	3	II		
22	Thu	4	III		
23	Fri	5	IV		
24	Sat				
25	Sun				
26	Mon	6	V		
27	Tue	7	VI		
28	Wed	8	I		
29	Thu	Holiday			Bakrid
30	Fri	9	II		

JULY 2023

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Sat				
2	Sun				
3	Mon	10	III		
4	Tue	11	IV		
5	Wed	12	V	Investiture Ceremony of Student Council	
6	Thu	13	VI	Holy Spirit Mass	
7	Fri	14	I	Students' Administrative Day	
8	Sat				
9	Sun				
10	Mon	15	II		
11	Tue	16	III		
12	Wed	17	IV		
13	Thu	18	V		
14	Fri	19	VI		
15	Sat			Staff Picnic	
16	Sun				
17	Mon	20	I		
18	Tue	21	II	Library Day	
19	Wed	22	III		
20	Thu	23	IV		
21	Fri	24	V		
22	Sat				
23	Sun				
24	Mon	25	VI		
25	Tue	26	I		
26	Wed	27	II		
27	Thu	28	III		
28	Fri	29	G	Sports Day	
29	Sat	Holiday			Muharram
30	Sun				
31	Mon	30	IV		

AUGUST 2023

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Tue	31	V		
2	Wed	32	VI	58th College Birthday	
3	Thu	33	I		
4	Fri	34	II		
5	Sat	35	III		
6	Sun				
7	Mon	36	IV		
8	Tue	37	V		
9	Wed	38	VI		
10	Thu	39	I	Mother Foundress Day	
11	Fri	40	II		
12	Sat				International Youth Day
13	Sun				
14	Mon	Holiday			
15	Tue	Holiday			Independence Day
16	Wed	Local Holiday			Aadi Amavasai Festival
17	Thu	41	III		
18	Fri	42	IV		National Integration Day
19	Sat	43	V		
20	Sun				
21	Mon	44		I CIA	
22	Tue	45		I CIA	
23	Wed	46		I CIA	
24	Thu	47		I CIA	
25	Fri	48		I CIA	
26	Sat			PG - CEC Field visit	
27	Sun				
28	Mon	49		I CIA, Onam Celebration	
29	Tue	Local Holiday			Onam
30	Wed	50	VI		
31	Thu	51	I		

SEPTEMBER 2023

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Fri	52	II		
2	Sat	53	III		
3	Sun				
4	Mon	54	IV	Last Date for I CIA Mark Entry	
5	Tue	55	V	Teacher's day Celebration	
6	Wed	Holiday			Krishna Jayanthi
7	Thu	56	VI		
8	Fri	57	I		
9	Sat	58	II		
10	Sun				
11	Mon	59	III		
12	Tue	60	IV		
13	Wed	61	G	Holy Cross Feast Day Celebration	
14	Thu			Exaltation of the Holy Cross	
15	Fri	Holiday			International Day of Democracy
16	Sat			PG - CEC Field visit	World International Day for Preservation of Ozone
17	Sun				
18	Mon	Holiday			Vinayakar Chathurthi
19	Tue	62	V		
20	Wed	63	VI		
21	Thu	64	I		Day for Peace & Non violence
22	Fri	65	II		World Rose Day (Welfare of Cancer Patients)
23	Sat	66	III		
24	Sun				NSS Day
25	Mon	67	IV		
26	Tue	68	V		
27	Wed	69	VI		World Tourism Day
28	Thu	Holiday			Miladi Nabi
29	Fri	70	I		
30	Sat				

OCTOBER 2023

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Sun				
2	Mon			Gandhi Jayanti	Gandhi Jayanti & International Day of Non Violence
3	Tue	71	II		
4	Wed	72	III		World Animal Welfare Day
5	Thu	73	IV		
6	Fri	74	V		
7	Sat	75	VI		
8	Sun				
9	Mon	76		II CIA	
10	Tue	77		II CIA	World Mental Health Day
11	Wed	78		II CIA	International Girl Child Day
12	Thu	79		II CIA	
13	Fri	80		II CIA	
14	Sat			PG CEC Field visit	International e-waste Day
15	Sun				Dr.A.P.J.Abdul Kalam Birthday
16	Mon	81		II CIA	World Food Day
17	Tue	82	I		
18	Wed	83	II		
19	Thu	84	III		
20	Fri	85	IV	Completion of Part IV - Int. Examination & all Internal components	
21	Sat			Last date for II CIA Mark Entry	
22	Sun				
23	Mon	Holiday			Ayutha Pooja
24	Tue	Holiday			Vijayadasami & UN Day
25	Wed	86	V	Semester Practical Exams Begin	
26	Thu	87	VI		
27	Fri	88	I	Project Viva Voce Examination (UG & PG)	
28	Sat				
29	Sun				
30	Mon	89	II	Signing of Consolidated Mark Statement	
31	Tue	90	III	Last Working day for Staff & Students	World Integration & International UNITY Day

NOVEMBER 2023

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Wed	Local Holiday			Union of Kanyakumari with Tamil Nadu, All Saints Day
2	Thu			Part IV Semester Exam	All Souls Day
3	Fri				
4	Sat				
5	Sun				
6	Mon			Semester Exams Begins	
7	Tue				
8	Wed				
9	Thu				
10	Fri				World Science Day
11	Sat				
12	Sun				Deepavali
13	Mon				
14	Tue				Children's Day
15	Wed				
16	Thu				
17	Fri				
18	Sat			Semester Exams End	
19	Sun				
20	Mon			Value Added Courses begin	
21	Tue				
22	Wed				
23	Thu				
24	Fri				
25	Sat				
26	Sun				
27	Mon				
28	Tue			Semester Result	
29	Wed				
30	Thu				

DECEMBER 2023

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Fri				
2	Sat				
3	Sun				St. Xavier's Feast
4	Mon				Local Holiday
5	Tue	1	I	Even Semester Begins	
6	Wed	2	II		
7	Thu	3	III		
8	Fri	4	IV		
9	Sat				
10	Sun				World Human Rights Day
11	Mon	5	V		
12	Tue	6	VI	Fine Arts-Off Stage Programme	
13	Wed	7	I	Fine Arts-Off Stage Programme	
14	Thu	8	G	Fine Arts-On Stage Programme	
15	Fri	9	G	Fine Arts-On Stage Programme	
16	Sat				
17	Sun				
18	Mon	10	II		
19	Tue	11	III		
20	Wed	12	IV		
21	Thu	13	V		
22	Fri	14	G	Christmas Day Celebration	National Mathematics Day
23	Sat			Christmas Holidays begin	
24	Sun				Christmas Eve
25	Mon				Christmas
26	Tue				
27	Wed				
28	Thu				
30	Fri				
31	Sat				New Year Eve

JANUARY 2024

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Mon	Holiday		New Year	
2	Tue	15	VI		
3	Wed	16	I		
4	Thu	17	II		
5	Fri	18	III		
6	Sat				
7	Sun				
8	Mon	19	IV		
9	Tue	20	V		
10	Wed	21	VI		
11	Thu	22	I		National Human Trafficking Awareness Day & National Road Safety Week
12	Fri	23	G	Pongal Celebration	
13	Sat				
14	Sun				
15	Mon	Holiday			Pongal
16	Tue	Holiday			Thiruvalluvar Day
17	Wed	Holiday			Uzhavar Thirunal
18	Thu	24	II		
19	Fri	25	III		
20	Sat				
21	Sun				
22	Mon	26	IV		
23	Tue	27	V		
24	Wed	28	VI		
25	Thu	29	I		National Voters Day
26	Fri	Holiday			Republic Day & Thaipoozam
27	Sat				
28	Sun				
29	Mon	30	II		
30	Tue	31	III		
31	Wed	32	IV		

FEBRUARY 2024

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Thu	33	V		
2	Fri	34	VI		
3	Sat				
4	Sun				
5	Mon	35	I		
6	Tue	36	II		
7	Wed	37	III		
8	Thu	38	IV		
9	Fri	39	V		
10	Sat				
11	Sun				
12	Mon	40		I CIA	
13	Tue	41		I CIA	
14	Wed	42		I CIA	
15	Thu	43		I CIA	
16	Fri	44		I CIA	
17	Sat				
18	Sun				
19	Mon	45		I CIA	
20	Tue	46	VI		
21	Wedy	47	I		
22	Thu	48	II		
23	Fri	49	III		
24	Sat				
25	Sun				
26	Mon	50	IV		
27	Tue	51	V		
28	Wed	52	VI		
29	Thu	53	I	Last date for I CIA Mark Entry	

MARCH 2024

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Fri	54	II		
2	Sat				
3	Sun				
4	Mon	55	III		
5	Tue	56	IV		
6	Wed	57	V		
7	Thu	58	VI		
8	Fri	59	I	Women's Day Celebration	International Women's Day
9	Sat				
10	Sun				
11	Mon	60	II		
12	Tue	61	III		
13	Wed	62	IV		
14	Thu	63	V		
15	Fri	64	VI		World Consumer Rights Day
16	Sat				
17	Sun				
18	Mon	65	I		
19	Tue	66	II		
20	Wed	67	III		
21	Thu	68	IV		
22	Fri	69	V		
23	Sat	70	G	College Day	Social Workers' Day
24	Sun				
25	Mon	71	VI		
26	Tue	72	I		
27	Wed	73	II		
28	Thu	74	III		Maundy Thursday
29	Fri	Holiday			Good Friday
30	Sat				
31	Sun	Holiday			Easter

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Mon	75		II CIA	
2	Tue	76		II CIA	
3	Wed	77		II CIA	
4	Thu	78		II CIA	
5	Fri	79		II CIA	
6	Sat				
7	Sun				World Health Day
8	Mon	80		II CIA	
9	Tue	Holiday			Telugu New Year
10	Wed	Holiday			Ramzan
11	Thu	81	IV	Semester Practical Examination begins	
12	Fri	82	V		
13	Sat				
14	Sun	Holiday			Tamil New Year & Dr. Ambedkar Jayanthi
15	Mon	83	VI	Last date for II CIA Mark Entry and completion of all components	
16	Tue	84	I		World Culture Day
17	Wed	85	II		
18	Thu	86	G	Valedictory for Student Council & Send off for Arts & Commerce	
19	Fri	87	G	Send off for Science	
20	Sat				
21	Sun				Mahavir Jayanthi
22	Mon	88	III	Thanks giving Holy Mass	Earth Day
23	Tue	89	IV	Signing of consolidated mark statement	World Book Day
24	Wed	90	V	Last Working Day for Staff & Students	
25	Thu			Part IV & V Summative Exam	
26	Fri				
27	Sat				
28	Sun				
29	Mon				
30	Tue				

MAY 2024

Date	Day	Tentative Working Day	Tentative Day order	Events	Important Days
1	Wed				International Labour Day
2	Thu			Semester Examination Begins	
3	Fri				
4	Sat				
5	Sun				
6	Mon				
7	Tue				
8	Wed				World Red Cross Day
9	Thu				
10	Fri				
11	Sat				
12	Sun				
13	Mon				
14	Tue				
15	Wed				
16	Thu				
17	Fri			Semester Examination Ends	
18	Sat				
19	Sun				
20	Mon			Value Added Courses	
21	Tue				
22	Wed				World Biodiversity Day
23	Thu				
24	Fri				
25	Sat				
26	Sun				
27	Mon			Semester Result	
28	Tue				
29	Wed				
30	Thu				World Anti -Tobacco Day
31	Fri				

Date	Time in	Teacher's Initial	HOD's Initial	Parent's Initial

RECORD OF MISDEMEANOUR

Date	Name of Misdemeanour	Action Taken	Signature	Principal's Initial

CIA MARKS (ODD)

Course	Course Code	Internal Test		Quiz		Class Test			Assignment	Total

CIA MARKS (EVEN)

Course	Course Code	Internal Test		Quiz		Class Test			Assign ment	Total

SUMMATIVE EXAMINATION SCHEDULE (ODD)

Date	Subject	
	Forenoon	Afternoon

Teacher's Initial

Parent's Initial

SUMMATIVE EXAMINATION SCHEDULE (EVEN)

Date	Subject	
	Forenoon	Afternoon

Teacher's Initial

Parent's Initial

TIMETABLE (ODD)

DAY	1	2	BREAK				3	LUNCH BREAK				4	5	HOB
I														
II														
III														
IV														
V														
VI														

TIMETABLE (EVEN)

DAY	1	2	BREAK				3	LUNCH BREAK				4	5	HOB
I														
II														
III														
IV														
V														
VI														

Notes:

Notes:

Important Dates

ODD SEMESTER

Semester Examination	
Fee Payment	: 05.09.2023
First CIA Test	: 21.08.2023
Second CIA Test	: 09.10.2023
Commencement of Practical Examination	: 25.10.2023
Commencement of Summative Examination	: 06.11.2023

EVEN SEMESTER

Semester Examination	
Fee Payment	: 05.03.2024
First CIA Test	: 12.02.2024
Second CIA Test	: 01.04.2024
Commencement of Practical Examination	: 11.04.2024
Commencement of Summative Examination	: 02.05.2024



HIGHEST
RANK IN IIC

*Education is the
manifestation
of perfection
already in man*

- Swami Vivekananda

*Holy Cross College,
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58th year

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