

# HOLY CROSS COLLEGE

(AUTONOMOUS)

(Nationally Re-Accredited with A+ Grade [CGPA 3.35] by NAAC)

Nagercoil - 629 004



**HANDBOOK &  
ACADEMIC CALENDAR  
2021 - 2022**



# HOLY CROSS COLLEGE

(Autonomous)

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**Nagercoil - 629 004**

## 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.

## Academic Calendar - 2021-2022

### Contact

Secretary	: 04652-261473 (O)
Principal	: 04652-261473 (O)
Controller of Examinations	: 04652-264340 (O)
College Hostel	: 04652-260897
Sister's Residence	: 04652-260709
Fax	: 04652-260704
E-mail	: <a href="mailto:holycrossngc@yahoo.com">holycrossngc@yahoo.com</a>
College Website	: <a href="http://www.holycrossngl.edu.in">www.holycrossngl.edu.in</a>

## CORE VALUES

### **Spiritual values**

The college strives for an all-round formation in the light of Christian principles inculcating love, truth, justice and broadmindedness 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.

#### **MISSION**

1. To provide quality education and to promote scholarly activities catering to global competencies.
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.

## **Mother Claudine Echernier**

Foundress of the Congregation of the Sisters of the Cross of Chavanod, France.



## **Rev. Mother Marie Cecile Vionnet**

Foundress of the College



**PERSONAL MEMORANDA**

Name .....

Degree ..... Department .....

Year of study ..... Register Number .....

Date of Birth ..... Blood Group .....

Name of the Parent/Guardian .....

Contact Number .....

Residential Address .....

Phone Number .....

Address of Hostel / Guardian .....

E-mail id .....

Aadhar Number .....

Bank Account Number.....

Vehicle Number .....

*Signature*

## 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 everyone 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, Jaya he

- Rabindranath Tagore

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழீவொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமீதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!  
உன் சீரிளமைத் திறம்வியந்து  
செயல்மறந்து வாழ்த்துதுமே!  
வாழ்த்துதுமே!  
வாழ்த்துதுமே!

- 'மனோன்மனியம்' பெ. சுந்தரம்பிள்ளை

## கல்லூரி வாழ்த்து

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

(1)

கல்வியாலும் கலைகளாலும் ஆளுமையை உருவாக்குவோம்  
கடமையும் கண்ணியமும் இருவழியாய்க் காத்திடுவோம்  
புதிய வாழ்வு புதிய பூமி காண்போமென்றும் உறுதியாய்  
உரிமை கெண்ட மாதராக வீறுநடை போடுவோம்

(எம் திருச்)

(2)

இந்தியாவின் ஒருமைப்பாட்டை இதயங்களில் விதைத்திடுவோம்  
சொந்த மண்ணில் சேவைப்பயிரை விண்ணுயர வளர்த்திடுவோம்  
சிறந்த 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 save 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

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## HOLY CROSS COLLEGE CREST



The Radiant Cross symbolizes charity and devotedness and recalls to us very vividly, the Love of Our Lord Jesus Christ. The Cross is a symbol of hope and empowerment. It is endowed with rays to signify our continued participation in the death and resurrection of Christ in the events of our everyday life. A Cross made to be planted on a mountain invites us to climb with love and justice, to go up never to go down.

The letter M may be understood as the first letter of the name Mary, Mother of God, Our Blessed Mother and our Protectress.

To signify more forcefully the Blessed Virgin, the letter M is topped with a star, which reminds us of the guidance of Our Lady in our lives.

The Anchor symbolises our hope in the Radiant Cross and in the Virgin Mary.

Our College Motto is, "IN CRUCE ET MARIA SPES NOSTRA" which means "*In the Cross and Mary is our hope*".

The Crest is not only a souvenir of the past but a real and most significant programme of life, an ideal to pursue whole heartedly.

## HISTORY 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 2<sup>nd</sup> 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 the then Superior General Rev. Mother Yvonne Lavorel (France) responded positively and 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 heavy odds.

The College was first affiliated to Madras University and it started with the Pre University Course (PUC) which 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 was affiliated to the Madurai Kamaraj University, offering undergraduate courses in Mathematics, Physics, Chemistry, Botany, Zoology, History, Economics, Commerce and English and Post graduate (PG) courses in Mathematics, Physics, Zoology and English. Since 1990, the college is 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 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. Gerardin Jayam  
Address : Holy Cross Convent  
Nagercoil - 4  
Telephone No. : 04652-260709
- **Name of the Principal** : Dr. Sr. S. Anne Perpet Sophy  
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

## CHRONOLOGY OF EVENTS

Year	Events
2021	Chemistry lab, Training Centre - Mushroom Culture
2020	Installation of ERP Software
2019	Re-Accredited with A <sup>+</sup> Grade by NAAC (IV Cycle)
2019	Golden Jubilee Hall
2018	Patio 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.) and Autonomy Extension
2014	M.A. English (S.F.)
2013	Re-accredited with 'A' Grade (CGPA 3.34) by NAAC, DST-FIST Laboratory
2012	M.Sc. Chemistry (S.F.), M.A. History (S.F.) and M.Phil. Commerce (S.F.), Computer Centre, St. Joseph's Hall
2011	B.A. Tamil Literature (S.F.), Oxidation Pond
2010	Ph.D. Physics, B.Sc. Maths (S.F.), B.A. English (S.F.) and 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, (Roch Nager Branch), Nagercoil.
2008	B.Sc. Computer Science (S.F.) and M.Phil. English (S.F.), Language Laboratory
2007	Conferred Autonomous Status, M.Com. (S.F.) and M.S.W., (S.F) II Floor of Claudine Block
2006	M.Sc. Bio Medical Science (UGC funded) and B.Com. with C.A. (S.F.) Mini Gymnasium, Extension of Claudine Block
2005	Reaccredited at the 'B <sup>++</sup> ' 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.) (Nomenclature changed from 2016-2017 as M.Sc. Botany and M.A. Economics)
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 Manomaniam Sundaranar University, Tirunelveli, (Member of Association of Indian Universities)
1984	M.Sc. Physics
1980	B.Com.
1979	M.Sc. Zoology
1978	M.Sc. Maths
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
1967	Opening of the second Block of the Cecilia Hostel
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)

## ATTRIBUTES OF THE GRADUATES

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 giving counselling for the needful.

**Environmental consciousness and social understanding:** Reflecting upon green initiatives and understanding the responsibility to contribute 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 courses and activities of clubs and committees.

**Aesthetic skills:** Engaging mind, body and emotions for transformation through finearts, 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.

### CODE OF CONDUCT FOR STUDENTS

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 academic year is divided into two semesters. If a student leaves the college during the first semester before 31<sup>st</sup> August, she shall have no right to claim a remission of any portion of the fee except the tuition fee.
- The semester fee should be paid by the students within ten working days from the date of re-opening.
- Wearing the ID is mandatory for all the students.
- Loss of Identity card should be reported immediately and duplicate will be issued by the college on requisition letter to the principal and on payment of the prescribed amount.
- The students are expected to assemble in the classroom immediately after the first bell.
- The students are not permitted to leave the college during the working hours, in case of emergency they have to get permission and a gate pass from the Principal/Head of the Department.
- The day is given a start with a devotional song played through the public address system, followed by a short prayer. All the staff and students are expected to keep standing during this time, whether they are inside or outside the classroom.

- The students are not permitted to give interviews in radio/ TV without prior permission from the principal.
- The students are expected to move quickly and quietly while moving from one class to another. They are not permitted to visit the canteen during class hours. While walking they must keep to the right along the corridors, in the staircases and on the road.
- The students are expected to read the information on the college notice board and the department notice board regularly. Ignorance of any such information will not be accepted as an excuse for failing to comply with it.
- The Students have to enter and leave the Multipurpose Hall through the side doors only. During college meetings, the students have to show respect to the dignitaries on the stage by standing until they take their place on the dais. No one should leave the hall during the meetings or show noisy approval or disapproval. They should avoid carrying books or eatables to the hall.
- The students should accord respect and greet the staff whenever they happen to meet them.
- The students must be always courteous in their words and deeds. If any article is lost or found in the college campus, they shall report the matter to the college office.
- The students should consider college property as their own and cause no wilful damage. They should not pluck fruits from trees, as they are leased out. They should not write or make any mark on the walls, desks or in any part of the college premises or litter the campus with papers, sweet wrappers and plastic bags. They must take pride in keeping the campus clean.
- **Disobedience, irregular attendance, malpractices in examinations, habitual carelessness, bad conduct and manners and non-observance of the rules of the college shall lead to strong disciplinary action which may entail dismissal from the college.**

- Regularity and punctuality for classes and tests are very essential. Absentees for Continuous Internal Assessment (CIA) test will be penalized.
- The students should dress neatly and decently. Modesty in dressing is highly emphasized in the college. Students should wear uniform on all working days. On permitted days, students can wear only sarees / chudithar.
- T-shirts/ jeans pant and sleeveless attire are not permitted.
- The staff and the students should not collect money without prior permission from the Principal and the Head of the Department concerned.
- The students should remember that wherever they are, they represent the college and honour it by their behaviour.
- The students are not permitted to post negative statements about the college / staff / students on social media website.
- **Ragging is totally banned in the institution. Any act of ragging is liable for appropriate punishment.**
- The students are permitted to bring laptop to the college. Laptops can be used during class hours only for academic purposes (seminar, assignment, blended classroom learning and project work).

## ATTENDANCE

- The students should attend the classes regularly. Attendance will be marked at the beginning of each period. If a student is absent for any one period, that half day will be marked as absent. Daily attendance is sent to parents through SMS.
- A student will be permitted to write the semester examinations, only if she has an attendance of atleast 75%. If the attendance is 62% to 74% she has to pay a condonation fee of Rs. 1,000/- and she will be permitted to write the semester examinations. (If the attendance is less than 62% the student will not be permitted to write the semester examination.)

## LEAVE OR ABSENCE

- A student should not absent herself from the class except for valid reasons. She shall apply for leave in advance to the Principal in the prescribed leave form, which may be obtained from the college office. If this is not possible as in the case of sudden illness, leave letter shall be produced on the day, the student returns to the college. The leave form should be counter signed by the parent / guardian and the respective class teachers.
- 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 such as levying fine, suspension etc. will be taken.
- 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 earn 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.**
- The students who represent the college in sports and games, or in competitions, such as fine arts, quiz, elocution etc. or NSS camps are given credit of attendance for the period. It is called leave on Other Duty (OD). They shall fill proper forms meant for OD and get them countersigned by the HOD and submit it to the Principal and Controller of Examinations before they leave the campus. Those who fail to do so will be considered absent.

## CERTIFICATES

- Any student, past or present, wishing to obtain a Transfer Certificate (TC) or Conduct Certificate (CC), must apply to the college office in the prescribed form. Certificates will be

issued with 48 hours notice. No certificate will be posted unless a stamped self-addressed envelope is submitted together with the application. Those who want the TC should bring one of their parents/guardian.

### **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 a complaint as a group or to address any authority in a collective petition. Such combined action is subversive of good order.
- **Under the Government's Educational rules, the Principal has full power to inflict punishments such as fine for inadequate attendance and irregularity in the Continuous Internal Assessments (CIA), suspension and expulsion in matters of grave concern.**

### **HOSTEL**

- The students who are not residing with the parents or relations are expected to live in the college hostel. Hostel students will be under the care of the warden and they must abide by the hostel rules.
- Day scholars should not visit the hostel.

### **LIBRARY**

- It is obligatory for all students of the college to be members of the Library and Reader's Forum.
- The library will remain open from 8.45 a.m. to 4.15 p.m. on all working days.

- The students must bring their ID card and Library card while entering the Library. They should not enter with bags, but leave them on the shelf near the circulation desk.
- The library card is not transferable.
- The students should maintain strict silence in the Reading Room and other areas of the library.
- After taking a book from the Reading Room shelf, they should get it issued at the circulation desk by submitting the Reading Pass. Before leaving the library the books should be left at the counter.
- Students will be allowed to take a maximum of 5 books at a time to read in the Reading Room.
- Newspapers should be handled with care and all the pages should be intact after reading them.
- Do not misplace the books while looking for the books on the shelves. After selecting the needed books do not shuffle, but keep in proper places.
- The students have the privilege of direct access to the shelves in the stack room and the reading room. They are requested to respect the freedom and not misuse it.
- The students should not crowd in front of any counter, but should be in a queue.
- The students will be given two/five borrower's tickets. When a book is borrowed, a borrower's ticket is to be given at the counter. The ticket will be returned to the borrower when the book is returned. Not more than two books will be issued for the UG students and 5 books for the PG students at a time.
- Check the condition of the book at the time of borrowing. In case of any mutilation or loss of pages, report instantly to the concerned library staff. Otherwise the borrower will be responsible for the damage.
- A student can keep a book only for a week. The book borrowed should be returned on or before the stipulated

date mentioned on the date-slip. When the prescribed time has elapsed, the book must be returned to the librarian by the student herself.

- A student failing to return a book within the prescribed time shall pay an overdue charge of one rupee per book per day and she will not be allowed to use the library till the due is paid.
- Absence from the college shall not be an excuse for any delay in returning the books. Books due on a holiday shall be returned on the next working day and no fine will be levied.
- The books may be returned on all working days.
- All books must be returned before the end of each semester.
- No one is allowed to pass on any book to another or lend them to any one inside or outside the college.
- The librarian will examine all the books returned and if any book is found damaged, the matter will be reported to the Principal at once. If a book is damaged, lost or soiled, the person responsible shall replace it with a new copy of the book.
- Books should be handled with care. Marking on books is most objectionable. The students are strictly forbidden to tear, cut out or scribble on pages of magazines, periodicals and books. Any student found doing so will be punished severely.
- Library is a mobile free zone.

### **CODE OF CONDUCT FOR FACULTY**

To ensure optimal functioning of any institution an efficient teamwork structured around operational guidelines is mandatory.

**Code of conduct for faculty is listed below:**

- Faculty should adhere to responsible conduct and behaviour.
- Faculty must not violate the laws of the Government/College/ local bodies etc.
- Members of faculty are expected to contribute professionally in curricular, co-curricular and extra-curricular activities of the college.

**22 All our dreams can come true, if we have the courage to pursue them**

- Faculty must rise beyond all forms of discriminations based on ethnicity, age, religion, caste, creed, colour, nationality, linguistics and disability differences.
- Faculty must be punctual to all the classes, official meetings and learn to meet deadlines with resilience.
- Faculty should be impartial in teaching and evaluation and should ensure outcome- based learning.
- Every teacher should be considerate and dignified while interacting with the students, colleagues, support staff and management.
- Faculty should update their knowledge and skills and continue their professional growth.
- Teachers should engagingly design and implement courses that are sensitive to the varying learning needs of the diverse student community.
- Faculty must inculcate respect for the biodiversity and instill ethical values and a sense of self-worth in the students.
- Faculty should extend support, appreciation and constructive criticism to colleagues and avoid unprofessional talk about individuals.
- Faculty should not involve in any act which will undermine the integrity and reputation of the institution; they are expected to set aside clear boundaries with the students and their parents; and adhere to the highest standard during online and offline communication.
- Faculty should be ready to take additional responsibilities assigned by the HOD / Principal in academic, co-curricular or extra-curricular activities.
- Faculty should avoid any activity that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.

### **Code of Conduct for the Non-Teaching Staff**

- Support staff should be adoptable, willing and happy to accept any responsibility assigned to them.
- Non- teaching staff must start the work on time.
- They should carry out their duties as instructed by the



authorities with whom they are working - in the office/ laboratory/ Library/ Office of the Controller of Examinations/ Sports field/ garden.

- They should not leave the office until and unless the higher authority permits them to leave.
- The support staff must take initiatives to update themselves in their own areas of work.
- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- No staff employed in the college shall absent for duty without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced on the day of availing the medical leave.
- No staff employed in the college shall engage directly or indirectly in any trade or business.
- No staff employed in the college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in the college shall contest or participate in or canvas for any candidate in any election.
- No staff employed in the college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his /her individual service interests.
- No staff employed in the college shall engage himself/ herself or participate in any activity which tends to create disharmony in the society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the States, friendly relation with the foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- No staff employed in the college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activity which brings disrepute to the Government.

## INFRASTRUCTURAL FACILITIES

3 Storeyed Main Block
3 Storeyed Claudine Block
3 Storeyed St. Joseph's Block
3 Storeyed Mermier Block
Multipurpose Hall
St. Joseph's Hall (Air conditioned)
Cecile Hall
Office
Office of the Controller of Examinations
Administrative Block
Office - Stock Room
Library (2 Storeyed)
Computer Laboratories with Internet facility
Wi-Fi Facility
DST-FIST Laboratory
Tissue Culture Laboratory
8 Research Laboratories
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
Hello Point
Workshop
Generator Room (Uninterrupted Power Supply)
Wash Rooms
Oxidation Pond
Sericulture Room
Rainwater Harvesting
Bio- Fertilizer Cell
Purified Drinking Water
Waiting Shed
Childline Office
Integrated Farm House
Herbal Garden
Day Care Centre
College Buses (9 Nos.)
2 Hostels
CCTV Cameras
Golden Jubilee Hall
Biodiversity Garden
Patio Library
Star Garden
Media Room

Common Room
Environment Study Center
Women's Study Center
Counselling Room
UBA Room
Career Guidance and Placement Cell
Crossian Center for Research and Development
ERP Office
Spacious Generator Room
Tailoring Centre

## 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. Basil Rose	2008 - 2015
16.	Sr. Anne Perpet Sophy	2015 - 2016
17.	Sr. Gerardin Jayam	2016 - Till date

## 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 - Till date

## CONTACT PERSONNEL & AUTHORITY

Student Affairs	Contact Personnel
Staff and student matters, reporting special achievements and award, representing special requests, needs or problems, if any	Principal
Self-learning Non Major Elective and Skill Enhancement Courses. Registration / Change	Deans/Members of Curriculum Steering Committee
Registration for repeating Continuous Internal Assessment (CIA)	Head of the Department
(a) Semester Examination. Registration for regular/ arrears (b) Distribution of cumulative marksheets (c) Applying for provisional certificate and degree certificate	Controller of Examinations  Controller of Examinations  College Office
Attestation of certificate	Principal / HOD of Aided Dept.
Student Bonafide Certificate / Transfer Certificate / Conduct Certificate	Principal (After verifying with the office assistant at the certificate counter in college office)
General Scholarships	Principal (After contacting the office assistant at the scholarship counter in the college office)

<b>Student Affairs</b>	<b>Contact Personnel</b>
Endowment Scholarships	HOD
Leave Application (a) Day Scholars (b) Hostellers	HOD and Class in-charge Warden and Class in-charge
Fees Payment (a) College Fee (b) Exam Fee (c) All other cash payments	Central Bank of India, Roch Nagar, Nagercoil  Bursar in the college office

### **DOCUMENTS REQUIRED FOR RECEIVING CERTIFICATE**

#### **a) Duplicate marks card**

1. Covering letter addressed to the Principal
2. Original acknowledgement from the police station for the complaint registered regarding missing document.
3. Affidavit from a notary
4. Fee paid receipt

#### **b) Consolidated mark card (Transcript)**

1. Covering letter addressed to the Principal
2. Photocopy of all mark statements
3. Fee paid receipt

#### **c) Migration Certificate**

1. Covering letter addressed to the Principal
2. Photocopy of all mark statements
3. Copy of TC
4. Fee paid receipt

#### **d) Transfer Certificate & Provisional degree Certificate**

1. Covering letter addressed to the Principal
2. Photocopy of all mark statements
3. Eligibility from the COE office
4. Fee paid receipt



**e) Conduct Certificate, Duplicate ID and Duplicate Hall ticket**

1. Covering letter addressed to the Principal
2. Fee paid receipt

**f) Any other certificate letter specifying the nature of the certificate addressed to the Principal**

### **SCHOLARSHIPS**

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 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

#### **For Self Finance Students**

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

#### **From the Management**

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

## PROGRAMMES OFFERED

<b>Aided Programmes</b>	
<b>UG</b>	<b>PG</b>
Mathematics	Mathematics
Physics	Physics
Chemistry	Zoology
Botany	English
Zoology	
History	
Economics	
English	
Commerce	
<b>Self Funded Programmes</b>	
<b>UG</b>	<b>PG</b>
Mathematics	Chemistry
Computer Science	History
English	Botany
Tamil	Economics
Commerce (2 sections)	English
	Commerce
	Social Work
	Mathematics
<b>M.Phil. Programme</b>	
English	
<b>Ph.D. Programmes</b>	
Zoology English Botany Physics Chemistry Commerce Economics History Mathematics	

## PROGRAMMES - A PROFILE

<b>Degree</b>	<b>Programmes</b>	<b>Year of Affiliation</b>	<b>Sanctioned Strength</b>
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
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
M.Com	M.Com Commerce (S.F)	2007-2008	30
M.S.W.	M.S.W. (S.F)	2007-2008	25

M.Phil.	English (S.F)	2008-2009	15
	Physics (S.F)	2009-2010	10
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	

#### FEE STRUCTURE FOR AIDED PROGRAMMES

Programmes	Tuition Fee	Special Fee	Main & Allied		
			I Year	II Year	III Year
<b>M.A.</b>					
English	250	225			
<b>M.Sc.</b>					
Mathematics	375	225			
Physics	375	225	250	250	
Zoology	375	225	300	300	
<b>B.Sc.</b>					
Mathematics		225	40		
Physics		225	80	130	80
Chemistry		225	Maths 100 Botany 150	140	100
Botany		225	125	125	75
Zoology		225	150	140	100
<b>B.A.</b>					
History		225			
Economics		225			
English		225			
<b>B.Com.</b>		225			

**COURSES OFFERED (2021 - 2022)**

<b>UNDER GRADUATE COURSES</b> <b>B.A./B.Sc./B.Com.</b> <b>Part I - Tamil / French</b> <b>Part II - English</b>		<b>POST GRADUATE COURSES</b> <b>M.A./M.Sc./M.Com./M.S.W.</b>	
<b>Main</b>	<b>Allied – I</b>	<b>Allied – II</b>	<b>PG</b>
<b>Part III – B.A.</b>			
History (Tamil Medium)	History of Kanniyakumari District	Fundamentals of Tourism	M.A. History (S.F)
Economics	Economic Statistics	Mathematical Economics	M.A. Economics (S.F)
English (Aided) English (S.F)	Social History of England	Literary Forms and Terms	M.A. English (Aided) M.A. English(S.F)
Tamil (S.F)	Ikkaala Ilakkiyangal	Sitilakiangal	
<b>Part III – B.Sc.</b>			
Mathematics (Aided) Mathematics (S.F)	Physics	Statistics	M.Sc. Mathematics (Aided) M.Sc. Mathematics (S.F)
Physics	Mathematics	Chemistry	M.Sc. Physics
Chemistry	Mathematics / Botany	Physics	M.Sc. Chemistry (S.F)
Botany	Chemistry	Zoology	M.Sc. Botany(S.F)
Zoology	Chemistry	Botany	M.Sc. Zoology
Computer Science (S.F)	Digital Principles and Applications	Computer organization and Architecture	
<b>Part III – B.Com.</b>			
Commerce (Aided) Commerce (S.F)	Business Economics	Principles of Marketing	M.Com. (S.F)
			M.S.W (Master of Social Work) (S.F)
<b>Pre Doctoral Course</b> <b>M.Phil. – English</b>		<b>Doctoral Courses</b> <b>Ph.D. – English, Physics, Botany, Zoology, Chemistry, Commerce, Economics, History &amp; Mathematics</b>	

## ACADEMIC GUIDELINES

### CHOICE BASED CREDIT SYSTEM (CBCS)

#### Regulation for UG Programme

(For the candidates admitted from the academic year 2021-2022 onwards)

#### 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

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	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
5.	B.A. Tamil (Self Financed)	A pass in 10 + 2 with Tamil as a Language Paper	Tamil

Be thankful for what you have. Work hard for what you don't have

## 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	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

### (ii) Degree:

The candidates shall have subsequently undergone the prescribed course of study in Holy Cross College 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 undergraduate education student-centric allowing students to choose interdisciplinary, 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 in Professional English is offered to all the students in the I, II, III and IV Semesters. (2 hours-2 credits).

1. **Professional English for Physical Sciences** is offered to the students of the Departments of Mathematics, Physics, Chemistry, and Computer Science.
2. **Professional English for Life Sciences** is offered to the students of the Departments of Botany and Zoology.
3. **Professional English for Arts and Social Sciences** is offered to the students of the Departments of History, Economics, English and Tamil.
4. **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 upto XII Std, but have taken French 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 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 Yoga 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 & SF), Zoology, History, Chemistry, Tamil (SF).
- ii) **Category B:** Commerce (Aided & SF), Mathematics (Aided & SF), Botany, Physics and Economics.

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

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

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

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

**Part V- Service Learning Programme (SLP): Community Engagement Course** is offered in Semester II & III for all UG students for 30 hours with 50% field work (2 credits).

**PartV-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** – Eco Club, YRC, Rotaract Club, NSS/RRC, AICUF, Consumer Club, Legal Literacy and Women’s Cell 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

### Distribution of Hours and Credits

Course	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Total	
							Hours	Credits
<b>Part I</b> -Language	6 (4)	6 (4)	6 (4)	6 (4)	-	-	24	16
<b>Part II</b> -English	6 (4)	6 (4)	6 (4)	6 (4)	-	-	24	16
<b>Part-III</b> Major Core	6 (4)	6 (4)	6 (4)	6 (4)	6 (5)+ 6 (5)+ 6(5)+ 6(5)+	6 (6)+ 6(6)+ 6(5)+ 6(5)	72	58
Major Elective	-	-	4(3)	4(3)	-	4 (4)	12	10
Major Project	-	-	-	4 (4)	-	-	4	4
Allied	6 (4)	6 (4)	6 (4)	6 (4)	-	-	24	16
<b>Part IV</b> <b>Add-on Course</b> (Professional English)	2 (2)	2 (2)	2 (2)	2 (2)	-	-	8	8
<b>NME</b> (Non-Major Elective)	2 (2)	2 (2)	-	-	-	-	4	4

Course	Sem.	Sem.	Sem.	Sem.	Sem.	Sem.	Total	
	I	II	III	IV	V	VI	Hours	Credits
<b>SEC</b> (Skill Enhancement Course)	2 (2)	2 (2)	-	-	-	2 (2)	6	6
<b>AEC</b> (Ability Enhancement Course)	-	-	-	-	2 (2)	-	2	2
<b>Total</b>	<b>30(22)</b>	<b>30(22)</b>	<b>30(21)</b>	<b>30(21)</b>	<b>30(26)</b>	<b>30(28)</b>	<b>180</b>	<b>140</b>
<b>Non-Academic Course</b>								
<b>Part V</b>								
<b>FC – I</b> (Values for Life)	-	(1)	-	-	-	-	-	1
<b>FC – II</b> (Personality Development)	-	-	-	(1)	-	-	-	1
<b>FC–III</b> (Human Rights Education)	-	-	-	-	(1)	-	-	1
<b>FC –IV</b> (Gender Equity Studies)	-	-	-	-	-	(1)	-	1
<b>SLP-</b> Community Engagement Course	-	(1)	(1)	-	-	-	-	2
<b>SLP-</b> Extension activity (RUN)	-	-	(1)	(1)	-	-	-	2
<b>STP -</b> Clubs & Committees / NSS	-	(1)	-	(1)	-	-	-	2

In Part III, the number of courses vary 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 the I year students.

## 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** (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 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. CBCS for UG Programme

Study Component	No. of Courses	Credit / Course	Total Credits
<b>Part I - Tamil /French</b>	<b>4</b>	<b>4</b>	<b>16</b>
<b>Part II–English</b>	<b>4</b>	<b>4</b>	<b>16</b>
<b>Part III</b>			
Core Theory, Practical & Specific Elective Course	<b>16- 24</b>	<b>3-6</b>	<b>88</b>
Generic Elective Course (Allied)	<b>4</b>	<b>4-6</b>	
<b>Part IV</b>			
<b>Add on Course - Professional English</b>	<b>4</b>	<b>2</b>	<b>8</b>
<b>Non-Major Elective (NME)</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>Skill Enhancement Course (SEC)</b>	<b>3</b>	<b>2</b>	<b>6</b>
<b>Ability Enhancement Course (AEC) - Environmental Studies (EVS)</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Non-Academic Courses</b>			
<b>Part V</b>			
<b>Foundation Course I Values for Life</b>	<b>4</b>	<b>1</b>	<b>4</b>
<b>Foundation Course II Personality Development</b>			
<b>Foundation Course III Human Rights Education</b>			
<b>Foundation Course IV Gender Equity Studies</b>			
<b>Service Learning Programme (SLP)</b>			

Study Component	No. of Courses	Credit / Course	Total Credits
1. Community Engagement Course –Unnath Bharath Abhiyan	1	2	2
2. Reaching the Unreached Neighbourhood	1	2	2
<b>Student Training Programme (STP) Clubs , Committees &amp; NSS</b>	1	2	2
<b>Total</b>			<b>140 + 10</b>

#### 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

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) a. Part I - Tamil

Ratio of Internal and External= 30:70

#### Continuous Internal Assessment (CIA)

#### Internal Components and Distribution of Marks

Components	Marks
Continuous Internal Assessment (2)	15
Quiz (2 quizzes)	4
Class Test (2)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
<b>Total</b>	<b>30</b>

### 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 4 (Internal choice)	20
Part C 3 x 8	24	Part C 5 x 8 (Internal choice)	40
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

#### b. Part I -French

Ratio of Internal and External= 30:70

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

Components	Marks
Continuous Internal Assessment (2)	15
Quiz (2 quizzes)	4
Class Test (2)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
<b>Total</b>	<b>30</b>

#### Question Pattern for I & II Semesters

Internal Test	Marks	External Exam	Marks
Part A (Translation)	5	Part A (Translation) 4x5	20
Part B (Grammar) 5x5	25	Part B (Grammar) 6x5 (Paragraph Writing) 15x1	30
Part C (Paragraph Writing)10x1	10	Part C (Translation, Comprehension) 2x5	10
		Part D 5x2	10
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

**Question Pattern for III & IV Semesters**

Internal Test	Marks	External Exam	Marks
Part A (Translation)	5	Part A (Translation)10x1	10
Part B (Grammar) 5x5	25	Part B (Comprehension) 10 x1 (Paragraph Writing) 15 x1	25
Part C (Paragraph Writing)10x1	10	Part C (Grammar) 7 x 5	35
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

**ii) Part II - General English**

Ratio of Internal and External= 30:70

**Continuous Internal Assessment (CIA)**

**Internal Components and Distribution of Marks**

Components	Marks
Continuous Internal Assessment (2)	15
Quiz (2)	4
Class Test (3)	6
GD/Open Book Test/Role Play/Assignment/ Article Review/Seminar	5
<b>Total</b>	<b>30</b>

**Question Pattern**

Internal Test	Marks	External Exam	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
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

**iii) Part III (Major/ Elective/ Allied)**

Ratio of Internal and External= 30:70



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

<b>Components</b>	<b>Marks</b>
Continuous Internal Assessment (2)	15
Quiz (2 quizzes)	4
Class Test (3)	6
Class assignment/ Home assignment/ Field assignment/ Article review/ Group discussion/ Problem solving	5
<b>Total</b>	<b>30</b>

**Question Pattern**

<b>Internal Test</b>	<b>Marks</b>	<b>External Exam</b>	<b>Marks</b>
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
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>70</b>

**Practicals: Major Core & Allied papers**

Ratio of Internal and External= 40:60

Total: 100 marks

**Internal Components and Distribution of Marks**

<b>Internal Components</b>	<b>Marks</b>
Performance of the Experiments	10
Regularity in attending practical and submission of records	10
Record	5
Model exam	15
<b>Total</b>	<b>40</b>

### Question pattern

External Exam	Marks
Major Practical	60
Minor Practical / Spotters /Record	
<b>Total</b>	<b>60</b>

#### 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 for Physical Science, Professional English for Life Science, Professional English for Arts and Social Science, and Professional English for Commerce and Management**

#### Internal Components and Distribution of Marks

Internal Components	Marks
Listening and speaking	25
Reading and Writing	25
<b>Total</b>	<b>50</b>

### Question pattern

External Exam	Marks
Written Test : Open choice – 5 out of 7 questions (5 x 10)	50
<b>Total</b>	<b>50</b>

#### b) Non – Major Elective (NME)

#### Continuous Internal Assessment (CIA)

#### Internal Components and Distribution of Marks

Internal Components	Marks
Internal test (2)	20
Quiz (2)	15
Class assignment/ Home assignment/ Project report	15
<b>Total</b>	<b>50</b>

**Question Pattern**

<b>Internal Test</b>	<b>Marks</b>	<b>External Exam</b>	<b>Marks</b>
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
<b>Total</b>	<b>40</b>	<b>Total</b>	<b>50</b>

**c) Skill Enhancement Course (SEC) - Computer Literacy**

**Internal Components**

<b>Component</b>	<b>Marks</b>
Objective type questions (30x1)	30
Exercise (Book) compulsory (2x10)	20
<b>Total</b>	<b>50</b>

**External Components**

<b>Component</b>	<b>Marks</b>
Exercise 1	20
Exercise 2	10
Procedures for both Exercises	20
<b>Total</b>	<b>50</b>

**d) Skill Enhancement Course (SEC) - Meditation and Exercise**

**Internal Components**

<b>Component</b>	<b>Marks</b>
Objective type questions (20x1)	20
Exercise (2x10)	20
Assignment	10
<b>Total</b>	<b>50</b>

#### External Components

Component	Marks
Quiz	20
Written test : Open choice –10 out of 15 questions (10x3)	30
<b>Total</b>	<b>50</b>

#### e) Ability Enhancement Course (AEC) - Environmental Studies

#### Internal Components

Component	Marks
Project Report	30
Viva voce	20
<b>Total</b>	<b>50</b>

#### External Components

Component	Marks
Quiz	20
Written Test (Open choice – 10 out of 15 questions (10x3)	30
<b>Total</b>	<b>50</b>

#### 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
Song, Mime, Skit	20
Book Activities	20
A Kind Action	10
<b>Total</b>	<b>50</b>

### External Components

Component	Marks
Quiz	20
Open choice – 5 out of 7 questions (5 x 6)	30
<b>Total</b>	<b>50</b>

### b) Foundation Course - II (Personality Development)

#### Internal Components

Component	Marks
Exercise from book	20
Skit	10
Group Album	20
<b>Total</b>	<b>50</b>

#### External Components

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

### 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
<b>Total</b>	<b>50</b>

**External Components**

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

**d) Foundation Course – IV (Gender Equity Studies)**

**Internal Components**

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

**External Components**

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

**e) SLP - ) SLP -Community Engagement Course (CEC)**  
(Field Work – 15 hrs; Class Hours – 15 hrs)

**Internal Components**

<b>Component</b>	<b>Marks</b>
Assignment	10
Group Discussion	10
Attendance (Field work)	30
<b>Total</b>	<b>50</b>

### External Components

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

**f) SLP –Service Learning Programme: Reaching the Unreached Neighbourhood (RUN)**

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

**g) STP – Student Training Programme**

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

**10. Evaluation**

- The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points.
- Evaluation of 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.
- There shall be examinations at the end of each semester, for odd semesters in October/November; for even semesters in April/ May.
- A candidate who does not pass the examination in any course(s) shall be permitted to reappear 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 shall be permitted to reappear for their areas only along with regular practical examinations in the respective semester.

- v. Viva-voce: Each project group 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.

**11. Conferment of Bachelor’s Degree**

A candidate shall be eligible for the conferment of the Degree of Bachelor of Arts / Science / Commerce only if the minimum required credits for the programme thereof (150 credits) is earned.

**12. Grading System**

**For the Semester Examination:**

**Calculation of Grade Point Average for End Semester Examination:**

Sum of the multiplication of grade points by the credits of the course

GPA = \_\_\_\_\_

Sum of the credits of the courses (passed) in a semester

**For the entire programme:**

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

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

\_\_\_\_\_

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



### 13. 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	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AA	ABSENT

#### Overall Performance

CGPA	Grade	Classification of Final Result
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	C	Third Class
0.0 and above but below 4.0	U	Re-appear

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

## CHOICE BASED CREDIT SYSTEM (CBCS)

### Regulations for the PG Programme

(For the candidates admitted from the academic year 2021-2022 onwards)

#### 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)/ C-Operation/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

### ii) 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 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 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.

#### 4. CBCS System

The main feature of the CBCS is to make post graduate 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 I PG students with 2 credits for 30 hours with at least 50% field experience.

#### 5. 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 shall be required to take up a project (2 members in each group) 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 Institution. 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).

**Summer Training Programme**-Minimum 30 hours Programme with one credit is mandatory for all I PG students to undertake at the end of semester II.

## 6. Course Structure

### Distribution of Hours and Credits

Course	Sem. I	Sem. II	Summer Vacation	Sem. III	Sem. IV	Total	
						Hours	Credits
Core- Theory	6(4) +	6(5)+	-	6(4) +	6(5) +	90	66
	6(4) +	6(5)+		6(4) +	6 (5) +		
	6(4) +	6(5)+		6(4)+	6 (5) +		
	6 (4)	6(4)			6 (5)		
Elective	6 (5)	6 (5)	-	6 (5)	6 (5)	24	20
Project	-	-	-	6 (4)	-	6	4
<b>Total</b>	<b>30(21)</b>	<b>30(23)</b>		<b>30(21)</b>	<b>30(25)</b>	<b>120</b>	<b>90</b>
<b>Non-academic Courses</b>							
Life Skill Training –I	-	(1)	-	-	-	-	1

Course	Sem. I	Sem. II	Summer Vacation	Sem. III	Sem. IV	Total	
						Hours	Credits
Service-Learning Programme (SLP)- Community Engagement Course	(1)	(1)					2
Life Skill Training –II	-	-	-	-	(1)	-	1
Summer Training Programme	-	-	(1)		-	-	1
<b>Total</b>		<b>(2)</b>	<b>(1)</b>	<b>(1)</b>	<b>(1)</b>	-	<b>5</b>

Total Number of Hours = 120

Total Number of Credits = 90+5

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

## 7. 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 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 andstartup.

**CBCS for PG Programme**

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

**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

### i) Major Core / Elective

Internal: External–40:60

#### Allotment of Marks for PG Programme

Components	Marks	
	Internal	External
Core & Elective – Theory	40	60
Practicals	40	60
Project	40	60
Life Skill Training(I &II)	60	40

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

#### Continuous Internal Assessment

##### 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
<b>Total</b>	<b>40</b>



### External Component

Component	Marks
<b>Part A:</b> 10 x 1 (Two objective type questions from each unit with out any choice).	10
<b>Part B:</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
<b>Part C:</b> 5 x 7 (One question from each unit with internal choice. Question should cover all cognitive levels as per the Course Outcomes).	35
<b>Total</b>	<b>60</b>

#### Project:

Ratio of Internal and External= 40:60

Total: 100 marks

### Life Skill Training

#### Internal Components

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

#### External Component

<b>Written</b>	Five out of Seven (5 x 8)	40
	<b>Test</b>	<b>40</b>

## SLP-Community Engagement Course (CEC)

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

### Internal Component

Component	Marks
Assignment	10
Group Discussion	10
Attendance (Field Work)	30
<b>Total</b>	<b>50</b>

### External Component

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

### 10. 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 a 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 examination to be held in October / November or April / May. However, candidates who have arrears in Practical Examination(s) shall be permitted

tore - appear for their arrears only along with Regular Practical examinations in there spectivese mester.

- iv. Viva - voce : Each candidate shall be required to appear for Viva - voce Examinationin defence of the Project.
- vi. There sults of all the examinations will be published in the College website.

**11. Conferment of the Master’s Degree**

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

**12. Grading System**

**For a semester examination:**

**Calculation of Grade Point Average for End Semester Examination:**

Sum of the multiplication of grade points by the credits of the course GPA = \_\_\_\_\_

Sum of the credits of the courses (passed) in a semester

**For the entire programme:**

Cumulative Grade Point Average (CGPA)  $\sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$

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

### 13. 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
00-49	0.0	U	Re-Appear
ABSENT	0.0	AAA	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	
0.0 and above but below 5.0	U	Re-appear

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

### CBCS for the Pre Doctoral Programme (M.Phil)

SEMESTER I			SEMESTER II		
Course	Title	Credit	Course	Title	Credit
C1	Professional Skills for teaching - Learning	4	C5	Dissertation (Topic selected should be relevant to the topic of the Indepth paper)	12
C2	Research methodology	4			
C3	Core Course	5			
C4	Indepth paper	5			
Total		18		Total	12

### ALLOCATION OF MARKS

Study Components	Allocation of Marks	
	Internal	External
Theory	40	60
Dissertation of viva voce	125	175

#### Internal components of marks for the courses C<sub>2</sub>, C<sub>3</sub> and C<sub>4</sub>

CIA	Marks
Mid Semester Test (CIA Test I) & End Semester Test (CIA Test II)	35 + 35
Seminar	15
Assignment	15
TOTAL	100

Total 100 will be converted to 40 marks.

**Internal : External = 40 : 60**

**Course detail for C1**

C1 - Professional skills for Teaching - Learning

I to III units are common for all M.Phil. scholars

- I Unit - Soft Skills
- II Unit - Bloom's Taxonomy on Teaching, Learning and evaluation
- III Unit - Guidance and Counselling
- IV & V Units - Department specific to make use of Skills and Techniques to teach the core course

The C1 Course is designed to exploit the various Teaching - Learning. Research Skills to be imbibed / cultivated to make the research scholars to be fit for the profession they are likely to acquire in the Education Industry.

**EVALUATION FOR C1** - Professional Skills for Teaching - Learning

- i. I to III units common for all departments
- ii. Internal Test: 1 hour 15 minutes
- iii. No Seminar or Assignment for the first three units
- iv. Only two Internal Tests and Micro teaching

<b>C1 Internal Component</b>	<b>Marks</b>	<b>Converted</b>
Mid Semester Test (CIA I) (Part A : 7 x 2 = 14; Part B : 3 x 7 = 21)	35	20
End Semester Test (CIA II) (Part A ; 7 x 2 = 14; Part B : 3 x 7 = 21)	35	
Micro Teaching - Unit IV	5	5
Micro Teaching (subject related)	10	15
Teaching 2 hours & Practical demonstration 2 sessions (for UG / PG depends on the guide - Science) Teaching 5 hours (Arts & Commerce) (Class room Environment : Observed by the respective guide)	10	
Submission of observation record (10 observations) based on unit I, II and III	10	
<b>Total</b>		<b>40</b>

<b>C1-External Component - 2 Hours test</b>	<b>Marks</b>
End Semester Examination (Part A : 3 x 2 = 6; Part B : 4 x 5 = 20: Part C : 3 x 8 = 24)	50
Assignment based on Bloom's Taxonomy (Learning outcomes, Course outcomes and Summative assessment)	10
TOTAL	60

### **Extra Credits (Maximum of 6 Credits)**

Presentation of papers (Maximum 2 credits)

- In National seminars - 1 credit
- In International seminars - 2 credits
- Online Course (MOOC/SWAYAM/NPTEL) - 2 credits

### **Publications in Journals (Maximum 4 credits)**

- International Journal with Impact Factor  
(Science Direct / Scopus / Thomson Reuters) - 4 Credits
  - National / International  
(Asian Impact Factor) - 3 Credits
  - Journals (International / National)  
without Impact Factor with ISSN - 2 Credits (Upto 2 papers)
  - Journals (State / District/ College)  
without Impact Factor with ISSN - 1 Credit (Upto 2 papers)
  - Tutoring - 1 Credit
  - Tutoring / conducting Spoken English Classes for Juniors  
(30 hours)
- Attendance should be recorded and monitored by the respective departments

Guideline

- Publication of one paper is mandatory.

### 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	A+	(Excellent)
75 - 79	7.5 - 7.9	A	(Very Good)
70 - 74	7.0 - 7.4	B+	(Good)
60 - 69	6.0 - 6.9	B	(Above average)
50 - 59	5.0 - 5.9	C	(Average)
00 - 49	0.0	RP	(Reappear)
Absent	0.0	AA	(Absent)

#### Calculation of Grade Point Average for a Semester Examination:

Grade Point Average [GPA]  $\sum_i C_i G_i / C_i$  (i.e.)

Sum of the multiplication of grade points by the credits of the courses

GPA = \_\_\_\_\_

Sum of the credits of the courses (passed) in a semester

Where

$C_i$  - Credits earned for course i in any semester

$G_i$  - Grade point obtained for course i in any semester

#### External Examination and Valuation

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

### **Results, Revaluation, Reappearance and Supplementary Examinations-Minimum Pass Percentage**

For UG students, a minimum of 40% in the external examination and an aggregate of 40% is required. For PG students and M.Phil Scholars 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](http://erp.holycrossngl.edu.in). Students will be given a mark sheet for every semester examination. At the end of the course, a consolidated mark sheet of the final results based on Grade Point Average is awarded to each student.

#### **Revaluation**

Revaluation is permitted only for regular examinations for 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 the former will be recorded as the final mark. If not the original mark will be retained. Xerox copies of the exam papers can be obtained from COE and verified.

#### **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+3 years and for PG 2+3 years) failing which they have to appear for the courses in the latest syllabus prescribed for the course. If no course is available in the same title, then the candidates shall appear for the arrear courses that are prescribed to be equivalent by the Chairperson/ Board of Studies/ Controller of Examination and HOD concerned.

### **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 students who have no arrears upto fifth semester and II PG students who have no arrears upto third semester are allowed to write the supplementary examination. 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.

### **Grievance Appeal Committee**

In case of grievance of any nature, including those concerning the CIA, students can appeal to the Grievance Appeal Committee. The appeal should be addressed to the Principal who 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 staff in-charge of that paper 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.

## CO-CURRICULAR, EXTRA-CURRICULAR ACTIVITIES AND FACILITIES

### Learning Enhancement Measures

UG students are initially given Bridge course in English, named as **Take off with spoken English**. It is designed and conducted by the department of English along with volunteers from each department.

**Communicative English** classes are conducted by the respective subject teachers for all the UG students two hours per week. The course includes Reading, Writing, Listening and Speaking skills along with interview techniques.

**Remedial programme** is offered to the low achievers twice a week. Peer teaching, tutorials, group work and demonstration of practical are some of the means of conducting the remedial programme.

### Mentor-ward system

To be of support to the students towards their academic excellence, social responsibility, to guide them to achieve their goal and to help them choose a relevant subject for their project and future career, the mentor-ward system has been implemented in the institution.

### Internet E-mail services

Holy Cross College has an official website [www.holycrossngl.edu.in](http://www.holycrossngl.edu.in). The research centres and Library are provided with internet. A computer centre, with 50 computers and internet facilities, serves staff and students. Intranet is also available for providing easy access between the departments and the Principal and Secretary.

### Language Laboratory

Language laboratory is provided with 40 computers. Language Lab. is used for the conduct of the course 'English Communication'.

### Instrumentation Centre (DST-FIST)

Common Instrumentation centre came to existence with the support of DST in 2013. So in addition to the research equipments available in Zoology, Physics, Chemistry and Botany Research laboratories, additional equipments such as FTIR, lyophilizer auto

analyser, UV-Vis spectrophotometer, GM Counter etc. are also available in the Instrumentation centre. Research scholars from Holy Cross college and other institutions make use of the facilities.

### **Central Bank of India, Roch Nager Branch**

The Central Bank of India is operating a branch within the campus exclusively for the benefit of the staff and students. The working time is 10.00 am to 4.00 pm. Students can open an account in their names and learn to make use of the banking facilities.

### **Sports and Games**

Infrastructure facilities are provided to sports students . The national and state level players are given freeships by the institution to stay in the college hostel. Regular practice is given by inviting the coaches for activities like football, basket ball, volley ball, ball badminton, chess etc. Indoor stadium and gym are available for the physical fitness of the students.

### **Hostel**

Hostel is a home away from home. There are around 250 students in the hostel managed by 3 wardens. The hostellers are given spiritual animation, personality development classes, social awareness programmes. Recreational facilities, TV and Audio visual aids and Daily Newspapers are provided. STD and Internet facilities are available in the hostel. Welcome day, Christmas, Farewell day are celebrated with great vigour and enthusiasm.

Admission to the college is not a guarantee for admission in the hostel.

### **Counseling Services**

Trained counselors are available to help students with academic issues, family problems and also offers guidance for building up of self esteem and dignity.

### **Campus Ministry**

This cell organizes retreats, inspirational talks and para liturgical services. Holy mass is organized at the beginning and

end of the academic year besides Ash Wednesday for the catholic staff and students.

Value Education Books for UG and PG students are prepared by this team.

### **College Choir**

Interested students join the college choir and they are trained to sing for all church services.

### **Student Information Cell**

Information related to the facilities and services available in the college such as counseling, scholarships, mark statements, arrear exam details, attendance/absence, leave forms and certificates are provided by the Student information cell. Teaching and non - teaching staff are the members of the cell.

### **SC/ST Cell**

The cell was launched to empower the students to live a dignified life. Seminars and motivation talks are arranged to enhance their leadership skills, life-managing skills and communicative skills. They are also guided by the faculty to avail of scholarships.

### **College Student Council and Quality Circle**

College student Council consists of the President, Vice President, Secretary and the Joint Secretary who are elected annually by a secret ballot in a very democratic way at the beginning of every academic year. The student council and the class representatives constitute the Quality circle. The Dean of Students is the Staff Co-ordinator. The Students council members act as the link between the students and the Management of the College. Relevant and important problems and suggestions of the students are passed on to the Principal through the Quality circle. Teacher's Day, Feast of the Exaltation of the Holy Cross, Christmas, Pongal are organized by the Students in collaboration with the Deans of Student Affairs.

### **Alumnae Association**

All the students who have studied in Holy Cross College, Nagercoil are encouraged to be the members of this Association. The annual Alumnae meeting is held on the second Saturday of August every year. Alumnae have contributed for the construction of the Multipurpose Hall and also for the Jubilee Hall. Every year they give the feedback and suggestions related to the academic and administrative affairs of the institution.

### **Parent Teachers Association**

The Forum meets twice a semester and suggests measures to improve the quality of Education and Infrastructure facilities of the institution. The members support and involve in the integral development of the students

### **Honouring the Retirees**

In order to recognize the service put in by the retired teachers, a committee has been formed in 2006-'07. The activities of the committee are:

- i. To invite the retirees for Christmas celebration, Retirement function, Ph.D. Viva-voce examinations and other special occasions.
- ii. To form a whatsapp group and inform them about the events (Marriage, Death, celebrations and functions) related to the college.
- iii. To send Christmas/New year greeting for greater bonding.

### **Divyanjan Cell**

To encourage and empower the differently abled students of the institution, the cell has been formed in 2018-2019. Some of the activities of the cell are:

- i. To get the disability identity card for the students.
- ii. To make them aware of the welfare schemes through the officials of the Social Welfare Department of the district.



- iii. To motivate them to register in the employment office in Chennai.
- iv. To arrange for need based counselling.
- v. To organize programmes to empower them.

### **Crossian Centre for Research and Development**

The Crossian Centre for Research boosts the quality research in the institution. The Crossian Research Forum which includes all the faculty members co-ordinates all the research activities of this forum.

### **Research Committee**

The Research of the committee is constituted of one member from each department. The members releases the interdisciplinary biannual journal “Crossian Resonance” twice a year. They organize seminars/workshops relevant to the current trends in research and encourages the members of the faculty to involve actively in research activities. Research data base containing details of research projects, publications, participation in seminars, awards and major and minor projects availed by the departments is collected from each department and submit to the IQAC of the college every year.

### **Intellectual Property Right (IPR) Cell**

The cell is responsible for the implementation of the policy on research and consultancy.

They plan and take necessary steps to get copy right for innovative original work and patent right for their finding. They give the guidelines to publish research articles in journals with high impact factor that are well recognized by global researchers. They work out MoUs, linkages and collaboration with other prominent research institutes/industries within the country and also outside. They administer the activities of the Instrumentation Centre and work out the possibilities of having consultancy through the centre.

### **Student Research Forum/Institutional Innovation Cell**

The purpose of this forum is to create research aptitude in young researchers and organize motivation programmes to the interested students. The students construct/bring out innovative products and exhibit their potentials through exhibits.

### **Crossian Centre for Entrepreneur Development and Career Guidance**

In order to motivate the students towards various career opportunities and mould them into effective entrepreneurs the Crossian Centre for Entrepreneur Development has been started.

### **Skill Development Committee**

Skill development programme is mandatory for all the I UG students and is conducted by experts on Saturdays and local holidays. Skill based Certificate courses such as Clinical Chemistry, Journalism, Tailoring, Embroidery, Drawing, Painting, Handicraft, Beautician course, Jewel making using clay, paper and pearls etc. are taught to the interested students.

### **Innovation and Startups**

The centre has been established in the institution in 2017-'18. The objective of the Centre is to groom students towards entrepreneurship, Research career and indicate startups. It offers a new echo system for the young entrepreneur.

### **Employment Information, Career Guidance and Placement Cell**

Employment Information, Career Guidance and Placement Cell give information to the students on various employment opportunities through Public Announcing System and also leaflets. They organize meetings, awareness programmes on employment and also career opportunities. Resource persons from various training agencies such as IAS Academy, Bank coaching centres and centres of CA are invited to motivate the students.

Executive officers from IT companies and School Administration and Finance centres are invited for campus drive for Placement. Career counseling is provided through this cell.

### **Entrepreneur Development Cell**

The students who are interested to become entrepreneurs are motivated and trained through the Entrepreneur development cell. Creative work on handicrafts, artificial jewel making, painting, tailoring & embroidery works are exhibited. The institution gives provision to those who want to market their art and skill, so that they may earn while they learn. It acts as an incubation centre for students with entrepreneur skills.

### **Entry Level Services**

Aspiring students from among the I UG are given motivation on becoming IAS officers, Bank employees and Executives in Insurance companies. Periodical trainings, materials such as books and journals and computer with internet facilities are provided for them during working days and holidays. Students are also prepared to appear for the entrance exams related to Banks, civil services and other Government jobs.

### **Crossian Centre for Women's Studies**

Being the first women's college in Kanyakumari district, the centre is concerned with the women's issues in the community; Women's studies is made mandatory for all the III UG students, workshops and seminars related to health, women's rights, exhibitions etc are conducted. Competitions on women's day are organized in collaboration with district women welfare Self Help Groups. Books, videos and journals pertaining to Gender equality and women empowerment are available in a separate section of the Central Library and also in the centre.

### **Crossian Centre for Environment Studies**

Centre for Environment Studies is a legacy of the eco-conscious principles. Long before setting up of the Centre the college has maintained a green campus which emerges as the strength of the

institution in every SWOT analysis. Besides co-ordinating the activities of the Eco Club, the centre monitors the Environmental Studies which is mandatory to all students. After the Ocki Cyclone, steps have been intensified to bring back the original bio-diversity campus.

### **Crossian Centre for Outreach Programmes**

The college is keen on developing individuals who are socially committed. A number of outreach programmes are organized towards this purpose:

**Youth Red Cross** organizes blood donation camp, free medical camp, awareness programmes etc.

**NSS** develops National consciousness among students. The two units conduct: an annual camp (which teaches the dignity of labour and challenges of life), rallies, awareness programmes etc..

**Red Ribbon Club** is involved in the service of those affected by AIDS. Collaborating with the NGO, the MSW students raise funds to assist HIV positive children.

**Consumer Club** educates students on the Consumer Protection Act of 1986. In turn students educate the public along with the District Consumer Forum.

**Human Rights Unit/Legal Literacy Committee** to inculcate a sense of human rights for benefitting the individual and the society. The unit has made compulsory the Human Rights course for all third year students besides organising seminars and observation visits to the district court.

**All India Catholic University Federation (AICUF)** aims at empowering the youth. Community outreach programme during Christmas and leadership training are arranged.

**Rotaract Club** proactively involves in socially beneficiary programmes like blood donation camp, medical camps etc.

### **Reaching the Unreached Neighbourhood (RUN)**

RUN Programme started in 2007 is a compulsory programme for all second year undergraduates. Visits are undertaken to villages, schools, home for the aged and so on as part of the 60 hour activity that instills socially committed approach to life.

### **Childline**

Since 2011, the institution serves as a nodal centre for Childline, India. It spearheads the awareness programmes with the help of professionals and students. The campaign seeks to be active in the neighbouring areas.

### **Crossian centre for Documentation**

The various activities of the clubs, committees and the departments are uploaded through [hccdoc18@gmail.com](mailto:hccdoc18@gmail.com).

The centre collects and records enormous data regarding the daily activities of the various departments, clubs and committees including PTA and Alumni. This staggering data is classified and verified.

## CLUBS AND COMMITTEES

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

### 1. College Management Board

1. Sr. Fatima Kattar : President
2. Sr. Sahaya Rani : Mother Superior
3. Dr. Sr. Gerardin Jayam : Secretary
4. Dr. Sr. Anne Perpet Sophy : Principal & Link person of Education Commission
5. Dr. Sr. A. Mary Johnsy : Member
6. Dr. Sr. S. Sahayaselvi : Member
7. Sr. Jothi Antony : Member
8. Sr. A. Asha : Member
9. Dr. Sr. Leema Rose : Member
10. Sr. Sylvia : Member
11. Sr. A. Shanthi Alphonse : Member
12. Sr. S. Antin Mary : Member
13. Sr. K. Francly : Member
14. Sr. Sebastiammal : Member

### 2. College Management Committee

1. Sr. Fatima Kattar : President
2. Dr. Sr. Gerardin Jayam : Secretary
3. Dr. Sr. Anne Perpet Sophy : Principal
4. Dr. Sr. Leema Rose : Vice Principal
5. Sr. A. Asha : Office Superintendent
6. Dr. F. Brisca Renuga : Staff Representative

### 3. Governing Body

1. Sr. Fatima Kattar : Provincial Superior & Chairperson
2. Dr. Sr. Gerardin Jayam : Secretary & Vice- Chairperson
3. Dr. Sr. Anne Perpet Sophy : Principal & Ex – officio
4. Dr. Sr. Leema Rose : Vice Principal

5. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
6. Sr. A. Asha : Management Representative
7. Dr. H. Jimsy Asha : Staff Representative
8. Dr. F. Brisca Renuga : Staff Representative
9. UGC Nominee
10. Joint Director of Collegiate  
Education : State Government Nominee
11. Educationist
12. University Nominee

#### **4. Standing Committee of the Governing Body**

1. Sr. Fatima Kattar : Provincial Superior &  
Chairperson
2. Dr. Sr. Gerardin Jayam : Secretary & Vice- Chairperson
3. Dr. Sr. Anne Perpet Sophy : Principal & Ex – officio
4. Dr. Sr. Leema Rose : Vice Principal
5. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
6. Dr. C. Jespin Ida : Senior Faculty
7. Dr. Jeni Chandar Padua : Dean of Science

#### **5. Academic Council**

1. Dr. Sr. Anne Perpet Sophy : Principal & Chairperson
2. Dr. Sr. Gerardin Jayam : Secretary
3. Dr. Sr. Leema Rose : Vice Principal
4. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
5. Dr. Jeni Chandar Padua : Dean of Science
6. Dr. V. Virgin Nithya Veena : Dean of Arts and Humanities
7. Dr. C. K. Sunitha : Dean of Science, Arts and  
Humanities (SF)
8. Dr. H. Jimsy Asha : IQAC Co-ordinator
9. Dr. A. Anami Augustus Arul : IIC Convener
10. Heads of the Departments
11. Er. R. Edwin Jose : Industrialist
12. Dr. Joseph Sen : Physician
13. Adv. Joseph Benedict : Advocate
14. Ms. M.S. Parimala Kumari : Entrepreneur

15. University Nominees : 1. Prof. V. S. Vasantha  
(M. K University)  
2. Dr. G. Anna Durai  
(M. S University)  
3. Dr. P. Arockia Jansi Rani  
(M.S University)

16. Two Student Representatives : UG & PG

#### **6. Board of Studies**

The entire faculty of each discipline, subject experts from outside, University nominee, an alumna, one representative from industry / corporate sector / allied and experts from outside the college whenever special courses of studies are introduced.

#### **7. Finance Committee**

1. Dr. Sr. Anne Perpet Sophy : Principal & Chairperson
2. Dr. Sr. Gerardin Jayam : Secretary
3. Dr. Sr. Leema Rose : Vice Principal
4. Sr. A. Asha : Office Superintendent
5. Mr. Baskaran : Finance Advisor
6. Dr. Sr. S. Sahayaselvi
7. Sr. S. Antin Mary
8. Sr. A. Shanthi Alponse
9. Dr. M. Mary Helen Stella
10. Dr. S. Panimaya Mercy

#### **8. Examination Committee**

1. Dr. Sr. Anne Perpet Sophy : Principal & Chairperson
2. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
3. Dr. Jeni Chandar Padua : Dean of Science
4. Dr. H. Jimsy Asha : IQAC Co-ordinator
5. Dr. G. Leema Rose : Physical Sciences Representative
6. Dr. S. Mary Mettilda Bai : Life Sciences Representative
7. Dr. S. Thenmozhi : Language Representative
8. Dr. A. Sameema : Skill Enhancement and Certificate Courses Representative
9. Ms. A. Mary Usha : COE Section Representative



### **9. Award Committee**

1. Dr. Sr. Anne Perpet Sophy : Principal & Chairperson
2. Dr. Sr. Gerardin Jayam : Secretary
3. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
4. University Nominee : 1. Dr. S. Prabahar  
(M. S. University)  
2. Dr. S. Uma Maheswari  
(M. S. University)
5. Dr. M. Anitha Malbi : Physical Sciences  
Representative
6. Dr. Sr. S. Leema Rose : Life Sciences Representative
7. Ms. A. Anishya Dani : Social Sciences Representative

### **10. Selection Committee for Admission**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. Sr. Leema Rose : Vice Principal
3. Dr. Sr. Gerardin Jayam : Secretary
4. All HODs and 1st year class teachers of the respective Departments.

### **11. Planning and Evaluation Committee**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. Sr. Gerardin Jayam : Secretary
3. Dr. Sr. Leema Rose : Vice Principal
4. Dr. Sr. S. Sahayaselvi : Vice President of NISP
5. Dr. H. Jimsy Asha : IQAC Co-ordinator
6. Dr. Jeni Chandar Padua : Dean of Science
7. Ms. A. Judes Jalaja : Dean of Students
8. Dr. G. Leema Rose : Senior Faculty
9. Ms. S. J. Jenepha Mary : Co-ordinator of RUN
10. Dr. S. Panimaya Mercy : Co-ordinator of UBA
11. Ms. P. T. Anbu Hannah Dora : Co-ordinator of clubs and  
Committees
12. Dr. V. Sujin Flower : Co-ordinator of Placement Cell
13. Dr. S. Regi : Research co-ordinator
14. Mr. M. Johnson Paul Raj : Non-teaching Staff

15. Student Representative
16. Sports Representative
17. Fr. Mariadhas : Principal, St. Xavier's College,  
Palayamkottai.

### **12. College Staff Council**

1. Dr. Sr. Gerardin Jayam : Secretary
2. Dr. Sr. Anne Perpet Sophy : Principal
3. Dr. Sr. Leema Rose : Vice Principal
4. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
5. Dr. Jeni Chandar Padua : Dean of Science
6. Dr. V. Virgin Nithya Veena : Dean of Arts and Humanities
7. Dr. C. K. Sunitha : Dean of Science, Arts and  
Humanities (SF)
8. Heads of all the Departments
9. Dr. J. Christy Celin Mary : Physical Education Directress
10. Dr. H. Jimsy Asha : IQAC Co-ordinator
11. Dr. Anami Augustus Arul : IIC Convener
12. Ms. P. T. Anbu Hannah Dora: Senate Member
13. Deans of Students
14. Staff Club Secretaries (Teaching Staff& Non-teaching Staff)

### **13. Quality Circle**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. Sr. Leema Rose : Vice Principal
3. Deans of Students
4. Student Council Members
5. Ms. Beenamma : Non-teaching Staff representative

### **14. Internal Quality Assurance Cell (IQAC)**

1. Dr. Sr. Anne Perpet Sophy : Principal & Chair person
2. Dr. Sr. Leema Rose : Management Representative
3. Dr. Sr. Gerardin Jayam : Secretary
4. Dr. J. Vinoliya Josephine Mary: Controller of Examinations
5. Sr. A. Shanthi : Junior Assistant
6. Dr. Sr. A. Mary Johnsy : Librarian
7. Dr. S. Reji : Research Co-ordinator

8. Dr. Jeni Chandar Padua : Dean of Science
9. Ms. A Judes Jalaja : Dean of Students
10. Dr. H. Jimsy Asha : IQAC Co-ordinator
11. Dr. S. Sujitha : IQAC Asst. Co-ordinator
12. Dr. Sr. Sahayaselvi : Core Member
13. Dr. A. Anami Augustus Arul : Core Member
14. Local Expert
15. Student Representative
16. Alumni

#### **Sub Committee**

1. Dr. M. Justin Buela
2. Dr. P. T. Arokya Glory
3. Dr. I. Jalaja Kumari
4. Dr. M. Priya Dharshini
5. Dr. S. Vimal Dolly
6. Dr. S. Ajith Sinthuja
7. Dr. A. Delphin
8. Ms. J. Mary Deebea
9. Dr. M. Charles Dayana
10. Ms. R.N. Rajalekshmi
11. Ms. Pillai Archana Babu rajendranath
12. Ms. J. Alisha Josephine
13. Ms. S. Jones Kala

#### **15. Holy Cross Innovation and Incubation Centre**

1. Dr. Sr. Sahayaselvi - President
2. Dr. Sr. Leema Rose - Vice President
3. Dr. Sr. Sebastiammal - Treasurer
4. Dr. A. Shyla Suganthi - Secretary
5. Sr. Francy - Joint Secretary
6. Sr. A. Shanthi - Member
7. Dr. A. Anami Augustus Arul - Member

#### **16. Institution Innovation Cell (IIC) / Incubation Centre**

1. Dr. Sr. Anne Perpet Sophy - President

2. Dr. Sr. S. Sahayaselvi - Vice President and Co-ordinator for National Innovation Startup Policy
3. Dr. A. Anami Augustus Arul - Convener
4. Dr. A. Shyla Suganthi - Internship Co-ordinator
5. Dr. Jeni Chandar Padua - Startup Co-ordinator
6. Dr. Sheeba Daniel - Intellectual Property Rights Co-ordinator
7. Dr. R. Krishna Priya - Innovation Co-ordinator
8. Ms. P. Aji Udhaya - Social media Co-ordinator

#### **Expert Committee**

1. Dr. Renu Dev Prasad - Startup Founder
2. Mr. Glorious Steeve - Startup Founder and CEO
3. Mr. Abey George - Incubator
4. Mr. Arun Rajeev Sankaran - Incubator
5. Mr. Praveen Mathew - Industrialist
6. Mrs. Rekha Selvin - Entrepreneur
7. Ms. Parveen Kurian - Entrepreneur
8. Ms. Diana Naveen - Entrepreneur
9. Ms. Bhagyalekshmi (Alumni)- Entrepreneur

#### **Monitoring Committee**

1. Dr. Sr. Anne Perpet Sophy - President
2. Dr. Sr. Sahayaselvi - Vice president and NISP
3. Dr. Sr. Leema Rose - Vice Principal
4. Dr. A. Anami Augustus Arul - Convener
5. Dr. Jeni Chandar Padua - Co-ordinator for Startup
6. The Head of the Department of Respective Startup

#### **Evaluation Committee**

1. Dr. Sr. Anne Perpet Sophy - President
2. Dr. Sr. S. Sahayaselvi - Vice president of NISP
3. Dr. A. Anami Augustus Arul - Convener
4. Dr. H. Jimsy Asha - NIRF Co-ordinator
5. Dr. Sujitha.S - ARIIA Co-ordinator
6. The Head of the Department of Respective Startup

## **Sub Committees**

### **Startup**

1. Dr. Jeni Chandar Padua - Co-ordinator
2. Dr. Sr. Leema Rose - Vice Principal
3. Dr. A. Anami Augustus Arul- Convener of IIC
4. Dr. S. Ajith Sinthuja
5. Dr. P. Sathya
6. Ms. J. Alisha Josephine
7. Dr. J. Vinanchi Arachi - Advisory Member
8. Prof. Dr. Samuel Gnana Prakash Vincent - Advisory Member
9. Prof. Dr. Moni Madasamy - Advisory Member

### **Internship**

1. Dr. A. Shyla Suganthi - Co-ordinator
2. Dr. M.K. Angel Jebitha - Assistant Co-ordinator
3. Sr. K. Francy - Management Representative
4. Dr. M. Priya Dharshini
5. Dr. R. Sreedevi
6. Dr. Srinivasakumar KP - Advisory Member
7. Dr. Prakash Swarnakaran - Advisory Member
8. Mr. Thomas Franco - Advisory Member

### **Intellectual property Rights (IPR)**

1. Dr. Sheeba Daniel - Co-ordinator
2. Ms. A. Franklin Ragila - Assistant Co-ordinator
3. Dr. C. Anita
4. Mr. A. John Moris. C.A. - Advisory Member
5. Ms. R. Hemalatha - Advisory Member
6. Dr. Shaji Varghese - Advisory Member

### **Innovation and Patents**

1. Dr. R. Krishna Priya - Co-ordinator
2. Dr. X. Venci Candida - Assistant Co-ordinator
3. Sr. S. Sebastiammal - Management Representative

4. Dr.J. Befija Minnie
5. Ms. M. Abila Jeba Queen
6. Dr. R. Gladis Latha
7. Dr. S. Lizy Roselet
8. Dr. Snow J. Sharmilla
9. Mr. Arul Gerald Prakash - Advisory Member
10. Mr. S. Saravana Muthu - Advisory Member

#### **Social Media**

1. Ms. P. Aji Udhaya - Co-ordinator
2. Ms. C. Nesavathy - Assistant Co-ordinator
3. Sr. Antin Mary - Management Representative
5. Ms. M. Maria Helen Jenoba
6. Dr. Vimal Jerald - Advisory Member
7. Dr. Abey George - Advisory Member

#### **Resource Mobilization Committee for Startup**

1. Dr. Sonia - Resource Mobilization  
Co-ordinator
2. Dr. S. Panimaya Mercy - UBA Co-ordinator
3. Dr. R. Abilasha - Women Cell Co-ordinator

#### **Student IIC**

1. Dr. Sr. S. Sahayaselvi - Vice President of NISP
2. Dr. A. Anami Augustus Arul - Convener
3. Dr. Jeni Chandar Padua - Startup Co-ordinator

#### **Entrepreneur Development Centre (EDC)**

1. Dr. C. Braba - Co-ordinator
2. Dr. S. Jeni Sanjana
3. Dr. Selva Mary Gokila

#### **Innovation Entrepreneur Development Centre (IEDC)**

1. Dr. R. Krishna Priya - Co-ordinator
2. Dr. J. Befija Minnie
3. Dr. X. Venci Candida

#### **16. Library Committee**

1. Dr. Sr. Mary Johnsy : Librarian
2. Dr. Sr. Anne Perpet Sophy : Principal
3. Dr. Sr. Leema Rose : Vice Principal
4. Head of all the Departments

#### **17. Readers Forum**

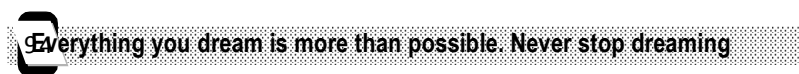
1. Dr. Sr. A. Mary Johnsy : Co-ordinator
2. Head of all the Departments

#### **18. Curriculum Steering Committee**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
3. Dr. Jeni Chandar Padua : Dean of Science
4. Dr. Virgin Nithya Veena : Dean of Arts and Humanities
5. Dr. C.K. Sunitha : Dean of Science, Arts and Humanities (SF)
6. Dr. M. Mary Helen Stella
7. Dr. C. Nirmala Louis
8. Dr. G. Leema Rose
9. Dr. V.M. Arul Flower Mary
10. Dr. C. Jespin Ida
11. Dr. M. Mary Helen Stella
12. Dr. M. Justin Buela
13. Dr. T. R. Premalatha
14. Dr. Alby Grace
15. Dr. Y. Christabel Shaji
16. Dr. S. Ancy Mole
17. Ms. J. Mary Deeba
18. Ms. J. Albino Wins
19. Sr. Jothi Antony
20. Ms. I. Anne Mary Leema
21. Dr. S. Jeni Sanjana

#### **19. Crossian Centre for Research**

1. Sr. Sebastiammal : Management Representative



2. Dr. S. Regi : Co-ordinator for Arts
2. Dr. A. Lesly Fathima : Co-ordinator for science
3. Dr. S. Thenmozhi
4. Dr. A. R. Florence
5. Dr. M. F. Anne Feril
6. Dr. A. Punitha
7. Ms. J.C. Mahizha
8. Dr. C. Braba
9. Dr. Y. Christabel Shaji
10. Dr. A. Babila Kingsly
11. Dr. C. Jenila
12. Dr. R. Evalin Latha
13. Dr. R. Eveline Shindya
14. B. Jone Magadelin : Research Scholar
15. V. Priyadharsini : Research Scholar

## **20. Research Ethics Committee**

All Research Guides

## **21. Research Advisory Committee**

1. Dr. A. Shyla Suganthi : Coordinator
2. Dr. Sheeba Daniel : Assistant Coordinator
3. Dr. S. Jeni Sanjana
4. Dr. Alby Grace
5. Dr. S. Regi
6. Dr. A. Lesly Fathima

## **22. Crossian Center for Skill Development Committee (Certificate Course)**

1. Dr. A. Sameema : Co-ordinator
2. Dr. S. Selva Mary Gohila
3. Ms. S. Virgin Jeba
4. Dr. Y. Christabel Shaji
5. Dr. M.D. Arun Mozhi Nangai

## **23. Crossian Centre for Women Empowerment**



1. Dr. R. Abilasha : Co-ordinator
2. Dr. S. Prakash Shoba
3. Dr. S. Sonia
4. Ms. K. Mihi Nancy
5. Ms. A. Beula

#### **24. Crossian Centre for Environmental Studies**

1. Dr. A. Punitha : Co-ordinator
2. Ms. J. Albino Wins
3. Ms. L. Deva Vijila
4. Ms. S. Jameela
5. Dr. M. Gnana Muhila

#### **25. Crossian Centre for Outreach Programmes**

##### **I NSS**

1. Dr. C. Josephine Priyatharshini
2. Ms. V. Pradeepa

##### **II Red Ribbon Club**

1. Dr. T. Sheeba Helen : Co-ordinator
2. Ms. C. Christal Jani
3. Ms. M. Sahaya Venila

##### **III Youth Red Cross**


1. Dr. J. Befija Minnie : Co-ordinator
2. Dr. J. Celin Pappa Rani
3. Dr. P. M. Sirumalar Rajam
4. Ms. V. Princy Kala

##### **IV Consumer Club, Human Rights Unit, Legal Literacy**

1. Ms. A. Franklin Ragila : Co-ordinator
2. Ms. J. Josephine Shiny
3. Ms. J. Jenifer
4. Dr. K. S. Soumya

##### **V AICUF, Xavier Board and AIACHE**

1. Dr. K. Jeya Daisy : Co-ordinator
2. Ms. A.R. Jemi

 **Enthusiasm and hard work are two skills needed to be successful**

3. Ms. Elza Therese Levin

4. Ms. A. Nimisha

**VI Rotaract Club**

1. Ms. K. Baby : Co-ordinator

2. Dr. C. Ida

3. Dr. S. Kavitha

4. Ms. J. Carolin Jenil Shalu

**VII RUN Programme**

1. Ms. S. J. Jenepha Mary : Co-ordinator

2. Ms. J.C. Mahizha

3. Ms. J. Jenifer

4. Dr. R. Eveline Shindya

**IX UBA**

1. Dr. S. Panimaya Mercy : Co-ordinator

2. Dr. A. JancyVini

3. Ms. J. Maria Prabina Sackaria

4. Dr. J. Bhavani

5. Dr. A. Punitha

6. Ms. L. Deva Vijila

7. Dr. S. Prakash Shoba

8. Dr. M. Charles Dayana

9. Dr. K. Baby

10. Ms. M. Jasmine Vinoja

11. Dr. A. R. Florence

12. Dr. P. M. Sirumalar Rajam

13. Ms. S. Virgin Jeba

14. Ms. V.R. Bithiah Blessie

15. Dr. R. Evalin Latha

**X Child Line**

1. Dr. Sr. Anne Perpet Sophy : Principal &Nodal Director

2. Ms. D. Cathelin Mary : Nodal Co-ordinator

**26. Crossian Center for Documentation**

1. Dr. X. Venci Candida : Co-ordinator

2. Dr. P. Sathya

**27. Student Grievance Cell**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. Sr. Gerardin Jayam : Secretary
3. Dr. Sr. Leema Rose : Vice Principal
4. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
5. Dr. G. Leema Rose : Co-ordinator
6. Dr. C. Jespin Ida : Member
7. Dr. Bojasa A Rosy : Dean of Students
8. Dr. M. Mary Helen Stella : Discipline Committee

**28. Internal Complaint Committee**

1. Dr. Sr. Gerardin Jayam : Secretary
2. Dr. Sr. Anne Perpet Sophy : Principal
3. Dr. Sr. Leema Rose : Vice Principal
4. Dr. J. Vinoliya Josephine Mary : Controller of Examinations
5. Dr. C. Jespin Ida : Member
6. Adv. Joseph : Advocate
7. Dr. C. Clement Winsly : Nuthana Trust
8. Ms. D. Cathelin Mary : Childline Nodal Co-ordinator
9. Mr. M. Johnson Paulraj
10. Ms. S. Darlin Mary Subha (Officer)
11. Student Council President
12. Student Council Secretary

**29. Anti-Eve Teasing Committee / Anti-Sexual Harassment Committee**

1. Dr. Sr. Leema Rose : Vice Principal and Co-ordinator
2. Ms. P. T. Anbu Hannah Dora
3. Head of all the Departments
4. Deans of Students
5. Student Council Secretary

**30. SC / ST Cell**

1. Dr. L. Jesmalar : Co-ordinator

2. Ms. V. G. Michael Florence

3. Dr. C. Anitha

### **31. Discipline Committee**

1. Dr. Sr. Leema Rose : Vice Principal

2. Dr. M. Mary Helen Stella : Co-ordinator

3. Dr. C. Jespin Ida

4. Dr. J. Christy Celine Mary

5. Sr. K. Francy

6. Sr. S. Antin Mary

7. Dr. A. Punitha

8. Dr. J. Bhavani

9. Dr. J. Divya Merry Malar

10. Ms. J. Anto Hepzie Bai

11. Ms. J. Anne Mary Leema

12. Ms. J. Maria Prabina Sackaria

13. Ms. J. Josephine Shiny

14. Deans of students

15. Mr. E. Melgias : Non-teaching Staff

16. Ms. S. Josephine  
Panimaya Rushia : Non-teaching Staff

### **32. Guidance and Counselling Committee**

1. Dr. Y. Christabel Shaji : Co-ordinator

2. Dr. I. Jalaja Kumari

3. Ms. M. Maria Helen Jenobha

4. Head of all the Departments

5. Dr. Fr. Francis Xavier Nelson and Experts from KDCM (Kottar  
Diocese of Counselling Ministry)

### **33. Parent Teacher Association (PTA)**

1. Dr. Sr. Anne Perpet Sophy : Principal

2. Dr. Sr. Leema Rose : Vice Principal

3. Sr. A. Asha : Superintendent

4. Dr. M. Anitha Malbi : Co-ordinator

5. Dr. V. Antony Prakash Babila

6. Dr. Snow J. Sharmilla
7. Mr. G. Maria Antony Michael : Non-teaching Staff

#### **34. Alumnae Association**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. S. Ajith Sinthuja : Co-ordinator
3. Dr. M. Priya Dharshini
4. Dr. I. Jalaja Kumari
5. Dr. S. Vimal Dolly
6. Dr. L. Jesmalar
7. Ms. L. Deva Vijila
8. Dr. S. Prakash Shoba
9. Dr. C. Braba
10. Ms. K.B. Steffi
11. Ms. M. Anto Susi

#### **35. Fine Arts Committee**

1. Dr. Selva Mary Gokila S. George : Co-ordinator
2. Dr. Y. Christabel Shaji
3. Dr. S. Ancy Mole
4. Ms. S.J. Jenepha Mary
5. Dr. R. Suji

#### **36. ICT / Media Committee**

1. Dr. S. Mary Pearly Sumathi : Co-ordinator
2. Dr. S. Daisy Bai

#### **37. College Website Committee**

1. Dr. S. Sujitha : Co-ordinator
2. Dr. S. Vimal Dolly
3. Ms. V.R. Bithiah Blessia
4. Ms. V. Abisha

#### **38. Quiz Club**

1. Ms. A. Judes Jalaja : Co-ordinator
2. Sr. S. Antin Mary
3. Dr. S. Sonia

4. Ms. S. Virgin Jeba

**39. Campus Animation Team**

1. Sr. Sebastiammal : Co-ordinator
2. Dr. J. M. Vinitha Charles
3. Dr. Y. Christabel Shaji
4. Ms. A. Jinimol
5. Mr. M. Julibar Euprin Xavier

**40. Remedial Programme Committee**

1. Sr. K. Francy : Co-ordinator
2. Dr. C.K. Sunitha
3. Ms. A.R. Jemi
4. Ms. Jenila
5. Ms. Carolin Jeni Shalu
6. Representatives from all the departments

**41. Inter Collegiate Competitions**

1. Dr. S. Thenmozhi : Co-ordinator
2. Ms. J. Maria Prabina Sackaria

**42. Student Welfare Fund**

1. Dr. J. Bhavani : Co-ordinator
2. Dr. C. Anitha

**43. Games / Sports Committee**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. Sr. Leema Rose : Vice Principal
3. Dr. J. Christy Celin Mary : Co-ordinator
4. Dr. A. Lesly Fathima
5. Dr. R. Eveline Shindya
6. Ms. C. Christal Jani

**44. Magazine Committee**

1. Dr. Subha Ganapathy : Co-ordinator
2. Dr. M. Priya Dharshini
3. Dr. P. T. Arokya Glory
4. Dr. M. Shirley Treasa

#### **45. Review and Evaluation Committee**

1. Dr. Sr. Gerardin Jayam : Secretary
2. Dr. M. Anitha Malbi : PTA Co-ordinator
3. Dr. S. Ajith Sinthuja : Alumnae Association Co-ordinator
4. Ms. P. T. Anbu Hannah Dora : Clubs and Committees  
Co-ordinator
5. Dr. S. Regi : Research Co-ordinator
6. Dr. H. Jimsy Asha : IQAC Co-ordinator
7. Dr. Jeni Chandar Padua : Dean of Science
8. Dr. V. Virgin Nithya Veena : Dean of Arts and Humanities
9. Dr. C. K. Sunitha : Deans of Science, Arts and  
Humanities (SF)
9. Dr. M. Mabel Edel Queen : Dean of Students
10. Dr. S. Panimaya Mercy : UBA Co-ordinator
11. Ms. S.J. Jenepha Mary : RUN Co-ordinator
11. Dr. Anami Augustus Arul : IIC Convener

#### **46. Hand Book Designing Committee**

1. Dr. Sr. Anne Perpet Sophy : Principal
2. Dr. Sr. Gerardin Jayam : Secretary
3. Dr. Sr. Leema Rose : Vice Principal
4. Dr. M. K. Angel Jebitha
5. Ms. C. Nesavathy

#### **47. Honouring the Retirees**

1. Dr. S. Mary Mettilda Bai : Co-ordinator
2. Dr. A. Jancy Vini
3. Sr. K. Francy
4. Ms. S. Fransta Dharshana
5. Dr. R. Sreedevi

#### **48. Health and Hygiene**

1. Ms. L. Deva Vijila : Co-ordinator
2. Dr. J. Christy Celin Mary
3. Ms. G. Sahaya Shiny

#### **49. Divyangjan Cell**

1. Dr. Subha Ganapathy : Co-ordinator

2. Dr. Jeni Chandar Padua
3. Dr. A. Anami Augustus Arul
4. Dr. J. Bhavani

#### **50. Employment Information, Career Guidance and Placement Cell**

1. Dr. V. Sujin Flower : Co-ordinator
2. Ms. S. Fransta Dharshana
3. Dr. R. Sreedevi
4. Dr. C. R. Sivakala
5. Dr. J. C. Evelin

#### **51. Staff Club Secretaries**

1. Dr. V. Shally
2. Dr. S. Sunitha
3. Dr. J. Diviya Merry Malar
4. Dr. S. Lizy Roselet

#### **Non- Teaching Staff Secretaries**

1. Mr. K. Rajan
2. Ms. S. Mary Jose Babila
3. Ms. T. Preetha Jeya Ruby

#### **52. UGC / RUSA**

1. Dr. A. Shyla Suganthi : Co-ordinator
2. Dr. R. Abilasha
3. Dr. S. Sonia

#### **53. Approved Research Guides**

##### **Department of Economics**

1. Dr. Sr. Anne Perpet Sophy
2. Dr. S. Jeni Sanjana
3. Dr. S. Vimal Dollu

##### **Department of Tamil**

1. Dr. V. Antony Prakash Babila
2. Dr. S. Sunitha



3. Dr. M. Mabel Edel Queen

**Department of Mathematics**

1. Dr. V. M. Arul Flower Mary
2. Dr. M. K. Angel Jebitha
3. Dr. S. Sujitha
4. Dr. V. Sujin Flower
5. Dr. J. Befija Minnie

**Department of Physics**

1. Dr. C. Nirmala Louis
2. Dr. V. Shally
3. Dr. A. Lesly Fathima
4. Dr. M. Priya Dharshini
5. Dr. R. Krishna Priya
6. Dr. S. Sonia

**Department of Chemistry**

1. Dr. G. Leema Rose
2. Dr. M. Anitha Malbi
3. Dr. R. Gladis Latha
4. Dr. S. Ajith Sinthuja
5. Dr. Sheeba Daniel
6. Dr. Y. Christabel Shaji

**Department of Botany**

1. Dr. C. Jespina Ida
2. Dr. A. Anami Augustus Arul
3. Dr. Bojaxa. A. Rosy

**Department of Zoology**

1. Dr. S. Mary Metilda Bai
2. Dr. F. Brisca Renuga
3. Dr. J. Vinoliya Josephine Mary
4. Dr. A. Shyla Suganthi
5. Dr. Jeni Chandar Padua
6. Dr. Sr. M.R. Basil Rose\*

### **Department of History**

1. Dr. S. Regi
2. Dr. I. Jalaja Kumari
3. Dr. K. S. Soumya

### **Department of English**

1. Dr. Alby Grace
2. Dr. H. Jimsy Asha
3. Dr. V. Virgin Nithya Veena
4. Dr. M. F. Anne Feril
5. Dr. Selva Mary Gokila S. George

### **Department of Commerce**

1. Dr. M. Mary Helen Stella
2. Dr. Sr. Sahayaselvi
3. Dr. S. Mary Pearly Sumathi
4. Dr. C. Braba

**\* Retired Faculty**

### LIST OF ENDOWMENT PRIZES AND SCHOLARSHIP

S.No.	Name	Instituted by	Amount
1.	Sr. Scholastica	Management	5000
2.	Sr. Scholastica	Rotract Club of Holy Cross College	1000
3.	Sr. Eusebius	Management	1000
4.	Sr. Zita	Management	1500
5.	Mother Yovenne Lavosel	Management	3000
6.	Sr. Lucy	Management	500
7.	Sr. Regina	Management	3000
8.	Sr. Helen	Management	1400
9.	Sr. Bennedicta	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. Yovenne	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. Hepzi bai 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. Vasantha Rajam	Dr. M. Vasantha Rajam	400
29.	Selvi Sathi	Selvi Sathi	1000

30.	Mrs. Nirmala Thambi	Mrs. Nirmala Thambi	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 Dept of Commerce	Staff members,	1000
34.	Mrs. Maria Victoria Scientific Company	Husband	2000
35.	Dept of Chemistry	Staff members,	500
36.	Mrs. Constanse 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 and Mrs. Ponnu Rukmani	Mrs. Meenakshi. S.	3000
43.	Mrs. LeelaJudnis	Mrs. Leela Judnis	3000
44.	Mrs. Suseela Mary	Mrs. Suseela Mary	3000
45.	Mrs. Suseela Mary Dept of Botany	Staff members,	1000
46.	Mrs. Banumathy	Mrs. Banumathy	2000
47.	Mr. Devasahayam	Mr. Devasahayam	5000
48.	Mr. Varuvel	Mr. Varuvel	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 Zephrene	3000
56.	Sr. Doris for the one who is a 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 for differently abled student	Miss. A. Amalorpavam	5000
61.	Tmt. Y. Premalatha	Department of Zoology	5000
62.	Tmt. Y. Premalatha	Mr. Asir Celine Kumar	10000
63.	Mr. Joseph George	Mrs. Beenamma Joseph	50000
64.	Mr. & Mrs. Selva Muthu	Mr. & Mrs. Selva Muthu	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 extra curricular activity -M.Com. student	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. Alankara Vasanthi	10000
72.	Mrs. Suseela Mary	Mr. Francis	50000
73.	Mrs. Dharmamony Victor & Sr. Scholastica	Mr. V. Samuel Antony	5000
74.	Mrs. Tamilarasi for best player	Mrs. Tamilarasi	10000
75.	Mrs. Genoby .M.George	Mrs. Mary Josheela	10000
76.	Best U.G. outgone student 2011-2014	Commerce students 7500	
77.	Mother Emily's	Alumnae of Botany	20000
78.	Dr. Thadues Maria Ignatiammal	Crispin Kavitha and Christo Kavin	50000
79.	Dr. A. Benedictal	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 finance B.Com.	Safi traders	10000
84.	Nirmala Thangavelu	Nirmala Thangavelu	10000
85.	Mrs. Jayasurya	Mrs. Jayasurya	10000



Hard work is the most common trait that successful people have

86.	Mrs. Saroja Melota	Mrs. Saroja Melota	10000
87.	Mr. S. Devasahayam & Mrs. Martin Mary	Mr. Amal Raj	10000
88.	Ms. Shanthi	Mrs. K. Surthi	10000
89.	Koola foundation	Mr. Mathew Koola	3000
90.	Sports endowment	Dr. Sr. Gerardin Jeyam	40000
91.	Mrs. BeaulaDason	Mrs. Beaula Dason	5000
92.	Tamil Grammar	Mrs. V. Hermana Gilt Arachi	10000
93.	Dr. K. Navaneetha Krishnan	Dr. Sr. Gerardin Jeyam	10000
94.	Mrs. BeaulaDason	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 attendence in M.Phil.Commerce	M.Phil. Comerce 2015-2016	13000
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183.	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	5000
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185.	Mrs. A. Stella Roselin	Students of Botany	



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2	Tmt. Rajam Godwin	Tmt. Rajam Godwin	5,000
3	Dr. Stella Bai's parents	Dr. Stella Bai	20,000
4	Ms. Andrews M. Sekar	Ms. Andrews M. Sekar	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	Mr. V.G. Paneer Dhas, Mr. Vincent, Dr. Vimala Lesly Josephine & Dr. Sr. Mercy	Dr. V.G. Santhosam VGP Group, Chennai	25,000
7	Ms. Krishnammal	Ms. Krishnammal	5000
8	Dr. Sr. Mercy	Staff & Management	7,000
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| 41. | Dr. R. EvalinLatha, M.Com., M.Phil., Ph.D.               | 94898 38947 |
| 42. | Dr. M. Charles Dayana, M.Com., M.Phil.,Ph.D.             | 94865 49870 |
| 43. | Dr. R. Sree Devi, M.Com.,M.Phil., Ph.D.                  | 94874 15640 |
| 44. | Ms. A. Franklin Ragila, M.Com., MCS., M.Phil., NET       | 75984 86120 |
| 45. | Dr. P.M. Sirumalar Rajam, M.Com., B. Ed., M.Phil., Ph.D. | 94870 55608 |
| 46. | Dr. M. Gnana Muhila, M.Com., M.Phil., Ph.D.              | 91599 31630 |
| 47. | Dr. Sahaya Shiny, M.Com.,M.Phil.,Ph.D.                   | 8754102001  |

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| 49. | Ms. J. Anto Hepzie Bai, M.C.A., M.Phil., B.Ed.           | 82201 66651  |
| 50. | Ms. Pillai Archana Babu Rajendranath, M.Sc., M.Phil.,NET | 96297 47740  |
| 51. | Ms. M. Nithila, M.Sc., M.Phil.,                          | 9443436336   |

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| 53. | Dr. Francis Xavier Nelson, M.S.W., Ph.D.    | 94867 96009 |

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9.	Ms. A. Mary Usha	94896 79283
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12.	Ms. R. Virgin Suvees	77089 22426
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14.	Mr. M. Wilson	98430 77712
15.	Ms. K. Mary Rita Lumina	88709 20733
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18.	Ms. A. Beenamma	99524 44833
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20.	Mr. V. Ravi	98431 60883
21.	Mr. G. Maria Antony Michael	94899 06261
22.	Ms. S. Mary Jose Babila	89035 40404
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24.	Ms. C. Starlin Beril	97917 11828
25.	Mr. X. Anto Valan	97917 19124
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29.	Ms. S. Delphin	96265 49589
30.	Ms. S. Josephine Panimaya Rushia	97873 02270
31.	Mr. P. Valan Peter	97861 58884
32.	Ms. G. Kodimalar	94893 14648
33.	Mr. K. Rajan	93447 49599
34.	Ms. S. Subbulakshmi	82207 45867
35.	Mr. E. Kalliyam Pillai	94428 56559
36.	Ms. N. Viji	90920 13631
37.	Ms. A. Mary Onita	91594 77738
38.	Ms. M. Dhanalekshmi	77089 63313
39.	Ms. V. Sakila	90035 51856
40.	Ms. D. Mary Stella	63856 41752
41.	Mr. G. Iyyappan	86085 96056
42.	Ms. S. Darlin Mary Subha	94866 73519

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4.	Ms. V. Jemila	99448 30691
5.	Ms. S. Selva Lakshmi	88707 32726
5.	Ms. S. Jones Kala	99525 39366
6.	Ms. A. Sahaya Sowmiya	94436 40586
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1.	Ms. Regish Mejella. M	75985 28373
2.	Ms. Johnsy Rani. P	94869 16349
3.	Ms. Antony Jenifa. B	95787 83940
4.	Mr. Agnes Amuthan. M	94871 32343
5.	Ms. A. Daphini Avejin Roch	99437 43139
6.	Ms. G. Selva Mary Prabha	91595 64733
7.	Mr. A. Robin	97893 68722

**Dates and Events****JUNE 2021**

1	Tues	
2	Wed	
3	Thu	
4	Fri	
5	Sat	Environment Day
6	Sun	
7	Mon	
8	Tue	World Navy Day / Webinar Department of Botany
9	Wed	
10	Thu	
11	Fri	
12	Sat	Anti Child Labour Day
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	State Level Webinar - Department of Chemistry
19	Sat	State Level Webinar - Department of Commerce
20	Sun	International Yoga Day
21	Mon	Yoga Day Webinar, National Faculty Development Programme - IIC
22	Tue	National Faculty Development Programme - IIC
23	Wed	National Faculty Development Programme - IIC
24	Thu	National Faculty Development Programme - IIC
25	Fri	End Drug Abuse Day, National Faculty Development Programme - IIC
26	Sat	State Level Webinar - Social Media Committee National Faculty Development Programme - IIC
27	Sun	National Faculty Development Programme - IIC
28	Mon	
29	Tue	Webinar - IQAC
30	Wed	

**JULY 2021**

1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	State Level Webinar - Department of Commerce (SF-I) and IIC
10	Sat	World Population Day
11	Sun	
12	Mon	State Level Webinar - Department of Tamil
13	Tue	State Level Webinar - Department of Chemistry & IIC
14	Wed	
15	Thu	
16	Fri	State Level Webinar - Department of Mathematics
17	Sat	
18	Sun	State Level Webinar - Department of Commerce SFI & IIC
19	Mon	
20	Tues	
21	Wed	Bakrid
22	Thu	
23	Fri	State Level Webinar - Career Guidance and Placement cell
24	Sat	
25	Sun	
26	Mon	
27	Tue	International Conference - Department of Physics
28	Wed	
29	Thu	
30	Fri	
31	Sat	

**AUGUST 2021**

1	Sun	
2	Mon	
3	Tue	
4	Wed	National Webinar - Department of History, National Webinar - Department of English, National Webinar - Department of Commerce (SF-I)
5	Thu	National Webinar - Department of Chemistry
6	Fri	
7	Sat	
8	Sun	
9	Mon	College Reopens for II, III UG, I PG & II PG
10	Tue	Mother Foundress Day Celebration
11	Wed	
12	Thu	
13	Fri	Webinar - Department of Commerce & IIC
14	Sat	Alumni Meet
15	Sun	Independence Day
16	Mon	
17	Tue	
18	Wed	
19	Thu	World Photography Day
20	Fri	Muharram
21	Sat	Onam
22	Sun	
23	Mon	
24	Tue	Webinar - Guidance and Counselling Committee, Installation Ceremony of Rotaract Club
25	Wed	State Level Workshop - IQAC
26	Thu	Women's Equality Day, State Level Workshop - IQAC
27	Fri	Webinar - Department of Physical Education, State Level Workshop - IQAC
28	Sat	
29	Sun	
30	Mon	Krishna Jayanthi
31	Tue	

**SEPTEMBER 2021**

1	Wed	Student Induction Programme
2	Thu	Student Induction Programme
3	Fri	Student Induction Programme
4	Sat	
5	Sun	Teacher's Day
6	Mon	Commencement of Classes for I UG Students
7	Tue	
8	Wed	
9	Thu	
10	Fri	Ganesh Chaturthi
11	Sat	
12	Sun	
13	Mon	Holy Cross Feast Celebration
14	Tue	Holy Cross Feast
15	Wed	
16	Thu	World Ozone Day
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	International Day of Peace
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	World Tourism Day, I CIA - II UG, III UG, II PG
28	Tue	I CIA - II UG, III UG, II PG
29	Wed	I CIA - II UG, III UG, II PG
30	Thu	I CIA - II UG, III UG, II PG



**OCTOBER 2021**

1	Fri	
2	Sat	Gandhi Jayanthi
3	Sun	
4	Mon	World Animal Welfare Day
5	Tues	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	AyuthaPooja
15	Fri	Vijayadhasami
16	Sat	World Food Day
17	Sun	
18	Mon	I CIA - I UG, I PG
19	Tue	Milad-un -Nabi
20	Wed	I CIA - I UG, I PG
21	Thu	I CIA - I UG, I PG
22	Fri	I CIA - I UG, I PG
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Crosslinks
30	Sat	
31	Sun	World Integration Day

**NOVEMBER 2021**

1	Mon	All Saints Day
2	Tue	All Souls Day
3	Wed	
4	Thu	Deepavali
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	World Science Day
11	Thu	
12	Fri	
13	Sat	
14	Sun	Children's Day
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	II CIA for all
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

**DECEMBER 2021**

1	Wed	
2	Thu	
3	Fri	St. Xavier's Feast
4	Sat	
5	Sun	
6	Mon	Publication of CIA Consolidated Marks
7	Tue	Flag Day
8	Wed	
9	Thu	World Human Rights Day
10	Fri	
11	Sat	
12	Sun	
13	Mon	Semester Examination Commence
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	Christmas
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

## JANUARY 2022

1	Sat	New Year
2	Sun	
3	Mon	Re-Opening of Classes for all.
4	Tue	
5	Wed	
6	Thu	
7	Fri	Semester Result Publication
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	National Youth Day
13	Thu	
14	Fri	Pongal
15	Sat	Thiruvalluvar Day
16	Sun	Uzhavar Thirunal
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	Republic Day
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

Success doesn't just happen. It is a product of hard work, grit and ingenuity.



**FEBRUARY 2022**

1	Tue	
2	Wed	
3	Thu	
4	Fri	World Cancer Day
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	Sports Day
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	National Science Day

**MARCH 2022**

1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	Women's Day
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	Social Worker's Day
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

**APRIL 2022**

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	World Health Day
8	Fri	Thanks Giving Mass
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	Mahaveer Jayanthi / Maundy Thursday
15	Fri	Good Friday
16	Sat	World Culture Day
17	Sun	Easter
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	Earth Day
23	Sat	World Book Day
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

**MAY 2022**

1	Sun	May Day
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	World Red Cross Day
9	Mon	
10	Tue	
11	Wed	
12	Thu	International Nurses Day
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Diversity Day
21	Sat	
22	Sun	World Biodiversity Day
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	World Anti-Tobacco Day
31	Tue	



TIME TABLE ODD SEMESTER						
DAY	I	II	III	IV	V	VI
First						
Second						
Third						
Fourth						
Fifth						
Sixth						

TIME TABLE EVEN SEMESTER						
DAY	I	II	III	IV	V	VI
First						
Second						
Third						
Fourth						
Fifth						
Sixth						

*Notes:*

*Notes:*

*Notes:*

# HANDBOOK & ACADEMIC CALENDAR 2021-2022



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2021 - 2022**