

HOLY CROSS COLLEGE

(AUTONOMOUS)

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

NAGERCOIL - 629 004

2022 - 2023



Theme for the Academic Year - 2022-2023

Initiate

Innovate

Collaborate

HANDBOOK & ACADEMIC CALENDAR



Our Chief Architects



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



HOLY CROSS COLLEGE

(Autonomous)

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

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 2022-2023

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	: holycrossngc@yahoo.com
College Website	: www.holycrossngl.edu.in

CORE VALUES

Spiritual values

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

Integrity and Honesty

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

Academic excellence

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

Research and Knowledge enrichment

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

Innovation and Critical thinking

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

Social responsibility

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

Aesthetic skills

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

Equity and Equality

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

Participatory leadership

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

Ecological citizenship and Sustainability

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

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.

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 every one with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

NATIONAL ANTHEM

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

- Rabindranath Tagore

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நீலமடந்தைக் கெழீவொழுக்கும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டயிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வரசனைபோல் அனைத்துவரும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழ்ணங்கே!
தமிழ்ணங்கே!
உன் சீரிளமைத் திரும்வியந்து
செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

- 'மனோன்மனியம்' பெ. கந்தரம்பிள்ளை

கல்லூரி வாழ்த்து

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

(1)

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

(எம் திருச்)

(2)

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

(எம் திருச்)

COLLEGE ANTHEM

In the Cross and Mary is Our Hope

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

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

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

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

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

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

PRAYER BEFORE CLASS

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

- Amen

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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 2nd August, 1965. The college campus has an area of about 20 acres with large playgrounds and buildings.

Most Rev. Dr. Roch Agniswamy identified the urgent need to have an exclusive women's college in Kanyakumari District and in response to the proposal 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 programmes in Mathematics, Physics, Chemistry, Botany, Zoology, History, Economics, Commerce and English and Post graduate (PG) programmes in Mathematics, Physics, Zoology and English. Since 1990, the college has been affiliated to Manonmaniam Sundaranar University, Tirunelveli.

The College was conferred Autonomous status in 2007 and Extension of Autonomy was granted in November 2016. The college

has undergone four cycles of accreditation by the National Assessment and Accreditation Council. In the fourth cycle the college is awarded 'A+' grade with CGPA 3.35.

- **Name of the Educational Agency**
Congregation of the Sisters of the Cross of Chavanod (France)
- Province of Madurai.
- **Name of the Trustees** : Nil.
- **Name of the Secretary** : Dr. Sr. M. Mary Hilda
Holy Cross Convent, Nagercoil-4
Telephone No.: 04652-260709
- **Name of the Principal** : Dr. Sr. S. Sahayaselvi
TelephoneNo.: 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
2022	Patio cafeteria
2021	PG Chemistry Lab, Mushroom Culture Training Centre
2020	Installation of ERP Software
2019	Accredited with A ⁺ (CGPA 3.35) 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.), Autonomy Extension
2014	M.A. English (S.F.)
2013	Accredited with 'A' Grade (CGPA 3.34) by NAAC (III Cycle), DST-FIST Laboratory
2012	M.Sc. Chemistry (S.F.), M.A. History (S.F.), M.Phil. Commerce (S.F.), Computer Centre, St. Joseph's Block
2011	B.A. Tamil Literature (S.F.), Oxidation Pond
2010	Ph.D. Physics, B.Sc. Mathematics (S.F.), B.A. English (S.F.), B.Com. (S.F.)
2009	M.Phil. Physics (S.F.), M.Phil. Zoology (S.F.), Ph.D. English, Ph.D. Botany, Central Bank of India, Roch Nager Branch, Nagercoil.
2008	B.Sc. Computer Science (S.F.), M.Phil. English (S.F.), Language Laboratory
2007	Conferred Autonomous Status, M.Com. (S.F.), M.S.W., (S.F.), II Floor of Claudine Block
2006	M.Sc. Bio Medical Science (UGC funded), B.Com. with C.A. (S.F.), Mini Gymnasium, Extension of Claudine Block

2005	Accredited at the 'B++' level by NAAC, Construction of Cecile Hall
2004	Functioning of the Copy & Hello point
2003	M.Sc. (Industrial) Biotechnology (S.F.) and M.A. Business Economics (S.F.). Nomenclature changed from 2016-2017 as M.Sc. Botany and M.A. Economics respectively
2002	Installation of Computer Laboratory, Off – Campus Study Programme under Bharathiar University, Coimbatore
2000	Ph.D. Zoology
1999	Accredited at the Four Star level by NAAC, Multipurpose Hall, Introduction of Vocational Sericulture Course in B.Sc. Zoology
1998	Introduction of Teacher based Education system (Semi-Autonomous status for M.Sc. Zoology)
1995	Construction of Claudine Block and Vehicle shed
1990	Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Member of Association of Indian Universities
1984	M.Sc. Physics
1980	B.Com.
1979	M.Sc. Zoology
1978	M.Sc. Mathematics
1977	Inauguration of extension of State Bank of India, Workshop and Non Residential Student Centre
1973	College Chapel
1972	M.A. English, College Library
1970	Opening of the Madonna Block
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)

GRADUATE ATTRIBUTES

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

Creative thinking: Equipping students with hands-on-training through skillbased 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 under standing: 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 fine arts, meditation and exercise; enriching skills through certificate courses offered by Holy Cross Academy.

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

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

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

Employability: Enhancing students in their professional life through Entrepreneur development, Placement & Career guidance Cell.

Women empowerment and leadership: Developing the capacity of self-management, team work, 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 31st 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 and can leave the campus with their parents.
- 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 stair cases 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 will full 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 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.
- **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. Laptop 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 counter signed 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.

COLLEGE HOSTEL

Hostel is a student's second home. Holy Cross College hostel functions within the college premises with a very good ambience for spiritual, psychological and physical development of the students. It inculcates leadership skills, responsibility in one's life, team spirit and excellence on academic activities. Hostel life enhances holistic development of students. The college Principal is the chief warden and the students are cared by wardens with utmost care. It is the bounden duty of all inmates to abide by the regulations of the hostel.

LIBRARY

General Rules for the smooth functioning of the 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.
- Students from all disciplines must bring their ID cards and Library cards to gain entry into the Library.
- Students are expected to leave their belongings in the counter at the entrance.
- The library card is not transferable.
- Students should maintain strict silence in the Reading Room and other areas of the Library.

- After taking a book from the Stack Room shelf, it will be issued at the Reading Room Counter after submitting the Reading Pass. The books have to be returned at Janitor's counter before leaving the library.
- Students will be allowed to take a maximum of 5 books at a time for study purpose in the Reading Room.
- Newspapers are to be handled without shuffling, crease or crumble with the pages intact.
- Books should not be misplaced on shelves. After selecting the needed books the order of arrangement has to be restored.
- 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.
- Students should not crowd in front of any counter, but should follow the queue.
- Students will be given two borrower's tickets. 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 not more than 5 books for the PG students at a time.
- Students have to check the condition of the book at the time of borrowing. Any mutilation or loss of pages should be reported instantly to the concerned library staff. Otherwise the borrower will be responsible for the damage.
- A student can retain a book for not more than a week. The book borrowed should be returned on or before the stipulated date mentioned on the date-slip. If 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 without paying any fine.

- The books may be returned on all working days.
- All books must be returned before the closure of each semester.
- No one is allowed to pass on any book to another or to lend them to any one inside or outside of the college.
- Books should be handled with care. Marking on books is most objectionable. Students are strictly forbidden to tear, cut out or scribble on pages of magazines, periodicals and books.
- The librarian will examine all the books returned and if any book has been damaged, she will report it to the Principal at once along with the name of the person responsible. If a book is damaged, lost or spoiled, the person responsible shall replace it with a new copy of the book.
- The photocopy section is for xeroxing only library books. The class notes, content and books from outside are not accepted.
- Library is a mobile free zone. Mobile phones should be kept in switch off mode.
- CDs or Pen drives can be used in the library computers, after ensuring their virus free status. Storage devices are to be scanned by Antivirus Software.
- The Laptops and Palmtops are allowed in the library, but Charging of the same is not allowed.

Code of Conduct for Faculty

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

- 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.

- 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, 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
2 Storeyed Golden Jubilee Block
2 Storeyed Library
Multipurpose Hall
St. Joseph's Hall (Air conditioned)
Cecile Hall
Office of the Controller of Examinations
Administrative Block
Office - Stock Room
Computer Laboratories with Internet facility
Wi-Fi Facility
DST-FIST Laboratory
Tissue Culture Laboratory
9 Research Centres
Madonna Block
Stationery
Copier Room
NSS Room
Indoor Stadium
Playgrounds
Chapel
Rock Garden

Computers in all Departments with Internet facility
Laboratory facilities in all Science Departments
Smart Classroom facility
Bank Branch - Central Bank of India
Vehicle Parking - Staff and Students
Canteen
Pump Room
Copy & Hello point
Workshop
Generator Room (Uninterrupted Power Supply)
Wash Rooms
Oxidation Pond
Sericulture Room
Rainwater Harvesting
Vermicomposting unit
Purified Drinking Water
Waiting Shed
Childline Office
Integrated Farm House
Herbal Garden
Day Care Centre
College Buses (9 Nos.)
Hostel with 2 Blocks
CCTV Cameras
Golden Jubilee Hall
Biodiversity Garden
Patio Library
Star Garden
Media Room

Common Room
Center for Environmental Studies
Center for Women's Studies
Counselling Room
UBA Cell
Placement and Career Guidance Cell
Crossian Center for Research and Development
ERP Office
Generator Room
Cross Com A to Z Tailoring Unit
Candid Collections
Language Lab
Instrumentation Centre

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 - 2022
18.	Sr. M. Mary Hilda	2022 onwards

SUCCESSION LIST OF PRINCIPALS

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

CONTACT PERSONNEL & AUTHORITY

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

Student Affairs	Contact Personnel
Endowment Scholarships	HOD
Leave Application (a) Day Scholars (b) Hostellers	HOD and Class in-charge Warden and Class in-charge
Fee Payment (a) College Fee (b) Exam Fee (c) All other cash payments	HOD and Class in-charge

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 Meritorious student
- Scholarships for Meritorious S.F. Students
- Freeships for Sports Students

PROGRAMMES OFFERED

Aided Programmes

UG	PG
Mathematics	Mathematics
Physics	Physics
Chemistry	Zoology
Botany	English
Zoology	
History	
Economics	
English	
Commerce	

Self Funded Programmes

UG	PG
Mathematics	Chemistry
Computer Science	Botany
English	Mathematics
Tamil	History
Commerce (2 sections)	Economics
	English
	Commerce
	Social Work

M.Phil. Programme

English

Ph.D. Programmes

Zoology
 English
 Botany
 Physics
 Chemistry
 Commerce
 Economics
 History
 Mathematics

PROGRAMMES - A PROFILE

Degree	Programmes	Year of Affiliation	Sanctioned Strength
B.A.	History	1966-1967	64
	Economics	1966-1967	64
	English	1966-1967	64
	English (S.F.)	2010-2011	64
	Tamil (S.F.)	2011-2012	64
B.Sc.	Mathematics	1966-1967	48
	Physics	1966-1967	48
	Chemistry	1966-1967	48
	Botany	1966-1967	48
	Zoology	1966-1967	48
	Computer Science (S.F.)	2008-2009	48
	Mathematics (S.F.)	2010-2011	48
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
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	

Allied Courses Offered by the UG Departments Departments of Science

Department	Semester	Title of the Course	Students who can Opt
Mathematics	I	MA2011 - Algebra and Calculus	Students of B.Sc. Physics & B.Sc. Chemistry (A Section)
	II	MA2021 - Vector Calculus and Differential Equations	
	III	MA2031 - Probability Theory and Distributions	Students of B.Sc. Mathematics
	IV	MA2041 - Applied Statistics	
Physics	I	AP2011 - Allied Physics I for Mathematics	Students of B.Sc. Mathematics
	II	AP2021 - Allied Physics II for Mathematics	
	III	AP2031 - Allied Physics I for Chemistry	Students of B.Sc. Chemistry (Both A & B Section)
	IV	AP2041 - Allied Physics II for Chemistry	
Chemistry	I	CA2011 - Chemistry for Life Sciences	Students of B.Sc.

Department	Semester	Title of the Course	Students who can Opt
			Botany & B.Sc. Zoology
	II	CA2021 - Chemistry of Biomolecules	
	III	CA2031 - Inorganic and Physical Chemistry	Students of B.Sc. Physics
	IV	CA2041 - Physical Chemistry	
Botany	I	BA2011 - Chemistry of Life	Students of B.Sc. Chemistry (B Section)
	II	BA2021 - Taxonomy of Angiosperms and Herbal Technology	
	III	BA2031 - Plant Diversity I (Algae, Fungi, Bryophyta and Pteridophyta)	Students of B.Sc. Zoology
	IV	BA2041 - Plant Diversity - II (Gymnosperms and Angiosperms) and Plant Physiology	
Zoology	I	-	-
	II	-	-
	III	ZA2031 - General Zoology	Students of B.Sc. Botany
	IV	ZA2041 - Applied Zoology	
Computer Science	I	SA2011 - Digital Principles and Applications	Students of B.Sc. Computer Science
	II	SA2021 - Computer Organization and Architecture	
	III	SA2031 - Numerical and Statistical Methods	
	IV	SA2041 - Discrete Mathematics	

Departments of Arts

Department	Semester	Title of the Course	Students who can Opt
English	I	EA2011 - Social History of England	Students of B.A. English
	II	EA2021 - Literary Forms and Terms	
	III	EA2031 - History of English Literature I	
	IV	EA2041 - History of English Literature II	
Tamil	I	TA2011 - இக்கால இலக்கியங்கள்	Students of B.A. Tamil
	II	TA2021-சிறுநிலக்கியங்கள்	
	III	TA2031 - நூட்டார் வழக்காற்றியல்	
	IV	TA2041 - பெண்ணியம்	
History	I	HA2011 - History of Kanniyakumari District	Students of B.A. History
	II	HA2021 – Fundamentals of Tourism	
	III	HA2031 - Principles of Political Science with Special Reference to India	
	IV	HA2041 - Modern Constitution	
Economics	I	FA2011 - Economic Statistics I	Students of B.A. Economics
	II	FA2021 - Economic Statistics II	
	III	FA2031 - Mathematical Methods	
	IV	FA2041 - Mathematical Economics	
Commerce	I	AA2011 - Business Economics	Students of B.Com.
	II	AA2021 - Principles of Marketing	
	III	-	
	IV	-	

ACADEMIC GUIDELINES

CHOICE BASED CREDIT SYSTEM (CBCS)

Regulation for UG Programme

(For the candidates admitted from the academic year 2020-2021 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 (Aided)	A pass in 10 + 2	Tamil
3.	B.A. Economics (Aided)	A pass in 10 + 2	English
4.	B.Com. (Aided & Self - Financed)	A pass in 10 + 2 with Commerce as one of the core subjects	English
5.	B.A. Tamil (Self-Financed)	A pass in 10 + 2 with Tamil as language Paper	Tamil

SCIENCE

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

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

2. Duration

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

3. CBCS System

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

4. Courses

Part I - Language Courses – Tamil and French

Part II - General English

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

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

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

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

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

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

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

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

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

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

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

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

- Part V - Foundation Course IV: Gender Equity Studies (GES)** is offered in VI Semester for all UG students (1 credit).
- Part V - Service Learning Programme (SLP): Community Engagement Course** is offered in II & III Semester for all UG students for 30 hours with 50% field work (2 credits).
- Part V - Service Learning Programme (SLP): Reaching the Unreached Neighbourhood (RUN)** programme is offered in the III & IV Semesters (2 credits).
- Part V - Student Training Programme (STP):** Activities of **Clubs & Committees** – NSS/RRC, YRC, Rotaract, Eco Club, Women’s Cell, Legal Literacy, Consumer Club and AICUF are carried out for the I and II UG students apart from the regular class hours (2 credits).
- Skill Development Programme (SDP):** Skill Development Programme is mandatory and offered as **Certificate Course** (30 hours) for all the students during the first year.

5. Course Structure			
Study Component	No. of Courses	Credit/ Course	Total Credits
Part I -Tamil/French	4	4	16
Part II - English	4	4	16
Part III			
Core Theory, Practicals & Specific Elective Course	16-24	3-6	88
Generic Elective Course (Allied)	4	4-6	
Part IV			
Add on Course- Professional English	4	2	8
Non-Major Elective (NME)	2	2	4
Skill Enhancement Course (SEC)	3	2	6
Ability Enhancement Course (AEC)- Environmental Studies (EVS)	1	2	2
Non-Academic Courses			
Part V			
Foundation Course I - Values for Life Foundation Course II- Personality Development Foundation Course III- Human Rights Education Foundation Course IV Gender Equity Studies	4	1	4
Service Learning Programme (SLP) 1. Community Engagement Course	1	2	2
2. Reaching the Unreached Neighbourhood	1	2	2
Student Training Programme (STP) NSS & RRC/YRC/Rotaract/Eco Club/ Women's Cell/ Legal literacy / Consumer Club/ AICUF	1	2	2
	Total		140 + 10

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

Total number of Hours = 180

Total number of Compulsory Credits = 140+10

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

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

6. Credits

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

Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

- i. **Self-Learning/Online Course** (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 proto types/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. Pedagogy

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

8. Examination Pattern

Each paper carries an internal component.

There is a passing minimum for external component.

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

i) Part I

a) Part I - Tamil

Ratio of Internal and External = 30:70

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

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

Question Pattern

Internal Test	Marks	External-Summative Examination	Marks
Part A	4 x 1 = 4	Part A 10 x1 (No choice)	10
Part B	3 x 4 = 12	Part B 5x4 (Internal choice)	20
Part C	3 x 8 = 24	Part C 5x8 (Internal choice)	40
Total	40	Total	70

b) Part I - French

Ratio of Internal and External = 30:70

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

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

Question Pattern for I & II Semesters

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

Question Pattern for III & IV Semesters

Internal Test	Marks	External - Summative Examination	Marks
Part A (Translation)	5 x 1 = 5	Part A (Translation)	1 x 10 =10
Part B (Grammar)	5 x 5 =25	Part B (Comprehension)	1x10=10
		(Paragraph Writing)	1 x 15 =15
Part C (Paragraph Writing)	10 x 1 =10	Part C (Grammar)	7x 5 =35
Total	40	Total	70

ii) Part II - General English

Ratio of Internal and External = 30:70

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

Component	Marks
Internal test (2)	15
Quiz (2)	4
Class Test (3)	6
GD/ Open Book Test/ Role Play/ Assignment/ Article Review/ Seminar	5
Total	30

Question Pattern

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

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

Ratio of Internal and External = 30:70

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

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

Question Pattern

Internal Test	Marks	External - Summative Examination	Marks
Part A 4 x 1	4	Part A 10 x1 (No choice)	10
Part B 3 x 4	12	Part B 5x4 (Internal choice)	20
Part C 3 x 8	24	Part C 5x8 (Internal choice)	40
Total	40	Total	70

Practicals: Major Core & Allied papers

Ratio of Internal and External = 40:60

Total: 100 marks

Internal Components and Distribution of Marks

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

Question Pattern

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

Project: Ratio of Internal and External = 40:60

Total: 100 marks

iv) Part IV

Ratio of Internal and External = **50:50**

a) Add-on Course: Professional English

Internal Components and Distribution of Marks

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

Question pattern

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

b) Non-Major Elective (NME)

Continuous Internal Assessment (CIA)

Internal Components and Distribution of Marks

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

Question Pattern

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

c) Skill Enhancement Course (SEC) - Meditation and Exercise

Internal Components

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

External - Summative Examination

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

d) Skill Enhancement Course (SEC) - Computer Literacy

Internal Components

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

External - Summative Examination

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

e) Ability Enhancement Course (AEC) - Environmental Studies

Internal Components

Component	Marks
Project Report	30
Viva voce	20
Total	50

External - Summative Examination

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

v) Part V

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

Ratio of Internal and External = 50:50

a) Foundation Course I: Values for Life

Internal Components

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

External - Summative Examination

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

b) Foundation Course II: Personality Development

Internal Components

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

External- Summative Examination

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

c) Foundation Course III: Human Rights Education

Internal Components

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

External - Summative Examination

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

d) Foundation Course IV: Gender Equity Studies

Internal Components

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

External - Summative Examination

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

ii) SLP- Service Learning Programme

a) Community Engagement Course (CEC)

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

Internal Components

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

External Components

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

b) Reaching the Unreached Neighbourhood (RUN)

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

iii) STP–Student Training Programme

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

POSTGRADUATE PROGRAM CHOICE BASED CREDIT SYSTEM (CBCS)

Regulations for the PG Programme (For the candidates admitted from the academic year 2020-2021 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 / Cooperative/B.B.A. and other related Programmes equivalent to B.Com.)	English
5.	Master of Social Work (MSW) (Self-Financed)	A pass in any degree	English

SCIENCE

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

2. Degree

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

3. 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).

4. Semesters

In each semester, courses are offered in 10-12 teaching weeks and the remaining 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.

5. CBCS System

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

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

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

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

6. 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).

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

7. Course Structure

Distribution of Hours and Credits

Course	Sem. I	Sem. II	Vacation	Sem.III	Sem.IV	Total	
						Hours	Credits
Core–Theory & Practical						90 - 99	65 - 74
Elective						16 - 24	12 - 20
Project						5 - 6	4 - 5
Total						120	90
Non-academic Courses							
Life Skill Training– I-		(1)	-	-	-	-	1
Service-Learning Programme (SLP) Community Engagement Course		(1)		(1)			2
Life Skill Training–II-	-	-	-		(1)	-	1
Summer Training Programme/Internship	-	-	(1)		-	-	1
Total		(2)	(1)	(1)	(1)	-	5

Total Number of Hours= 120 Total Number of Credits = 90+5

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

8. Credits

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

Extra Credits (Maximum 10 credits)

Extra credits can be acquired by taking up the following:

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

CBCS for PG Programme

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

9. 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.

10. Examination Pattern

Major Core/Elective

Internal: External–40:60

Allotment of Marks for PG Programme

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

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

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

Continuous Internal Assessment (CIA)

Internal Components

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

External - Summative Examination

Component	Marks
Part A: 10 x1 (Two objective type questions from each unit without any choice).	10
Part B: 5 x 3 (One question from each unit with internal choice. Among the five questions one question should be of application type and another will be of analysis type).	15
Part C: 5 x 7 (One question from each unit with internal choice. Question should cover all cognitive levels as per the Course Outcomes).	35
Total	60

Project

Ratio of Internal : External is 40:60

Total – 100 marks

**Life Skill Training
Internal Components**

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

External- Summative Examination

Written Test	Five out of Seven (5x8)	40
	Total	40

STP - Summer Training Programme

Ratio of Internal : External is 60:40

Internal Components

Component	Marks
Training with report	60
Total	60

External Component

Component	Marks
Viva Voce	40
Total	40

SLP- Community Engagement Course (CEC)

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

Ratio of Internal : External is 50:50

Internal Components

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

External Components

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

M. PHIL PROGRAMME CBCS for the Pre-Doctoral Programme (M. Phil.)

1. Course Structure

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 In-depth paper)	12
C2	Research methodology	4			
C3	Core Course	5			
C4	In-depth paper	5			
	Total	18		Total	12

2. Course detail and Examination pattern

Marks for Internal and External are in the ratio 40:60

a) C1-Professional skills for Teaching–Learning

I to III units are common for all departments

- I Unit-Soft Skills
- II Unit – Blooms 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 (to be) 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 pattern for C1 - Professional Skills for Teaching -Learning

I to III units common for all departments

- i) Internal Test - 2
- ii) Peer teaching – Unit IV
- iii) Micro teaching- Unit IV/V
- iv) Assignment

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

Internal Component	Marks	Converted to
Internal test I and II – Question pattern (Part A: 7 x 2 = 14; Part B: 3 x 7 = 21)	Test I-35 Test II- 35	20
Practical		
Peer Teaching- Unit IV	5	5
Micro-teaching (1) (subject related) Unit IV/V	10	5
Teaching 2 hours & Practical demonstration 2 sessions (for UG/ PG depends on the guide -Science) Teaching 5 hours (Arts & Commerce) (Classroom Environment; Observed by the respective guide)	10	5
Assignment based on Bloom's Taxonomy (Formulate Vision, Mission, PEO, PO, PSO and CO and prepare a teaching plan with pedagogy, learning outcomes and assessment. Frame a question paper based on the cognitive levels)	10	5
Total		40

External Component for C1

Theory	Marks
End Semester Examination – Question pattern (Part A: $3 \times 2 = 6$; Part B: $4 \times 5 = 20$; Part C: $3 \times 8 = 24$) Duration - 2 Hours test	50
Practical	
Submission of Observation record (10 observation of faculty teaching) based on the first three units	10
TOTAL	60

b) Course C2,C3,C4

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

Component	Marks	Converted to
Internal test-I	35	20
Internal Test-II	35	
Seminar	15	15
Assignment	15	5
TOTAL		40

Internal test question pattern – Arts

Course	Question pattern	No.of ques.	Marks
C2	Open Choice: Comprehensive Type	5 out of 8	$5 \times 7 = 35$
C3	Open Choice: Comprehensive Type	5 out of 8	$5 \times 7 = 35$
C4	Open Choice: Comprehensive Type	5 out of 8	$5 \times 7 = 35$

Internal question pattern – Science

Course	Question pattern	No.of ques.	Marks (35)
C2	PartA: Short Answers	5	5 x 2= 10
	Part B: Essay type (Internal Choice)	5	5 x 5= 25
C3	PartA: Short Answers	5	5 x 2= 10
	Part B: Essay type (Internal Choice)	5	5 x 5= 25
C4	Open Choice: Comprehensive	5 out of 8	5 x 7= 35

End Semester Examination question pattern - ARTS

Course	Question pattern	No. of ques.	Marks
C2	Open Choice: Comprehensive Type	5 out of 8	5x 12 = 60
C3	Open Choice: Comprehensive Type	5 out of 8	5x 12 = 60
C4	Open Choice: Comprehensive Type	5 out of 8	5x 12 = 60

End Semester Examination question pattern - SCIENCE

Course	Question pattern	No.of ques.	Marks
C2	Part A: Short Answers	10	10x 2 = 20
	Part B: Essay type (Internal Choice)	5	5x 8 = 40
C3	Part A: Short Answers	10	10x 2 = 20
	Part B: Essay type (Internal Choice)	5	5x 8 = 40
C4	Open Choice: Comprehensive	5 out of 8	5x 12 = 60

Semester II – Dissertation

Internal		External		Marks converted to
Components	Mark	Components	Mark	
Presentation I Review of Literature	10	Dissertation	75	75
Presentation II - Mock viva	15			
Dissertation	50			
Total	75			
Viva-Voce	25	Viva-Voce	25	25
Total	100	Total	100	100

Publication of one paper is mandatory.

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.

EXTERNAL EXAMINATION AND VALUATION

- Students those who have completed at least one internal test and other internal components are permitted to write the external examination.
- Students can apply through online for semester examination.
- Hall tickets can be downloaded from College website prior to the examination.
- Semester examination will be for 3 hours, conducted at the end of the semester, by the Controller of Examination. Double valuation system is followed for PG and M.Phil. 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 timetable 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

Evaluation

- i. The performance of a student in each Course is evaluated in terms of percentage of marks with a provision for conversion to grade points.
- ii. Evaluation for each course shall be done by Continuous Internal Assessment (CIA) by the Course teacher as well as by an end semester examination and will be consolidated at the end of the semester.
- iii. There shall be examinations at the end of each semester, for odd semesters in October/November and for even semesters in April/May.

- iv. A candidate who does not pass the examination in any course(s) shall be permitted to re-appear in such failed course(s) in the subsequent examinations to be held in October/November or April/May. However, candidates who have arrears in Practical Examination(s) shall be permitted to re-appear for their arrears only along with Regular Practical examinations in the respective semester.
- iv. Viva-voce: Each candidate shall be required to appear for Viva-voce Examination in defence of the Project.
- vii. The results of all the examinations will be published in the College website.
- viii. 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.holycrossnsl.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 of the UG courses and not for arrears and Part IV Courses and this is done only after payment of the prescribed fee at the stipulated time. Fee prescribed according to the rules currently in force in the college will have to be paid. Concerning the results of the revaluation, if the revalued mark is higher than the original mark, then it will be recorded as the final mark. If not the original mark will be retained. Photocopies of the exam papers can be obtained

from COE and verified. Revaluation is not applicable for PG & M.Phil.

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 if the semester and PG students who have no arrears up to fifth 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.

Addressing Grievances

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

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

- a. Such appeals should be made to the course teacher(s) immediately after receiving the valued scripts.
- b. If additional clarification is necessary, the student should approach the Head of the Department concerned. The HOD will try to sort out the problem and initiate all efforts to settle the matter amicably.
- c. If not satisfied with (a) and (b) the student shall, within 3 days, make a written appeal to the Principal through the HOD/ Controller of Examination who will forward the same to the Grievance Appeal Committee for further review. The decision of the Grievance Appeal Committee shall be the final.

Semester Examination Question Papers

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

Condonation

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

No Dues

Clearance of fee dues is a pre-requisite for

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

Conferment of the Degree

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

Grading System

For 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

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

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

For the entire programme:

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

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

Sum of the credits of the courses of the entire programme

Where

C_i - Credits earned for course i in any semester

G_i - Grade point obtained for course i in any semester n-semester in which such courses were credited

Final Result

Conversion of Marks to Grade Points and Letter Grade

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

Overall Performance

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

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

CO-CURRICULAR, EXTRA-CURRICULAR ACTIVITIES AND FACILITIES

Learning Enhancement Measures

All 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.

Professional English classes are conducted by the respective course 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. The research centres and library are provided with internet. A computer centre, with 50 computers and internet facilities, serves staff and students. Wi-Fi campus.

Language Laboratory

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

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 Spectro photometer, GM Counter etc. are 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 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, basketball, volleyball, 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. 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.

Counseling Services

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

Campus Ministry

Campus animation team organizes retreats, inspirational talks and paraliturgical 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 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 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 meet is held on the second Saturday of August every year. Alumnae have contributed for the construction of the

Multipurpose Hall and also for the Golden Jubilee Block. 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, this cell has been formed in 2018-2019. 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 and Development 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 committee is constituted of one member from each department. The members release the multidisciplinary biannual journal “Crossian Resonance” twice a year. They organize seminars/workshops relevant to the current trends in research and encourage the members of the faculty to involve actively in research activities. Research database 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. The cell plan and take necessary steps to get copyright for innovative original work and patent right for the novel finding. The cell gives the guidelines to publish research articles in journals with high impact factor that are well recognized by global researchers. They workout MoUs, linkages and collaboration with other prominent research institutes/industries within the country and also outside. The cell administers the activities of the Instrumentation Centre and work out the possibilities of having consultancy through the centre.

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.

Skill Development Committee

Skill development programme is mandatory for all the I UG students and is conducted by experts. 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 startups. It offers a new ecosystem for the young entrepreneur.

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.

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.

Placement and Career Guidance Cell

Placement and Career Guidance Cell gives 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, School Administration and Finance centres are invited for campus drive for Placement. Career counseling is provided through this cell.

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, this 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 equity and women empowerment are available in a separate section of the Central Library and also in the centre.

Crossian Centre for Environmental Studies

Centre for Environmental 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 SWOC analysis. Besides coordinating the activities of the Eco Club, the centre monitors the Environmental Studies which is mandatory to all students. It also take care of Green audit.

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.

National Service Scheme develops National consciousness among students. The two units conduct 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.

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

Rotaract proactively involves in socially beneficiary programmes and instill leadership skill.

Eco Club creates a clean and green consciousness among students through various innovative methods. It plays an important role in creating environmental awareness and inculcates the importance of environment to students.

Women's cell creates social awareness about the problems of women, gender equity and prevention of sexual harassment. It also educate girl students on women specific health issues and measures to be taken.

Human Rights Unit / Legal Literacy Committee 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.

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

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

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 30 hour activity that instills socially committed approach to life.

UBA Cell

Unnat Bharat Abhiyan, a flagship program of Government of India envisions higher educational institutions to work with the people of rural India in identifying development challenges and

evolving appropriate solutions for accelerating sustainable growth. The UBA cell of Holy Cross College was started in the year 2019. It involves in community engagement programs by training the stakeholders and contributing to rural development in all sectors. Five villages have been adopted and the students are given opportunity to research on the requirements of the village for sustainable development. Government schemes are utilized for the upliftment of the rural society.

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. 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.

I Academic and Administrative Affairs

Board of College Management

- 1 Sr. Fatima Kattar : President
- 2 Dr. Sr. M. Mary Hilda : Mother Superior & Secretary
- 3 Dr. Sr. S. Sahayaselvi : Principal
- 4 Dr. Sr. P. Leema Rose : Vice Principal 1
- 5 Sr. A. Asha : Office Superintendent
- 6 Dr. Sr. A. Mary Johnsy : Member
- 7 Sr. A. Shanthi Alphonse : Member
- 8 Sr. S. Antin Mary : Member
- 9 Sr. K. Francy : Member
- 10 Dr. Sr. S. Sebastiammal : Member

College Management Committee

- 1 Sr. Fatima Kattar : President
- 2 Dr. Sr. M. Mary Hilda : Mother Superior & Secretary
- 3 Dr. Sr. S. Sahayaselvi : Principal
- 4 Dr. Sr. P. Leema Rose : Vice Principal 1
- 5 Sr. A. Asha : Office Superintendent
- 6 Dr. S. Mary Mettilda Bai : Staff Representative

Administrative Team

- 1 Sr. Fatima Kattar : President
- 2 Dr. Sr. M. Mary Hilda : Mother Superior & Secretary
- 3 Dr. Sr. S. Sahayaselvi : Principal
- 4 Dr. Sr. P. Leema Rose : Vice Principal 1
- 5 Dr. P. Sathya : Vice Principal 2
- 6 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 7 Dr. S. Regi : Assistant Controller of Examinations

- 8 Dr. H. Jimsy Asha : Director of IQAC
- 9 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 10 Dr. V. Virgin Nithya Veena : Dean of Academic affairs
- 11 Dr. S. Mary Mettilda Bai : Dean of Research
- 12 Ms. A. Judes Jalaja : Dean of Student affairs
- 13 Dr. Bojasa A. Rosy : Dean of Student affairs
- 14 Dr. V. Antony Prakash Babila : Dean of Extension
- 15 Dr. R. Abilasha : Dean of External affairs

Governing Body

- 1 Sr. Fatima Kattar : President
- 2 Dr. Sr. M. Mary Hilda : Mother Superior & Secretary
- 3 Dr. Sr. S. Sahayaselvi : Principal
- 4 Dr. Sr. P. Leema Rose : Vice Principal 1
- 5 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 6 Sr. A. Asha : Management Representative
- 7 Dr. H. Jimsy Asha : Director of IQAC
- 8 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 9 Dr. V. Virgin Nithya Veena : Dean of Academic affairs
- 10 Dr. Ms. Kulwinder Kaur : UGC Nominee
- 11 R.J.D. of Collegiate Education, Tirunelveli : State Government Nominee
- 12 Dr. RM. Murugappan, Thiagarajar College, Madurai : Educationist
- 13 Dr. S. Uma Maheswari : University Nominee

Standing Committee of the Governing Body

- 1 Sr. Fatima Kattar : President
- 2 Dr. Sr. M. Mary Hilda : Mother Superior & Secretary
- 3 Dr. Sr. S. Sahayaselvi : Principal
- 4 Dr. Sr. P. Leema Rose : Vice Principal 1
- 5 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 6 Dr. C. Nirmala Louis : Senior Faculty
- 7 Dr. Jeni Chandar Padua : Dean of Academic affairs

Planning, Review and Evaluation Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. M. Mary Hilda : Secretary
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 5 Dr. H. Jimsy Asha : Director of IQAC
- 6 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 7 Dr. S. Mary Mettilda Bai : Dean of Research
- 8 Ms. A. Judes Jalaja : Dean of Student affairs
- 9 Dr. V. Antony Prakash Babila : Dean of Extension
- 10 Dr. R. Abilasha : Dean of External affairs
- 11 Dr. F. Brisca Renuga : Senior Faculty
- 12 Dr. S.J. Jenepha Mary : Coordinator of RUN
- 13 Dr. A. Jancy Vini : Assistant Coordinator of UBA
- 14 Ms. P.T. Anbu Hannah Dora : Coordinator of Clubs and Committees
- 15 Dr. V. Sujin Flower : Coordinator of Placement and Career Guidance Cell
- 16 Dr. S. Jeni Sanjana : Research Coordinator
- 17 Dr. J. Christy Celin Mary : Physical Education Directress
- 18 Mr. M. Wilson : Non-teaching Staff representative
- 19 Ms. Ridhi F. Dayal : Student Representative

Selection Committee for Admission

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. P. Leema Rose : Vice Principal 1
- 3 Dr. P. Sathya : Vice Principal 2
- 4 Dr. Sr. M. Mary Hilda : Secretary
- 5 All HoDs and 1st year class teachers of the respective Departments

Examination Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- 2 Dr. J. Vinoliya Josephine Mary : Controller of Examinations

- 3 Dr. S. Regi : Assistant Controller of Examinations
- 4 Dr. H. Jimsey Asha : Director of IQAC
- 5 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 6 Dr. V. Shally : Physical Sciences Representative
- 7 Dr. P.T. Arokya Glory : Life Sciences Representative
- 8 Dr. S. Thenmozhi : Language Representative
- 9 Dr. K. Jeya Daisy : Skill Enhancement and Certificate Courses Representative
- 10 Ms. A. Mary Usha : CoE Section Representative

Award Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- 2 Dr. Sr. M. Mary Hilda : Secretary
- 3 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 4 Dr. S. Regi : Assistant Controller of Examinations
- 5 Dr. S. Prabahar : M.S. University Nominee
- 6 Dr. S. Uma Maheswari : M.S. University Nominee
- 7 Dr. C. Nirmala Louis : Physical Sciences Representative
- 8 Dr. S. Mary Mettilda Bai : Life Sciences Representative
- 9 Dr. S. Jeni Sanjana : Social Sciences Representative

Grievance Appeal Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- 2 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 3 Dr. S. Regi : Assistant Controller of Examinations
- 4 Head of the Departments
- 5 Respective Course instructors

Finance Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- 2 Dr. Sr. M. Mary Hilda : Secretary
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Sr. A. Asha : Office Superintendent

- 5 Sr. Shanthi Michael : Provincial Bursar
- 6 Sr. A. Shanthi Alponse : College Bursar
- 7 Mr. Bhaskaran : Finance Advisor
- 8 Sr. S. Antin Mary
- 9 Dr. M. Mary Helen Stella
- 10 Dr. J. Divya Merry Malar

Student Welfare Fund

- 1 Dr. J. Bhavani : Coordinator
- 2 Dr. C. Anitha

Hostel

- 1 Dr. Sr. S. Sahayaselvi : Principal & Chief Warden
- 2 Sr. K. Francy : Warden
- 3 Sr. A. Shanthi Alponse : Warden
- 4 Ms. George Mary : Assistant Warden

College Staff Council

- 1 Dr. Sr. M. Mary Hilda : Secretary
- 2 Dr. Sr. S. Sahayaselvi : Principal
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. P. Sathya : Vice Principal 2
- 5 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 6 Dr. S. Regi : Assistant Controller of Examinations
- 7 Dr. H. Jimsy Asha : Director of IQAC
- 8 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 9 Dr. V. Virgin Nithya Veena : Dean of Academic affairs
- 10 Dr. C.K. Sunitha : Dean of Academic affairs
- 11 Ms. A. Judes Jalaja : Deans of Student affairs
- 12 Dr. S. Mary Mettilda Bai : Dean of Research
- 13 Dr. V. Antony Prakash Babila : Dean of Extension
- 14 Dr. R. Abilasha : Dean of External affairs
- 15 Head of all the Departments
- 16 Ms. P.T. Anbu Hannah Dora : Senate Member

- 17 Dr. Sheeba Daniel : IIC Convener
- 18 Dr. R. Gladis Latha : Teaching Staff Club Secretary
- 19 Ms. R. Virgin Suvees : Non-Teaching Staff Club Secretary

II Crossian Centre for Academic Affairs

Academic Council

- 1 Dr. Sr. M. Mary Hilda : Secretary
- 2 Dr. Sr. S. Sahayaselvi : Principal
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. P. Sathya : Vice Principal 2
- 5 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 6 Dr. H. Jimsy Asha : Director of IQAC
- 7 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 8 Dr. V. Virgin Nithya Veena : Dean of Academic affairs
- 9 Dr. C.K. Sunitha : Dean of Academic affairs
- 10 Head of all the Departments : Chairpersons of the Board of Studies
- 11 Dr. Sheeba Daniel : IIC Convener
- 12 Er. R. Edwin Jose : Industrialist
- 13 Dr. Joseph Sen : Physician
- 14 Adv. Joseph Benedict : Advocate
- 15 Ms. M.S. Parimala Kumari : Entrepreneur
- 16 Prof. V.S. Vasantha (M.K University) : University Nominee
- 17 Dr. G. Anna Durai (M.S University) : University Nominee
- 18 Dr. P. Arockia Jansi Rani (M.S Uni) : University Nominee
- 19 Ms. Mistika S. Moni : Student Representative (UG)
- 20 Ms. S. Ashwathi Gopika : Student Representative (PG)

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 where special courses of studies are introduced.

Curriculum Steering Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 3 Dr. S. Regi : Assistant Controller of Examinations
- 4 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 5 Dr. V. Virgin Nithya Veena : Dean of Academic affairs
- 6 Dr. C.K. Sunitha : Dean of Academic affairs
- 7 Head of all the Departments

Crossian Center for Skill Development (Certificate Course)

- 1 Dr. V. Virgin Nithya Veena : Coordinator
- 2 Dr. Jeni Chandar Padua : Dean of Academic affairs
- 3 Dr. C.K. Sunitha : Dean of Academic affairs
- 4 Dr. K. Jeya Daisy
- 5 Dr. J. Albino Wins
- 6 Dr. A. Sameema
- 7 Dr. G. Hesil Jerda

Crossian Centre for Women Empowerment (Women studies & Women's Cell)

- 1 Dr. V. Virgin Nithya Veena : Women Studies coordinator (Academic Dean)
- 2 Dr. R. Abilasha : Women's cell Coordinator
- 3 Dr. S. Prakash Shoba
- 4 Dr. L. Deva Vijila
- 5 Ms. K. Mihi Nancy

Crossian Centre for Environmental Studies (EVS, Eco-club & Green audit)

- 1 Dr. Jeni Chandar Padua : EVS coordinator (Academic Dean)
- 2 Dr. J. Albino Wins : Coordinator of Green audit
- 3 Dr. A. Punitha : Eco-club Coordinator
- 4 Mrs. B.T. Delma
- 5 Ms. C. Christal Jani
- 6 Dr. A. Anat Jaslin Jini

Crossian Centre for Human Rights Education (HRE & Legal literacy committee)

- 1 Dr. C.K. Sunitha : HRE coordinator (Academic Dean)
- 2 Dr. S. Mary Pearly Sumathi : Coordinator of Legal literacy committee
- 3 Dr. J. Celin Pappa Rani
- 4 Ms. J. Jenifer
- 5 Dr. A. Sameema

Remedial Programme Committee

- 1 Deans of academic affairs
- 2 Sr. K. Francy : Coordinator
- 3 Ms. A.R. Jemi
- 4 Dr. C. Jenila
- 5 Dr. G. Hesil Jerda
- 6 Department Representatives

Library Committee

- 1 Dr. Sr. A. Mary Johnsy : Librarian
- 2 Dr. Sr. S. Sahayaselvi : Principal
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. P. Sathya : Vice Principal 2
- 5 Head of all the Departments

Readers Forum

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

III Internal Quality Assurance Cell (IQAC)

- 1 Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- 2 Dr. H. Jimsy Asha : Director of IQAC

Administrative Officers :

- 3 Dr. Sr. M. Mary Hilda : Secretary
- 4 Dr. Sr. S. Sebastiammal : Management Representative
- 5 Dr. J. Vinoliya Josephine Mary : Controller of Examinations

- | | | |
|----|----------------------------|---|
| 6 | Dr. Sr. A. Mary Johnsy | : Librarian |
| 7 | Sr. A. Shanthi | : Junior Assistant |
| 8 | Dr. Jeni Chandar Padua | : Dean of Academic affairs |
| 9 | Dr. V. Virgin Nithya Veena | : Dean of Academic affairs |
| 10 | Dr. S. Mary Mettilda Bai | : Dean of Research |
| 11 | Dr. S. Jeni Sanjana | : Research Coordinator |
| 12 | Ms. A. Judes Jalaja | : Dean of Student affairs |
| 13 | Ms. P.T. Anbu Hannah Dora | : Clubs and Committee
Coordinator |
| 14 | Dr. V. Sujin Flower | : Placement Officer |
| 15 | Dr. Sheeba Daniel | : IIC Convener |
| 16 | Ms. D.S. Dhamini | : IQAC Student
Representative |
| 17 | Ms. J. Mary Asha | : IIC Student Representative |
| 18 | Ms. Ridhi F. Dayal | : Clubs and Committee
Student Representative |

External Members

- | | | |
|----|--|-------------------|
| 19 | Dr. A. Lourdsamy,
St. Xavier's College | : External Expert |
| 20 | Dr. A. Rose Venis,
St. Joseph's College | : External Expert |
| 21 | Mr. W. Arul Jerald Prakash | : Industrialist |
| 22 | Dr. S. Mary Jelastin Kala,
St. Xavier's College | : Alumni |

Members

- | | | |
|----|------------------------|------------------------------|
| 23 | Dr. S. Sujitha | : Assistant Director of IQAC |
| 24 | Dr. Sr. P. Leema Rose | : Dept. of Botany |
| 25 | Dr. M. Justin Buela | : Dept. of Tamil |
| 26 | Dr. P.T. Arokya Glory | : Dept. of Zoology |
| 27 | Dr. I. Jalaja Kumari | : Dept. of History |
| 28 | Dr. M. Priya Dharshini | : Dept. of Physics |
| 29 | Dr. S. Vimal Dolli | : Dept. of Economics |
| 30 | Dr. S. Ajith Sinthuja | : Dept. of Chemistry |

- 31 Ms. A.R. Jemi : Dept. of English
- 32 Dr. M. Charles Dayana : Dept. of Commerce
- 33 Ms. V. Princy Kala : Dept. of Mathematics
- 34 Dr. A. Delphin : Dept. of Tamil
- 35 Ms. J. Mary Deeba : Dept. of Social Work
- 36 Ms. J. Alisha Josephine : Dept. of English
- 37 Ms. G. Brillya : Dept. of English
- 38 Ms. M. Nithila : Dept. of Computer Science
- 39 Dr. G. Hesil Jerda : Dept. of Commerce
- 40 Ms. V. Abisha : ERP Admin

IV Holy Cross Innovation and Incubation Centre Society (HCIC - Society)

- 1 Dr. Sr. M. Mary Hilda : President
- 2 Dr. Sr. S. Sahayaselvi : Vice President
- 3 Dr. Sr. S. Sebastiammal : Treasurer
- 4 Dr. A. Shyla Suganthi : Secretary
- 5 Sr. K. Francly : Joint Secretary
- 6 Dr. Sr. P. Leema Rose : Executive committee member
- 7 Dr. Sr. M.S. Ruba : Executive committee member
- 8 Dr. Sr. S. Anne Perpet Sophy : Executive committee member
- 9 Sr. S. Antin Mary : Executive committee member
- 10 Dr. A. Anami Augustus Arul : Executive committee member
- 11 Dr. Sheeba Daniel : Executive committee member
- 12 Sr. A. Shanthi : Executive committee member
- 13 Sr. A. Asha : Executive committee member

Incubation Centre

- | | | |
|---|-------------------------|---------------------------|
| 1 | Dr. Sr. S. Sahayaselvi | : Director 1 |
| 2 | Dr. Sr. M. Mary Hilda | : Director 2 |
| 3 | Dr. Sr. S. Sebastiammal | : Treasurer |
| 4 | Dr. L. Jesmalar | : Coordinator of Science |
| 5 | Dr. S. Thenmozhi | : Coordinator of Arts |
| 6 | Dr. C. Braba | : Coordinator of Commerce |

V Institution Innovation Council (IIC)

- | | | |
|---|----------------------------|--|
| 1 | Dr. Sr. S. Sahayaselvi | : Principal & President |
| 2 | Dr. A. Shyla Suganthi | : Vice President
and Internship Coordinator |
| 3 | Dr. A. Anami Augustus Arul | : NISP Coordinator |
| 4 | Dr. Sheeba Daniel | : Convener |
| 5 | Dr. Jeni Chandar Padua | : Startup Coordinator |
| 6 | Dr. R. Krishna Priya | : Innovation Coordinator |
| 7 | Dr. A. Lesly Fathima | : IPR Coordinator |
| 8 | Dr. P. Aji Udhaya | : Social Media Co-ordinator |

Expert Committee

- | | | |
|---|----------------------------|-------------------|
| 1 | Ms. R. Hemalatha | : Patent Expert |
| 2 | Mr. Gigin Durai | : Patent Expert |
| 3 | Mr. N. Rahul | : Startup Founder |
| 4 | Mr. S. Ajith Kumar | : Startup Founder |
| 5 | Mr. G. Christ Jose | : Startup Founder |
| 6 | Mr. Goutham Palaniswamy | : Incubator |
| 7 | Mr. M. Dhilip Kumar | : Incubator |
| 8 | Ms. Bhagyalekshmi (Alumni) | : Entrepreneur |

Monitoring Committee

- | | | |
|---|------------------------|--|
| 1 | Dr. Sr. S. Sahayaselvi | : President |
| 2 | Dr. A. Shyla Suganthi | : Vice President and Internship
Coordinator |
| 3 | Dr. Sheeba Daniel | : Convener |

- 4 Dr. Jeni Chandar Padua : Startup Coordinator
- 5 The Head of the Department of Respective Startup

Sub Committees

i Internship Cell

- 1 Dr. A. Shyla Suganthi : Coordinator
- 2 Dr. P. Sathya : Assistant Coordinator
- 3 Dr. R. Sree Devi
- 4 Dr. C.R. Siva Kala

ii Startup Cell

- 1 Dr. Jeni Chandar Padua : Coordinator
- 2 Dr. K. Baby : Assistant Coordinator
- 3 Dr. P.M. Sirumalar Rajam
- 4 Ms. B. Angelin Majila

iii Innovation Cell

- 1 Dr. R. Krishna Priya : Coordinator
- 2 Dr. X. Venci Candida : Assistant Coordinator
- 3 Dr. S. Lizy Roselet
- 4 Dr. Snow J. Sharmilla

iv Intellectual Property Rights Cell (IPR)

- 1 Dr. A. Lesly Fathima : Coordinator
- 2 Ms. A. Franklin Ragila : Assistant Coordinator
- 3 Dr. C. Anitha
- 4 Ms. S. Fransta Darshana

v Social media Cell & ICT

- 1 Dr. P. Aji Udhaya : Coordinator
- 2 Sr. S. Antin Mary : Assistant Coordinator
- 3 Ms. M. Maria Helen Jenoba
- 4 Dr. S. Mary Pearly Sumathi
- 5 Dr. S. Daisy Bai
- 6 Dr. X. Maria Muthu Shanthini

vi Student Representatives

- 1 Ms. Ridhi F. Dayal
- 2 Ms. Karishma Lini
- 3 Ms. M. Ashmin
- 4 Ms. E. Sherin Jeeva
- 5 Ms. Nebisha Mol

vii Resource Mobilization Committee

- 1 Dr. S. Sonia : Coordinator
- 2 Dr. A. Jancy Vini : Assistant Coordinator of UBA
- 3 Dr. R. Abilasha : Dean of External Affairs

viii Student IIC

- 1 Dr. A. Shyla Suganthi : Vice President and Internship Coordinator
- 2 Dr. A. Anami Augustus Arul : NISP Coordinator
- 3 Dr. Sheeba Daniel : IIC Convener
- 4 Dr. Jeni Chandar Padua : Startup Coordinator

ix Entrepreneur Development Innovation Institution (EDII)

- 1 Ms. S. Jameela : Coordinator
- 2 Dr. J. Jani Mercybai
- 3 Ms. S. Virgin Jeba
- 4 Dr. A. Sameema
- 5 Dr. S. Sonia

x Innovation Entrepreneur Development Centre (IEDC)

- 1 Dr. R. Krishna Priya : Coordinator
- 2 Dr. J. Befija Minnie
- 3 Dr. X. Venci Candida

VI Crossian Centre for Research & Development

- 1 Dr. Sr. S. Sahayaselvi : Principal & Chairperson
- 2 Dr. S. Mary Mettilda Bai : Dean of Research
- 3 Dr. S. Jeni Sanjana : Research Coordinator
- 4 Dr. S. Thenmozhi : Dept. of Tamil (I Language)

- | | | |
|----|------------------------------|-------------------------------|
| 5 | Dr. C. Braba | : Dept. of Commerce |
| 6 | Dr. M.F. Anne Feril | : Dept. of English |
| 7 | Dr. A. Punitha | : Dept. of Zoology |
| 8 | Dr. A.R. Florence | : Dept. of Botany |
| 9 | Dr. R. Krishna Priya | : Dept. of Physics |
| 10 | Dr. Y. Christabel Shaji | : Dept. of Chemistry |
| 11 | Dr. A. Babila Kingsly | : Dept. of Economics |
| 12 | Dr. K. Baby | : Dept. of History |
| 13 | Dr. A. Anat Jaslin Jini | : Dept. of Mathematics |
| 14 | Dr. M. Jasmine Vinoja | : Dept. of Tamil (S.F.) |
| 15 | Dr. C. Jenila | : Dept. of Mathematics (S.F.) |
| 16 | Dr. E. Jebamalar | : Dept. of English (S.F.) |
| 17 | Dr. G. Sahaya Shiny | : Dept. of Commerce (S.F.1) |
| 18 | Dr. X. Maria Muthu Shanthini | : Dept. of Commerce (S.F. 2) |
| 19 | Dr. F. Fanax Femy | : Dept. of Computer Science |
| 20 | Dr. E. Sathia Raj | Dept. of Social Works |
| 21 | Ms. W. Fairly Jenifer | : Research Scholar (Arts) |
| 22 | Ms. B. Jone Magadelin | : Research Scholar (Science) |

Research Ethics Committee

All Research Guides

Approved Research Guides

Commerce

- 1 Dr. Sr. Sahayaselvi
- 2 Dr. M. Mary Helen Stella
- 3 Dr. S. Mary Pearly Sumathi
- 4 Dr. C. Braba
- 5 Dr. C.K. Sunitha
- 6 Dr. J. Divya Merry Malar
- 7 Dr. M. Gnana Muhila

Economics

- 8 Dr. Sr. Anne Perpet Sophy*
- 9 Dr. S. Jeni Sanjana
- 10 Dr. S. Vimal Dollu

English

- 11 Dr. Alby Grace
- 12 Dr. H. Jimsy Asha
- 13 Dr. V. Virgin Nithya Veena
- 14 Dr. M.F. Anne Feril
- 15 Dr. Selva Mary Gokila S. George
- 16 Dr. P. Sathya

History

- 17 Dr. S. Regi
- 18 Dr. I. Jalaja Kumari
- 19 Dr. K.S. Soumya

Tamil

- 20 Dr. V. Antony Prakash Babila
- 21 Dr. S. Sunitha
- 22 Dr. M. Mabel Edel Queen

Mathematics

- 23 Dr. V.M. Arul Flower Mary*
- 24 Dr. M.K. Angel Jebitha
- 25 Dr. S. Sujitha
- 26 Dr. V. Sujin Flower
- 27 Dr. J. Befija Minnie

Physics

- 28 Dr. S. Mary Delphine*
- 29 Dr. C. Nirmala Louis
- 30 Dr. V. Shally
- 31 Dr. A. Lesly Fathima
- 32 Dr. M. Priya Dharshini
- 33 Dr. R. Krishna Priya
- 34 Dr. S. Sonia

Chemistry

- 35 Dr. G. Leema Rose*
- 36 Dr. M. Anitha Malbi
- 37 Dr. R. Gladis Latha
- 38 Dr. S. Ajith Sinthuja
- 39 Dr. Sheeba Daniel
- 40 Dr. Y. Christabel Shaji

Botany

- 41 Dr. A. Anami Augustus Arul
- 42 Dr. Bojaxa A. Rosy

Zoology

- 43 Dr. S. Mary Mettilda Bai
- 44 Dr. F. Brisca Renuga
- 45 Dr. J. Vinoliya Josephine Mary
- 46 Dr. A. Shyla Suganthi
- 47 Dr. Jeni Chandar Padua

***Retired Faculty**

Research Advisory Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. P. Leema Rose : Vice Principal 1
- 3 Dr. A. Shyla Suganthi : Coordinator
- 4 Dr. S. Regi
- 5 Dr. A. Lesly Fathima
- 6 Dr. Sheeba Daniel
- 7 Dr. Alby Grace
- 8 Dr. S. Jeni Sanjana : Research Coordinator
- 9 Dr. S. Mary Mettilda Bai : Dean of Research

VII Crossian Centre for Human Resource Development

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. M. Mary Hilda : Secretary

- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. P. Sathya : Vice Principal 2
- 5 Dr. V. Shally : Coordinator
- 6 Dr. S. Sunitha
- 7 Dr. Selva Mary Gokila S. George
- 8 Dr. J. Divya Merry Malar
- 9 Mr. G. Maria Antony Michael : Non-teaching Staff

Campus Animation Team

- 1 Dr. Sr. S. Sebastiammal : Coordinator
- 2 Dr. J.M. Vinita Charles
- 3 Dr. Y. Christabel Shaji
- 4 Dr. M. F. Anne Feril
- 5 Dr. M.D. Arun Mozhi Nangai
- 6 Mr. M. Julibar Euprin Xavier

VIII Crossian Centre for Student Affairs

Quality Circle

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. P. Leema Rose : Vice Principal 1
- 3 Dr. P. Sathya : Vice Principal 2
- 4 Ms. A. Judes Jalaja : Dean of Student Affairs
- 5 Dr. Bojaxa A. Rosy : Dean of Student Affairs
- 6 Dr. M. Mabel Edel Queen : Dean of Student Affairs
- 7 Ms. Thasneem Zeenath : Student Council President
- 8 Ms. I.S. Angelin Dani : Student Council Vice President
- 9 Ms. F. Shimarna : Student Council Secretary
- 10 Ms. A. Jesintha Mary : Non-teaching Staff Representative

Code of Ethics Monitoring Committee (Disciple Committee)

- 1 Dr. Sr. P. Leema Rose : Vice Principal 1
- 2 Dr. P. Sathya : Vice Principal 2

- 3 Dr. M. Mary Helen Stella : Coordinator
- 4 Dr. S. Regi
- 5 Dr. J. Christy Celine Mary
- 6 Sr. K. Francy
- 7 Sr. S. Antin Mary
- 8 Ms. S. Virgin Jeba
- 9 Dr. C. Josephine Priyatharshini
- 10 Dr. J. Bhavani
- 11 Dr. J. Divya Merry Malar
- 12 Ms. J. Anne Mary Leema
- 13 Dr. M. Jasmine Vinoja
- 14 Ms. K. Mihi Nancy
- 15 Ms. J. Josephine Shiny
- 16 Ms. M. Nithila
- 17 Ms. S. Merlin Vista
- 18 Deans of student affairs
- 19 Mr. E. Melgias : Non-teaching Staff
- 20 Ms. S. Josephine Panimaya Rushia: Non-teaching Staff

Guidance and Counselling Committee

- 1 Dr. C. Josephine Priyatharshini
- 2 Dr. J.M. Vinitha Charles
- 3 Dr. A. Lesly Fathima
- 4 Head of all the Departments
- 5 Dr. Fr. Francis Xavier Nelson and
Experts from KDCM (Kottar Diocese of Counselling Ministry)

Student Grievance Cell

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. M. Mary Hilda : Secretary
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. P. Sathya : Vice Principal 2
- 5 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 6 Dr. M. Mary Helen Stella : Coordinator

- 7 Dr. M. Anitha Malbi : Member
- 8 Dr. C. Nrimala Louis : Member
- 9 Dr. Bojaxa A. Rosy : Dean of Student affairs

Internal Complaint Committee

- 1 Dr. Sr. M. Mary Hilda : Secretary
- 2 Dr. Sr. S. Sahayaselvi : Principal
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 5 Dr. C. Nirmala Louis : Member
- 6 Adv. Joseph : Advocate
- 7 Dr. C. Clement Winsly : Nuthana Trust
- 8 Ms. D. Cathelin Mary : Childline Nodal Coordinator
- 9 Mr. M. Johnson Paulraj : Non-teaching Staff
- 10 Ms. S. Darlin Mary Subha : College Office Staff
- 11 Ms. Thasneem Zeenath : Student Council President
- 12 Ms. F. Shimarna : Student Council Secretary

Anti-Eve Teasing Committee/Anti-Sexual Harassment Committee

- 1 Dr. Sr. P. Leema Rose : Vice Principal 1 (Coordinator)
- 2 Ms. P.T. Anbu Hannah Dora
- 3 Deans of Student affairs
- 4 Head of all the Departments
- 5 Student Council Secretary

SC/ST Cell

- 1 Dr. L. Jesmalar : Coordinator
- 2 Dr. J.C. Evelin
- 3 Dr. C. Anitha

Divyangjan Cell

- 1 Dr. Subha Ganapathy : Coordinator
- 2 Dr. K.S. Soumya
- 3 Dr. Jeni Chandar Padua
- 4 Dr. A. Anami Augustus Arul
- 5 Dr. J. Bhavani

Health and Hygiene Committee

- 1 Ms. L. Deva Vijila : Coordinator
- 2 Dr. J. Christy Celin Mary
- 3 Ms. C. Nesavathy
- 4 Dr. G. Sahaya Shiny
- 5 Ms. A. Nimesha
- 6 Ms. J.M. Gracelin Lydia

Fine Arts Committee

- 1 Dr. Selva Mary Gokila S. George : Coordinator
- 2 Dr. Y. Christabel Shaji
- 3 Dr. S. Ancy Mole
- 4 Dr. S.J. Jenepha Mary
- 5 Dr. R. Suji
- 6 Dr. K. Jeya Daisy
- 7 Dr. S. Mary Pearly Sumathi
- 8 Dr. A. Punitha
- 9 Dr. J. Jani Mercybai
- 10 Dr. J. Celin Pappa Rani
- 11 Ms. M. Maria Helen Janoba
- 12 Ms. S. Jameela
- 13 Ms. V.R. Bithiah Blessie
- 14 Ms. B.T. Delma
- 15 Ms. M. Sahaya Vennila
- 16 Ms. K. Mihi Nancy
- 17 Ms. C. Nesavathy
- 18 Dr. J. Nesa Golden Flower

Monitoring Committee for Fine Arts

- 19 Dr. M. Mary Helen Stella
- 20 Dr. S. Regi

IX Crossian Centre for Outreach Programmes/ Extension Activities

- Dr. Sr. S. Sahayaselvi : Principal
Dr. P. Sathya : Vice Principal 2
Dr. V. Antony Prakash Babila : Dean of Extension

i NSS

- 1 Dr. V. Pradeepa : Programme Officer Unit 77
2 Dr. M. Abila Jeba Queen : Programme Officer Unit 76

ii Red Ribbon Club

- 1 Ms. K. B. Steffi : Coordinator
2 Ms. M. Sahaya Venila
3 Ms. J.C. Mahizha
4 Dr. G. Jovit Vinish Melma

iii AICUF, Xavier Board and AIACHE

- 1 Dr. K. Jeya Daisy : Coordinator
2 Ms. A. Nimisha
3 Dr. M. Shirley Treasa
4 Dr. R. Suji

iv Rotaract Club

- 1 Dr. K. Baby : Coordinator
2 Ms. A.R. Jemi
3 Ms. Anne Mary Leema
4 Dr. G. Sahaya Shiny

v Youth Red Cross

- 1 Dr. J. Befija Minnie : Coordinator
2 Ms. S. Merlin Vista
3 Ms. V. Princy Kala
4 Ms. J.M. Gracelin Lydia

vi Eco-club

- 1 Dr. A. Punitha : Coordinator
2 Dr. J. Albino Wins

- 3 Ms. B. T. Delma
- 4 Ms. C. Christal Jani

vii Legal Literacy Committee

- 1 Dr. S. Mary Pearly Sumathi : Coordinator
- 2 Dr. J. Celin Pappa Rani
- 3 Ms. J. Jenifer
- 4 Dr. A. Sameema
- 5 Dr. A. Anat Jaslin Jini

viii Consumer Club

- 1 Dr. M.K. Angel Jebitha : Coordinator
- 2 Ms. A. Franklin Ragila
- 3 Ms. J. Josephine Shiny
- 4 Dr. K.S. Soumya

ix Women's Cell

- 1 Dr. R. Abilasha : Coordinator
- 2 Dr. S. Prakash Shoba
- 3 Ms. L. Deva Vijila
- 4 Ms. K. Mihi Nancy

RUN Programme

- 1 Dr. S.J. Jenepha Mary : Coordinator
- 2 Ms. J.C. Mahizha
- 3 Ms. J. Jenifer
- 4 Ms. K.B. Steffi

UBA Cell

- 1 Dr. S. Panimaya Mercy : Coordinator
- 2 Dr. A. Jancy Vini : Assistant Coordinator
- 3 Dr. A. Punitha : CEC Coordinator (PG)
- 4 Dr. P.M. Sirumalar Rajam : CEC Coordinator (UG)
- 5 Ms. J. Maria Prabina Sackaria
- 6 Dr. J. Bhavani
- 7 Ms. L. Deva Vijila
- 8 Dr. S. Prakash Shoba

- 9 Dr. M. Charles Dayana
- 10 Dr. K. Baby
- 11 Dr. M. Jasmine Vinoja
- 12 Dr. A.R. Florence
- 13 Ms. S. Virgin Jeba
- 14 Dr. C. Jenila
- 15 Ms. V.R. Bithiah Blessie

Childline

- 1 Dr. Sr. S. Sahayaselvi : Principal & Nodal Director
- 2 Ms. D. Cathelin Mary : Nodal Coordinator

Monitoring Committee for Clubs and Committee

- 1 Ms. P.T. Anbu Hannah Dora : Coordinator
- 2 Dr. M. D. Arun Mozhi Nangai
- 3 Dr. J. Jani Mercybai

X Crossian Centre for External Affairs

- 1 Dr. Sr. M. Mary Hilda : Secretary
- 2 Dr. Sr. S. Sahayaselvi : Principal
- 3 Dr. Sr. P. Leema Rose : Vice Principal 1
- 4 Dr. J. Vinoliya Josephine Mary : Controller of Examinations
- 5 Dr. R. Abilasha : Dean of External Affairs

Parent Teacher Association (PTA)

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. P. Leema Rose : Vice Principal 1
- 3 Dr. P. Sathya : Vice Principal 2
- 4 Sr. A. Asha : Superintendent
- 5 Dr. V. Antony Prakash Babila : Coordinator
- 6 Dr. Snow J. Sharmilla
- 7 Dr. A.R. Florence
- 8 Mr. G. Maria Antony Michael : Non-teaching Staff

Alumnae Association

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. S. Ajith Sinthuja : Coordinator
- 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 : Non-teaching Staff

Quiz Club

- 1 Dr. S. Sonia : Coordinator
- 2 Sr. S. Antin Mary
- 3 Dr. M. Antilin Princela
- 4 Dr. S. Mary Judit

Inter Collegiate Competitions

- 1 Dr. S. Thenmozhi : Coordinator
- 2 Ms. J. Maria Prabina Sackaria
- 3 Dr. A. Anat Jaslin Jini

Games /Sports Committee

- 1 Dr. Sr. S. Sahayaselvi : Principal
- 2 Dr. Sr. P. Leema Rose : Vice Principal
- 3 Dr. J. Christy Celin Mary : Coordinator
- 4 Dr. A. Lesly Fathima
- 5 Ms. C. Christal Jani

Placement and Career Guidance Cell

- 1 Dr. V. Sujin Flower : Coordinator
- 2 Dr. R. Sree Devi : Assistant Coordinator
- 3 Dr. S. Mary Pearly Sumathi

- 4 Ms. S. Fransta Dharshana
- 5 Dr. Snow J. Sharmilla
- 6 Dr. P. Aji Udhaya
- 7 Dr. A. Delphin
- 8 Dr. J.C. Evelin
- 9 Ms. B. Angelin Majila
- 10 Dr. J. Nesa Golden Flower

Magazine Committee

- 1 Dr. P. Sathya : Vice Principal 2
- 2 Dr. Subha Ganapathy : Coordinator
- 3 Dr. P.T. Arokya Glory
- 4 Dr. A. Delphin
- 5 Ms. J. Maria Prabina Sackaria
- 6 Ms. J. Anusha Snowly
- 7 Mr. J. Antony Merlin : Technical Assistant

Handbook Designing Committee

- 1 Dr. Sr. M. Mary Hilda : Secretary
- 2 Dr. Sr. S. Sahayaselvi : Principal
- 3 Dr. Sr. P. Leema Rose : Vice Principal
- 4 Dr. S. Mary Mettilda Bai
- 5 Dr. J. Divya Merry Malar
- 6 Mr. J. Antony Merlin : Technical Assistant

Staff Club Secretaries

Teaching Staff

- 1 Dr. R. Gladis Latha
- 2 Ms. A. Anishya Dani
- 3 Dr. S. Daisy Bai
- 4 Dr. S. Kavitha

Non-Teaching Staff

- 1 Ms. R. Virgin Suvees
- 2 Ms. S. Selva Lakshmi
- 3 Mr. P. Valan Peter

Honouring the Retirees

- 1 Dr. A. Jancy Vini : Coordinator
- 2 Sr. K. Francy
- 3 Dr. S. Mary Mettilda Bai
- 4 Dr. R. Sree Devi
- 5 Ms. S. Fransta Dharshana

XI Crossian Center for Documentation

- 1 Dr. X. Venci Candida : Coordinator
- 2 Dr. M.K. Angel Jebitha
- 3 Ms. Pillai Archana Babuajendranath
- 4 Ms. J. Alisha Josephine
- 5 Dr. J. Nesa Golden Flower

XII College Website Committee

- 1 Dr. S. Ajith Sinthuja Coordinator
- 2 Dr. V. Antony Prakash Babila
- 3 Ms. A. Anishya Dani
- 4 Dr. S. Kala Vetha Kumari
- 5 Ms. V. Abisha ERP Admin

LIST OF ENDOWMENT PRIZES AND SCHOLARSHIP

S.No.	Name of the Endowment	Instituted by	Amount
1.	Sr. Scholastica	Management	5000
2.	Sr. Scholastica	Rotaract Club of Holy Cross College	1000
3.	Sr. Eusebius	Management	1000
4.	Sr. Zita	Management	1500
5.	Mother Yovenne Lavosel	Management	3000
6.	Sr. Lucy	Management	500
7.	Sr. Regina	Management	3000
8.	Sr. Helen	Management	1400
9.	Sr. Benedicta	Management	500
10.	Sr. Cecile	Management	3000
11.	Sr. Martina	Management	500
12.	Sr. Casilda	Management	1500
13.	Sr. Geraldine	Management	1000
14.	Sr. Caritas	Management	1000
15.	Sr. 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. Hepzibai Fenn George	Mr. Fenn George	1500
21.	Mr. Ramalingam Pillai	Mr. Chockalingam Pillai	250
22.	Bishop Agniswamy [Founder]	Management	9000
23.	Bishop Agniswamy [Founder]	Management	1000
24.	Mrs. Banumathy	Mrs. Banumathy	2000
25.	Mrs. Jeyam	Mrs. Jeyam	500
26.	Value Education	Management	350
27.	Mr. Daniel	Mrs. Teresa M. Rajasingh	1000
28.	Dr. M. 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	Staff members Dept. of Commerce	1000
34.	Mrs. Maria Victoria	Husband	2000
35.	Scientific Company	Staff members, Dept. of Chemistry	500
36.	Mrs. Constance Devadoss	Dept. of English Staff members	100
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. S. Meenakshi	3000
43.	Mrs. Leela Judnis	Mrs. Leela Judnis	3000
44.	Mrs. Suseela Mary	Mrs. Suseela Mary	3000
45.	Mrs. Suseela Mary	Staff members, Dept of Botany	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 Zephrine	3000
56.	Sr. Doris	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	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 George	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 – M.Com Students	M.Com Students 2007-2009	4000
69.	Fr. Pascal's silver jubilee endowment	Fr. Pascal	6000
70.	Sri. E. Chelliah Nadar- Seetha Lakshmi Ammal	Mrs. C. Saroja	20000
71.	Mr. M. C. Arockia Swamy	Mrs. A. Alankara Vasanthi	10000
72.	Mrs. Suseela Mary	Mr. Francis	50000
73.	Mrs. Dharmamony Victor & Sr. Scholastica	Mr. V. Samuel Antony	5000
74.	Mrs. Tamilarasi	Mrs. Tamilarasi	10000
75.	Mrs. Genoby M. George	Mrs. Mary Josheela	10000
76.	Best U.G. outgone student	Commerce students, 2011-2014	7500
77.	Mother Emily	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.	Self finance B.Com.	Safi traders	10000
84.	Nirmala Thangavelu	Nirmala Thangavelu	10000
85.	Mrs. Jayasurya	Mrs. Jayasurya	10000
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. Beaula Dason	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. Beaula Dason	Mrs. Beaula Dason	5000
95.	Mrs. A. Jothy Arokiaswamy	Mrs. A. Alankara Vasanthi	20000
96.	Lion Dr. S. A. P. Varghese	Lion Dr. S. A. P. Varghese	70000
97.	Maximum credit in M. Phil. programme	M.Phil. Commerce 2014-2015	10000
98.	Mr. A. Arul Dhas	Mrs. A. T. Little flower	130000
99.	Mr. E. G. Nallaraj	Mrs. Padma Gladstone	15000
100.	Mrs. Kamala Bai	Mrs. Kamala Bai	10000
101.	Mrs. S. Josphine	Mrs. S. Josphine	10000
102.	Dr. S. Cletus Babu	Dr. S. Cletus Babu	200000
103.	Maximum attendance in M.Phil. Commerce	M.Phil. Commerce 2015-2016	13000
104.	Dr. V. Jebamalai Arachi, V. Hermana Gilt Arachi & Mr. S. Vijayakumar Arachi	Dr. V. Jebamalai Arachi, V.Hermana Gilt Arachi & Mr. S. Vijayakumar Arachi	50000
105.	Dr. S. Stella Bai	Dr. S. Stella bai	10000
106.	Mrs. Thanalakshmi	Mrs. Thanalakshmi	10000
107.	S. Mahadeva	Mrs. Meenakshi	10000
108.	Mr. Vinanchi Arachi	Dr. V. Jebamalai Arachi	45000
109.	Mr. D. Thurai	Sr. Gerardin Jeyam	10000
110.	Dr. M. Leema Rose	Dr. M. Leema Rose	10000
111.	Mrs. Antony Ammal	Mrs. Josephine Rani	25000
112.	Mr. Thanka Nadar	Mrs. Josephine Rani	25000
113.	Ms. Nazerath Xavier Corera	Sr. Mesmin	5000
114.	Bishop Arockia Swamy	Bishop Arockia Swamy	10000
115.	Sr. Verginio	Sr. Verginio	2000
116.	Ms. Jeba Malar	Mr. Davis Raj	2000
117.	Sr. Regina	Staff, Management	2500
118.	Sr. Regina	Staff, Management	2500
119.	Mr. Maria Antony	Ms. Stella Rose	5000

120.	Mr. Wilfred Doss	Ms. Premalatha	2000
121.	Sr. Electa	Sr. Electa	1000
122.	Mr. C. S. Gonsalvez	Sr. Sophy and Ms. Rose Catherine	5000
123.	Ms. Padma	Ms. Padma	2000
124.	Sr. Colett	Sr. Colett	1000
125.	Ms. Tresa M. Rajasingh	Staff	4000
126.	Ms. Tresa M. Rajasingh	Staff	1000
127.	Ms. Constance Deva Doss	Ms. Constance Deva Doss	2000
128.	Mr. Peter	Ms. Stella Bai	2000
129.	Sr. Helen	Sr. Helen	1000
130.	Ms. Nagarathnam Sivasubramaniam	Ms. Uma	1000
131.	Sr. Crystiline	Sr. Crystiline	2500
132.	Principal	Principal	500
133.	Ms. Indra Madhavan	Ms. Indra Madhavan	2500
134.	Ms. Krishnammal	Ms. Krishnammal	2500
135.	Sr. Esthaline	Sr. Esthaline	1400
136.	Sr. Daisy	Sr. Daisy	1500
137.	Mr. Wilfred Doss	Ms. Premalatha	5000
138.	Mr. Jesu Retham	Mr. Jesu Retham	3000
139.	Ms. Lizzy Nallathamby	Ms. Ruth Joy	3000
140.	Ms. Rubavahy Moses	Ms. Rubavahy Moses	2000
141.	Fr. James	Ms. Rita S. Muthu	5000
142.	Mr. Fernandez and Ms. Heleenammal kalluveetil	Mr. Kingsly	4000
143.	Sr. Mesmin	Teaching Staff	5000
144.	Ms. Clara	Botany Staff, Ms. Ayniece and Ms. Rangitha	2000
145.	Ms. Saroja John	Ms. Elizabeth Luzy	5000
146.	Ms. V. Rebeccal	Sr. Gerardin Jeyam	5000
147.	Ms. Haily George	Ms. Luzy Zephrene	2000
148.	Sr. Maria Pushpam	Ms. Mary Josephine Indra	3000
149.	Sr. Cecile	Ms. Kamakshi	5000

150.	Sr. Dolorese	Ms. Kamakshi	5000
151.	Sr. Mesmin	Ms. Kamakshi	4000
152.	Ms. Sita	Ms. Sita	4000
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158.	Sr. Mercy	Zoology Staff	5000
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161.	Sr. Elsy George	Prof. Mathew Koola	3000
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176.	Mrs. Ophilia Miranda	Mrs. Ophilia Miranda	10000
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193.	Mrs. A. Stella Roselin	Mrs. A. Stella Roselin	2000
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209.	Sr. Elsy Thattla	Sr. Elsy Thattla	5000
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212.	M. Phil. Commerce	M.Phil. Commerce 2012-2013	10000
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214.	Mr. Angelo Fernandez	Fr. Joseph Angelo	25000
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230.	Dr. M. Mary Freeda	Dr. M. Mary Freeda	25000
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232.	Ms. Theresital Machado	Dr. Fernando Loretta	25000
233.	Dr. Theresiammal Chacko	Dr. Theresiammal Chacko	50000
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235.	Mrs. Radha	Mrs. Radha	30000
236.	Mrs. Radha	Mrs. Radha	5000
237.	Mr. K. Ramalingam & Mrs. Sundari Bai	Ms. R. Anitha	2,00,000
238.	Sr. Sophy	Mrs. Florida Charles 1990-1993 Batch Alumnae	15,000
239.	Prof. Cruz Muthu	Dr. C. Jespin Ida	25,000
240.	Sr. Mesmin	Dr. C. Jespin Ida	25,000
241	Best Achievers Award for Faculty	Sr. Sophy	45,000

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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	5,000
8.	Dr. Sr. Mercy	Staff & Management	7,000
9.	Dr. Vimala Lesly Josephine	Staff & Management	7,000
10.	The Most Rev. Bishop Leon Dharmaraj	Staff & Management	10,000
11.	Sr. Rosamma	Management, Staff and Alumnae	25,000
12.	Ms. Philominammal	Ms. Philominammal	5,000
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16.	Renewal session for Non-teaching staff	Dr. Sr. Rosalie Joseph	5,000
17.	Ronimus Arachi	Dr. Hermana Gilt Arachi	10,000
18.	Vivek	Mrs. Andrews Mary Sekar	25,000
19.	Sr. Mesmin	Dr. Hermana Gilt Arachi	10,000

20	Dr. Usha Omen	Dr. Usha Omen	5,000
21.	Renewal session for Non-teaching staff	Dr. Hermana Gilt Arachi	10,000
22.	Sr. Scholastica (Mathematics)	Dr. Hermana Gilt Arachi	10,000
23.	M. Vinachi Arachi (Tamil SF)	Dr. Hermana Gilt Arachi	10,000
24.	Flodulee's (Zoology)	Dr. Hermana Gilt Arachi	10,000
25.	Dr. Hermana Gilt Arachi	Dr. Hermana Gilt Arachi	10,000
26.	Endowment Lecture for Commerce (SF)	Mr. Nazareth Charles	50,000
27.	Ms. Jesi Isabella (Commerce)	Ms. Jesi Isabella	25,000
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32.	Sr. Sophy	Sr. Sophy	20,000
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9. Ms. A. Mary Usha 94896 79283

10. Ms. S. Arockia Theras Bhabi 84896 57397

11. Ms. A. Kirickose Rency 97900 55648

12. Ms. R. Virgin Suvees 77089 22426

13. Ms. A. Jesintha Mary 99943 03754

14. Mr. M. Wilson 98430 77712

15. Ms. K. Mary Rita Lumina 88709 20733

16. Mr. M. Johnson Paulraj 94866 61084

17. Ms. A. Antony Usha Kumari 94457 96780

18. Ms. A. Beenamma 99524 44833

19. Mr. J. Jeevakarunyam 94435 50125

20. Mr. V. Ravi 98431 60883

21. Mr. G. Maria Antony Michael 94899 06261

22. Ms. S. Mary Jose Babila 89035 40404

23. Ms. S. Mary Indira 88701 37831

24. Ms. C. Starlin Beril 97917 11828

25. Mr. X. Anto Valan 97917 19124

26. Mr. F. Melgias 94863 43697

27. Ms. M. Anto Susi 99442 96577

28.	Ms. I. Pemila Keens	88385 17277
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.	Ms. V. Jemila	99448 30691
36.	Ms. B. Antony Jeniba	95787 83940
37.	Mr. M. Agnes Amuthan	94871 32343
38.	Mr. A. Robin	97893 68722
39.	Ms. T. Preetha Jaya Ruby	86108 88313
40.	Ms. M. Regish Mejella	75985 28373
41.	Mr. E. Kalliyam Pillai	94428 56559
42.	Ms. N. Viji	73391 56968
43.	Ms. A. Mary Onita	93617 66951
44.	Ms. P. Johnsy Rani	94869 16349
45.	Ms. R. Ruba	63820 74301
46.	Ms. S. Selva Lakshmi	88707 32726
47.	Ms. M. Dhanalekshmi	77089 63313
48.	Ms. V. Sakila	90035 51856
49.	Ms. D. Mary Stella	63856 41752
50.	Mr. G. Iyyappan	86085 96056
51.	Ms. S. Darlin Mary Subha	94866 73519

NON-TEACHING STAFF (SELF-FINACED)

1.	Ms. V. Abisha (ERP Admin.)	63839 41483
2.	Ms. S. Jones Kala	99525 39366
3.	Ms. A. Sahaya Sowmi	94436 40586
4.	Ms. G. Selva Mary Prabha	91595 64733

Examination Section

5.	Ms. A. Amalorbhavam	94873 86537
6.	Mr. M. Julibar Euprin Xavier	94865 14811
7.	Ms. A. Daphini Avejin Roch	99437 43139

NON-TEACHING STAFF (MANAGEMENT)

1.	Mrs. Velcy Kala Rani	96005 83908
2.	Mrs. Ajitha	82201 53454
3.	Mrs. Maria Packiam	94876 37192
4.	Mr. J. Antony Merlin	63698 41586

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Wed			
2	Thu			
3	Fri			
4	Sat			
5	Sun			Environment Day
6	Mon			
7	Tue			
8	Wed			World Navy Day
9	Thu			
10	Fri			
11	Sat			
12	Sun			Anti Child Labour Day
13	Mon			
14	Tue			
15	Wed			
16	Thu			
17	Fri			
18	Sat			
19	Sun			
20	Mon			International Yoga Day
21	Tue			
22	Wed			
23	Thu			
24	Fri			
25	Sat			End Drug Abuse Day
26	Sun			
27	Mon			
28	Tue			
29	Wed			
30	Thu			

JULY 2022

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Fri			
2	Sat			
3	Sun			
4	Mon			
5	Tue			
6	Wed			
7	Thu			
8	Fri			
9	Sat			
10	Sun			Bakrid
11	Mon			World Population Day
12	Tue			
13	Wed			Orientation Programme for Non-teaching Staff
14	Thu			Orientation Programme for Teaching Faculty
15	Fri			Orientation Programme for Teaching Faculty
16	Sat			
17	Sun			World Day for International Justice
18	Mon	1		Odd Semester Begins
19	Tue	2	I	
20	Wed	3	II	
21	Thu	4	III	
22	Fri	5	IV	
23	Sat			
24	Sun			
25	Mon	6	V	
26	Tue	7	VI	
27	Wed	8	I	
28	Thu			Local Holiday Aadi Amavasai Festival, World Hepatitis Day
29	Fri	9	II	
30	Sat			
31	Sun			

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Mon	10	III	
2	Tue	11	IV	
3	Wed	12	V	
4	Thu	13	VI	
5	Fri	14		Student Administrative Day Orientation Programme for Junior Teaching Faculty
6	Sat			Orientation Programme for Junior Teaching Faculty, Hiroshima Day
7	Sun			
8	Mon	15	I	
9	Tue			Muharram
10	Wed	16	II	Mothers Founders Day Celebration
11	Thu	17	III	
12	Fri	18	IV	Investiture Ceremony of Students Council, International Youth Day
13	Sat	19	V	
14	Sun			
15	Mon			Indian Independence Day
16	Tue	20	VI	
17	Wed	21	II	Holy Spirit Mass
18	Thu	22	I	National Integration Day
19	Fri			Krishna Jayanti, World Phoyography Day
20	Sat	23	III	Sadbhavna Day
21	Sun			
22	Mon	24	IV	
23	Tue	25	V	
24	Wed	26	VI	Fine Arts – On Stage Programme
25	Thu	27	I	Fine Arts – On Stage Programme
26	Fri	28	II	Fine Arts – Off Stage Programme
27	Sat	29	III	Fine Arts – Off Stage Programme
28	Sun			
29	Mon	30	IV	National Sports Day
30	Tue	31	V	Last date for Class Test I & Assignment (UG & PG)
31	Wed			Vinayaka Chaturthi

SEPTEMBER 2022

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Thu	32	VI	
2	Fri	33	I	
3	Sat	34	II	
4	Sun			
5	Mon	35	III	Teacher's day
6	Tue	36	IV	
7	Wed	37	V	
8	Thu			Onam
9	Fri	38	VI	
10	Sat	39	I	
11	Sun			
12	Mon	40	II	
13	Tue	41	III	Holy Cross Feast Day Celebration
14	Wed			Holy Cross Feast
15	Thu	42	IV	I Internal Test, International Day of Democracy
16	Fri	43	V	I Internal Test, World Ozone Day, International Day for Preservation
17	Sat	44	VI	I Internal Test
18	Sun			
19	Mon	45	I	I Internal Test
20	Tue	46	II	I Internal Test
21	Wed	47	III	Day for Peace & Non-violence
22	Thu	48	IV	
23	Fri	49	V	
24	Sat	50	VI	RUN Programme
25	Sun			
26	Mon	51	I	Last date for I CIA Mark Entry
27	Tue	52	II	World Tourism Day
28	Wed	53	III	
29	Thu	54	IV	
30	Fri	55	V	Online Registration & Semester fee payment portal opening

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Sat			
2	Sun			Mahatma Gandhi Jayanti
3	Mon	56	VI	
4	Tue			Ayutha Pooja. World Animal Welfare Day
5	Wed			Vijaya Dasami
6	Thu	57	I	
7	Fri	58	II	
8	Sat	59	III	RUN Programme, Indian Air Force Day
9	Sun			Milad-un-Nabi, World Post Office Day
10	Mon	60	IV	Last date for Class Test II; Open Book Test (PG) National Post Day, World Mental Health Day
11	Tue	61	V	National Girl Child Day
12	Wed	62	VI	Last Date for Exam Fee payment without penalty
13	Thu	63	I	
14	Fri	64	II	Last date for Class Test II; Open Book Test (PG)
15	Sat	65	III	Blind People Orchestra Programme, World Students Day
16	Sun			World Food Day
17	Mon	66	IV	
18	Tue	67	V	Last Date for Exam Fee payment with penalty
19	Wed	68	VI	
20	Thu	69	I	
21	Fri	70	II	Last date for Class Test III (UG); Seminar (PG)
22	Sat	71	III	RUN Programme
23	Sun			
24	Mon			Deepavali
25	Tue	72	IV	
26	Wed	73	V	Part IV – Int. Examination (Respective Hour)
27	Thu	74	VI	II Internal Test
28	Fri	75	I	II Internal Test
29	Sat	76	II	II Internal Test
30	Sun			
31	Mon	77	III	II Internal Test, World Integration Day

NOVEMBER 2022

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Tue			Local Holiday Union of Kanniyakumari with Tamil Nadu, All Saints Day
2	Wed	78	IV	II Internal Test, All Souls Day
3	Thu	79	V	
4	Fri	80	VI	
5	Sat	81	I	
6	Sun			
7	Mon	82	II	
8	Tue	83	III	Guru Nanak Jayanthi
9	Wed	84	IV	Last date for II CIA Mark Entry
10	Thu	85	V	Semester Practical Examination, World Science Day
11	Fri	86	VI	Semester Practical Examination
12	Sat	87	I	Project Viva Voce Examination (UG & PG)
13	Sun			
14	Mon	88	II	Children's Day, Diabetes Day
15	Tue	89	III	
16	Wed	90	IV	Last Working day for student - Signing of Consolidated CIA Mark statement
17	Thu			Part IV Semester Examinations
18	Fri			Part IV Semester Examinations
19	Sat			Part IV Semester Examinations Last working day for teachers
20	Sun			
21	Mon			Semester Exam Begins
22	Tue			
23	Wed			
24	Thu			
25	Fri			
26	Sat			
27	Sun			
28	Mon			
29	Tue			
30	Wed			

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Thu			
2	Fri			
3	Sat			St. Xavier's Feast
4	Sun			Indian Navy Day
5	Mon			
6	Tue			
7	Wed			Indian Armed Forces Flag Day
8	Thu			
9	Fri			
10	Sat			World Human Rights Day
11	Sun			
12	Mon	1	I	Even Semester Begins
13	Tue	2	II	
14	Wed	3	III	
15	Thu	4	IV	
16	Fri	5	V	
17	Sat	6	VI	RUN Programme
18	Sun			
19	Mon	7	I	
20	Tue	8	II	
21	Wed	9	III	
22	Thu	10	IV	National Mathematics Day
23	Fri	11	V	Christmas Day Celebration
24	Sat			Christmas Eve
25	Sun			Christmas
26	Mon			
27	Tue			
28	Wed			
29	Thu			
30	Fri			
31	Sat			New Year Eve

JANUARY 2023

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Sun			New Year, Global Family Day
2	Mon	12	VI	
3	Tue	13	I	
4	Wed	14	II	
5	Thu	15	III	
6	Fri	16	IV	
7	Sat	17	V	
8	Sun			
9	Mon	18	VI	
10	Tue	19	I	
11	Wed	20	II	National Human Trafficking Awareness Day, National Road Safety Week
12	Thu	21	III	National Youth Day
13	Fri	22	IV	
14	Sat	23	V	
15	Sun			Indian Army Day
16	Mon			Mattupongal / Thiruvalluvar Day
17	Tue			Uzhavardhinam or Indian Farmer's Day
18	Wed	24	VI	
19	Thu	25	I	
20	Fri	26	II	
21	Sat	27	III	RUN Programme
22	Sun			
23	Mon	28	IV	
24	Tue	29	V	
25	Wed	30	VI	National Voters Day
26	Thu			India's Republic Day, International Customs Day
27	Fri	31	I	
28	Sat	32	II	
29	Sun			
30	Mon	33	III	Martyrs' Day
31	Tue	34	IV	

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Wed	35	V	
2	Thu	36	VI	
3	Fri	37	I	Last date for Class Test I & Assignment (UG & PG)
4	Sat	38	II	World Cancer Day
5	Sun			Thaipooosam
6	Mon	39	III	I Internal Test
7	Tue	40	IV	I Internal Test
8	Wed	41	V	I Internal Test
9	Thu	42	VI	I Internal Test
10	Fri	43	I	I Internal Test
11	Sat			
12	Sun			
13	Mon	44	II	
14	Tue	45	III	
15	Wed	46	IV	
16	Thu	47	V	Last date for I CIA Mark Entry
17	Fri	48	VI	
18	Sat	49	I	Shivaratri
19	Sun			
20	Mon	50	II	
21	Tue	51	III	
22	Wed	52	IV	
23	Thu	53	V	
24	Fri	54	VI	
25	Sat	55	I	
26	Sun			
27	Mon	56	II	
28	Tue	57	III	

MARCH 2023

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Wed	58	IV	Last date for Class Test II; Open Book Test (PG)
2	Thu	59	V	
3	Fri	60	VI	
4	Sat	61	I	
5	Sun			
6	Mon	62	II	
7	Tue	63	III	
8	Wed	64	IV	International Women's Day
9	Thu	65	V	
10	Fri	66	VI	
11	Sat			
12	Sun			
13	Mon	67	I	
14	Tue	68	II	
15	Wed	69	III	World Consumer Rights Day
16	Thu	70	IV	
17	Fri	71	V	
18	Sat	72	VI	
19	Sun			
20	Mon	73	I	
21	Tue	74	II	
22	Wed	75	III	
23	Thu			Telugu New Year, Social Workers' Day
24	Fri	76	IV	Last date for Class Test III (UG); Seminar (PG)
25	Sat	77	V	College Day
26	Sun			
27	Mon	78	VI	Part IV – Internal Examination (Respective Hour) II Internal Test
28	Tue	79	I	II Internal Test
29	Wed	80	II	II Internal Test
30	Thu	81	III	II Internal Test
31	Fri	82	IV	II Internal Test

Date	Day	Tentative Working Day	Tentative Day order	Events
1	Sat	83	V	Semester Practical Examination
2	Sun			
3	Mon	84	VI	Semester Practical Examination
4	Tues			Mahavir Jayanti
5	Wed	85	I	Semester Practical Examination
6	Thu	86	II	Maundy Thursday
7	Fri			Good Friday, World Health Day
8	Sat			
9	Sun			Easter
10	Mon	87	III	Semester Practical Examination, Last date for II CIA Mark Entry
11	Tues	88	IV	Semester Practical Examination
12	Wed	89	V	Semester Practical Examination
13	Thu	90	VI	Last Working day for students - Signing of consolidated mark statement
14	Fri			Tamil New Year & Dr. Ambedkar's birthday
15	Sat			
16	Sun			World Culture Day
17	Mon			Part IV summative Examination
18	Tue			
19	Wed			Last working day for teachers
20	Thu			Semester Examination Begin
21	Fri			
22	Sat			Ramzan, Earth Day
23	Sun			World Book Day
24	Mon			
25	Tue			
26	Wed			
27	Thu			
28	Fri			
29	Sat			
30	Sun			

MAY 2023

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

**TIMETABLE
ODD SEMESTER**

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

**TIMETABLE
EVEN SEMESTER**

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

CIA Marks Odd Semester

Course	Course Code	Internal Test		Quiz		Class Test			Assignment	Total

CIA Marks Even Semester

Course	Course Code	Internal Test		Quiz		Class Test			Assignment	Total

Notes:

Notes:

Crossian Model



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