The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)* capuaqar@gmail.com

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Holy Cross Home Science College

1.2 Address Line 1

> 52, New Colony

Address Line 2

> Thoothukudi-3

City/Town

> Thoothukudi

State

> Tamil Nadu

Pin Code

> 628003

Institution e-mail address

> hchsc@rediffmail.com

Contact Nos.

> 04612328295

Name of the Head of the Institution:

> Dr. Sr. Mary Gilda

Tel. No. with STD Code:

> 0461-2328295, 94

Mobile:

> 9486011639

Name of the IQAC Co-ordinator: Mrs.C.Sathya Lakshmi

Mobile: 9442759144

IQAC e-mail address: hchsciqac@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)   : TNCOGN13898

1.4 **NAAC Executive Committee No. & Date:**   :   EC(SC)/22/A & A/1 5.2 dated 22.01.2017
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.4 Website address: www.hchsc.com

Web-link of the AQAR: http://www. hchsc.com /AQAR201617.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.33	2009	5 years
2	2nd Cycle	B	2.40	2017	5 years
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY   01/07/2008

1.7 AQAR for the year *(for example 2010-11)*   2017-2018

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

AQAR 2016 – 17 submitted to NAAC on 20.10.2017

1.9 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [ ]

Autonomous college of UGC   Yes [ ] No [ ]

Regulatory Agency approved Institution   Yes [ ] No [✓]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ] Men [ ] Women [✓]

        Urban [✓] Rural [ ] Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [ ] UGC 12B [ ]

        Grant-in-aid + Self Financing [ ] Totally Self-financing [✓]

1.10 Type of Faculty/Programme

Arts [✓] Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [ ]

1.11 Name of the Affiliating University *(for the Colleges)*   Manonmaniam Sundaranar University-Tirunelveli

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [-]

University with Potential for Excellence [-]   UGC-CPE [-]

DST Star Scheme [-]   UGC-CE [-]

UGC-Special Assistance Programme [-]   DST-FIST [-]

UGC-Innovative PG programmes [-]   Any other (*Specify*) [-]

UGC-COP Programmes [-]

2. IQAC Composition and Activities

2.1 No. of Teachers   [6]

2.2 No. of Administrative/Technical staff   [1]

2.3 No. of students   [4]

2.4 No. of Management representatives   [1]

2.5 No. of Alumni   [2]

2. 6 No. of any other stakeholder and

   Community representatives   [4]

2.7 No. of Employers/ Industrialists   [2]

2.8 No. of other External Experts   [2]

2.9 Total No. of members   [22]

2.10 No. of IQAC meetings held   [4]

2.11 No. of meetings with various stakeholders: No. [2]   Faculty [22]

Non-Teaching Staff /Students | - | | 2 | Alumni | - | Others

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ✓

   If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. ☐   International ☐   National ☐   State ☐   Institution Level 6

   (ii) Themes
   - Quality Development Programme on Research Ethics
   - Challenges in Handling the Youth
   - Workshop On Acupoint
   - Development Programme on Major and Minor Projects
   - Carrier Guidance Programme
   - Teaching Techniques in association with ICT ACT

2.14 Significant Activities and contributions made by IQAC
   - Conducts Annual Strategic Plan Meet
   - Bi-annual academic audit is conducted by the IQAC to evaluate the activities, functioning and documentation undertaken by the departments
   - Preparation of Newsletter and Magazine
   - Conducts Quality Enhancement Programmes
   - Preparation For SLET and NET
   - Soft Skill Training for PG Students

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
• To enhance ICT	Installed one Smart Classroom and ICT enabled class room / department.

Infrastructure	
• To conduct Faculty Development Programmes	Five Faculty development Programmes were conducted
• To motivate faculty members in research programme	* 4 Faculty members were awarded Ph.d * 4 Faculty members have registered for Ph.d
• To enhance the extension activity	Each department has adapted one village /school for extension activity.
• To establish coaching on SLET & NET	2 Faculty members cleared SLET.
• To describe course plan	Executed by all faculties.
• To initiate Personal Session Plan	Implemented by all Faculties
• To Organize Orientation Programme	Organised Orientation Programme on new guidelines on NAAC
• To enhance the career opportunity for students	* Life Skill Camp-SEE Programme * Entrepreneurship Training Programme * Government Exam Coaching" classes under Suresh IAS Academy, Thoothukudi. * Win your Weakness * Training on TALLY * Workshop on " Application on SPSS" * Job Fair '18 * Workshop on Soft skill and Interview Skills

To conduct academic audit per semester	Bi-annual academic audit is conducted by the IQAC to evaluate the activities, functioning and documentation is carried out by the departments.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐✓   No ☐

Management ☐✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

It was initiated and approved by the Governing Body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	3		3	-
UG	6	-	6	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others(Skill Development Courses)	-	-	-	17
Total	9	-	9	17

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Part I – Language : Tamil/ Arabic / French

Part III – Elective: Non Major

Part III – Optional : Core

Par IV – Common Skill Based

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers ☐   Students ☑
   (On all aspects)

Mode of feedback   :   Online ☑ Manual ☑ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, Revision of syllabi by the university for all I & II UG and I & II PG courses

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Part-Time)
36	30	6	-	2

2.2 No. of permanent faculty with Ph.D.   6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	4	-	-	-	-	-	-	8	4

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | | - | | 10 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	7	7
Presented papers	14	9	-
Resource Persons	1	2	4

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- **Uniqueness in Teaching Learning**
  * Extended Library Hours
  * Giving ample opportunities for extra coaching classes
  * Orientation programmes for students.
  * Mentor ward system and Moral science classes
  * Inter- Department and Inter- Collegiate Competitions
  * Participation in Outside events, Winning Prizes and Developing inter personal Skills.
  * Association activities to encourage student's participation.
  * Industrial visits to gain practical knowledge
  * Physical fitness through sports and health pillars.

Other ongoing innovative processes are:
  * NOURI EXPO-2017
  * Internship Training Programme on Bakery and Confectionery
  * LITBONANZA – Inter – Collegiate Competition
  * Workshop on Spoken English and Effective communication
  * Workshop on Tally
  * Workshop on Terracotta Jewel making
  * Workshop on Draping and Fashion Illustration
  * Workshop on Flash
  * Workshop on Python
  * Workshop on Acu Pressure
  * Workshop on "Hypertext Pre-Processor"
  * Workshop on "Application of SAP"
  * Workshop on "Corporate Expectation"
  * Workshop on "Application of SPSS"

- **Best Practices in Teaching Learning Process**
  * Bridge Course
  * Course plan for all subjects
  * Star Programme

* Extensive use of Technology
* Encouraging paper presentation and Publication of Students
* Weekly faculty meeting and monthly meeting with students/department
* Feedback on Teaching Process

2.7 Total No. of actual teaching days
during this academic year

| 180 |

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

| - |

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

| 3 | - | - |

2.10 Average percentage of attendance of students

| 91% |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.(FSN)	38	18	74	5	-	97
B.Com (C.A)	36	12	57	-	-	69
B.Sc.(C.S)	31	26	74	-	-	94
B.A.(Eng)	39	-	10	70	10	90
B.Com	38	-	42	45		87
M.Sc.(FSN)	05	40	60			100
M.Com.	18	31	58	-	-	89
M.A.(Eng)	09		55	45		100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC contribute and monitor teaching learning processes in the following way
* Subject wise assessment of the students was done by internal continuous assessment system.
* Systemic record of assessment marks were maintained in the department signed by the student and the subject teacher.
* Analysing the result and remedial measures were taken.
* Student feedback system.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	180
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	-	-	-
Technical Staff	3	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> ∗ IQAC encourages students and faculty members to undertake research activities.
> ∗ Orientation programme on research
> ∗ Seed money from the management for research
> ∗ Three months study leave for the faculty pursuing research.
> ∗ Remuneration for attending seminars / conferences

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	-	1.75 lakh	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	14	2	-
Non-Peer Review Journals	8	-	-
e-Journals	14	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [0 – 4.781]   Average [4.877]   h-index [-]   Nos. in SCOPU [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2 yrs	UGC	1.75 lakhs	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-

Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total			1.75 lakhs	-

3.7 No. of books published i) With ISBN No. [-] Chapters in Edited Books [-]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			9
Sponsoring agencies		Management+ ICT			Management

3.12 No. of faculty served as experts, chairpersons or resource persons [4]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [20,000]

Total [-]

Type of Patent		Number
National	Applied	-
	Granted	-

3.16 No. of patents received this year

International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
     who are Ph. D. Guides
     and students registered under them

1

-

3.19 No. of Ph.D. awarded by faculty from the Institution

4

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF -   SRF -   Project Fellows -   Any other   -

3.21 No. of students Participated in NSS events:

University level 7   State level -

National level -   International level -

3.22 No. of students participated in NCC events:

University level -   State level -

National level -   International level -

3.23 No. of Awards won in NSS:

University level 1   State level

National level -   International level -

3.24 No. of Awards won in NCC:

University level -   State level -

National level [-] International level [-]

3.25 No. of Extension activities organized

University forum [-] College forum [-]

NCC [-] NSS [13]

Social outreach programmes and dept. extension programmes [6]

* Other than regular activities

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

COMMUNITY REACH OUT PROGRAMME (CROP)

- Village adoption for Nutrition and Health Awareness
- Village adoption (B.Com)
- Computer Literacy Programme for School Children
- Communicative Skill development Programme for School Children
- Certificate course on tailoring
- Extending hands to the Old Age Home, Orphanage and Leprosy Home

NSS & YRC

- Yoga day
- A Blood Donation Camp
- Blood Group Identification camp
- A tree plantation campaign
- Dengue awareness programme
- 'May I Help You' in Government Hospital, Thoothukudi.
- Training on self employment
- Legal Awareness Programme
- AIDS Awareness Programme
- First aid Training Programme
- Disaster Management

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (acre)	2.06		MANAGEMENT	2.06
Class rooms	24	-		24
Laboratories	8	-		8
Seminar Halls	3	-		3
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	8	2		10
Value of the equipment purchased during the year (Rs. in Lakhs)	2,44,662	77,000		3,21,662
Others	2,36,564	1,77,638		4,14,202

4.2 Computerization of administration and library

> **Computerization of Administration:**
> Internet leased line upgraded 8-12 mbps.
>
> Campus Wi-Fi access facility extended to library and browsing lab
>
> Online Application for admission to UG & PG Courses.
>
> System OS upgraded from Windows XP to Windows7
>
> Automation of Student admission, Attendance, generation of Transfer certificate, Course completion certificate and Conduct certificate.
> **Computerization of Library:**
> Provides e-learning through Inflibnet
>
> Library Management software version 2.0
>
> Access through OPAC system
>
> Free Wi-Fi facility

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in Rs)	No.	Value (in Rs)	No.	Value(in Rs)
Text Books	3903	211216	598	102894	4501	314109
Reference Books	865	80300	52	59085	917	139385
e-Books	-	-	31,35000	5900	31,35000	5900
e-Journals	-	-	6000		6000	
Journals	13	20720	1	3150	14	23870
Digital Database	-	-	-	-	-	-
CD & Video	79	-	15	-	94	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	52	19	52	18	-	4	5	6
Added	19	3	-	-	-	1	1	14
Total	71	22	52	18	-	5	6	20

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- Training on "Tally" for computer Science and Commerce students.
  - Training on "SPSS" for Commerce students.
  - Workshop on "Hypertext Pre Processor"
  - Workshop on " Application of SAP"
  - Workshop on "FLASH"
  - Workshop on "PYTHON"
  - Skill development courses on MS office, Excel , Powerpoint, Photoshop and page maker.

4.6 Amount spent on maintenance in lakhs :

i) ICT   66,553

ii) Campus Infrastructure and facilities   1,56,418

iii) Equipments   99,609

iv) Others   12,823

Total :   3,35,403

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

(a) Periodical Internal assessment system is followed in examination and evaluation process

(b) Anti Ragging Committee

(c) Internal quality circle cell

(d) Women's Cell

(e) Discipline committee

(f) Grievance redressal cell

(g) Placement Committee

(h) Youth Welfare committee

(i) Career Guidance Cell

(j) Counseling Cell

(k) Campus animation Team

(l) Library Advisory Committee

(m) Human rights cell

        Regular updates on notice boards and College Website to witness students in various activities. Along with these committees IQAC enhanced awareness about students progression

5.2 Efforts made by the institution for tracking the progression

* Academic and personal mentoring is made available to the students through a mentor ward system to track their progression.
* Moral science classes and spiritual orientation programme mould students with good moral values.
* Personal contact with the student by the class teacher and the Head of the Department is found to be helpful in monitoring the progression.
* The progression of the out gone students was shared by themselves in the Alumni meet.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
643	68	-	-

(b) No. of students outside the state

| 1 |

(c) No. of international students

| 0 |

Men

	No	%
	0	

Women

	No	%
	100	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
12	35	0	177	0	224	32	90	0	549	0	671

Demand ratio 2:1   Dropout %   1.8

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

"Government Exam Coaching" classes under Suresh IAS Academy -32

SET/NET Coaching - 66

No. of students beneficiaries

| 98 |

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 0 | | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6 Details of student counselling and career guidance

Student Counselling : An independent student guidance centre functions with a full time counselor.

Career Guidance Cell :

- One Day workshop on soft skills and interview techniques - 214
- Skill Development Programme in association with SEEK on "Networking and Storage" -34
- Job Fair in association with Don Bosco Placement Center - 214

No. of students benefitted

| 452 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	44	8	-

5.8 Details of gender sensitization programmes

1

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 8 | National level | 0 | International level | 0 |

No. of students participated in cultural events

State/ University level | 30 | National level | 0 | International level | 0 |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level | 1 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	32	1,38,400
Financial support from government	45	4,46,000
Financial support from other sources	1	11,000
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 2 |

5.13 Major grievances of students (if any) redressed:

            The complaints of the students are categorized and are attended. All complaints are redressed within a particular time frame. The major grievances are monitored by the members of the college council.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**
> Empowered by the self emptying love of God and inspired by our Mother Foundress Claudine Echernier, we the Sisters of the Cross envision a just and harmonious society where all people live life in its fullness.
> **Mission**
> Nurturing persons to be well integrated who in turn become agents of societal change.

6.2 Does the Institution has a management Information System

> * E-governance is incorporated through various processes such as MIS in Attendance, Accounting, Payroll, and feedback mechanism.
> * Library Management software version 2.0

6.3 Quality improvement strategies adopted by the institution for each of the following:

      6.3.1   Curriculum Development

> The college follows the curriculum as per the Manonmaniam Sundaranar University. Continuous interaction with the industry, representation by eminent persons and faculty in statutory bodies of autonomy help in providing a comprehensive and relevant outlook on the curriculum. Feedback was also obtained from Alumni parents and students about the curriculum. The syllabus are based on the feedback from the academician, parents and Alumni by the faculty members(fsn&fd) who are representing our institution.

6.3.2 Teaching and Learning

* Quality sustenance and enhancement measures are undertaken to ensure constant upgradation of teaching learning methods through improvements in teacher quality and conduct of FDP, training and workshops.
* In addition with that the faculties prepared course plan and personal session plan for the perfection in teaching learning process.
* Study materials were prepared by the teachers and shared with the students.
* Learning outcomes achieved at the department level are monitored by the IQAC, Principal and the Management
* Remedial classes, Student counselling, Moral / Ethics classes and class test were carried out on a routine basis..
* ICT enabled Teaching Learning
* Bridge course for English
* In plant training in baking and food processing
* Internship training

6.3.3 Examination and Evaluation

* The college strictly adheres to the examination schedules prepared and approved by the University.
* Weekly periodical tests, continuous internal assessment for evaluation of students performance is done through internal test and model examination.
* Question setting and evaluation of University examination answer scripts of the students are done by central valuation with the experts from various colleges of the University.
* The results of the examination conducted are published through the University website .
* Students are allowed to apply for re totalling / revaluation of their answer scripts.
* Supplementary exams for the outgoing students in the last semester.
* The University examination results were shared with the parents during PTA Meeting.
* Department wise results were discussed with the Principal.

6.3.4 Research and Development

* The institution has a Research committee to promote research and inculcate research culture.
* The Research committee encourages faculty members to undertake research activities.
* Seed money from the management for researchers.
* Three months study leave.
* Remuneration for attending seminars / conferences

6.3.5 Library, ICT and physical infrastructure / instrumentation

* The Students were encouraged to use the library during the library hours and also after the college hours.
* Other learning resources such as computers, e-resources and Wi-Fi facility were used by the students freely to prepare themselves for the seminars, presentations and assignments.
* The user can access the library directly and also through OPAC.
* The electronic databases INFLIBNET can be accessed by the user in the college campus.
* Faculty members are motivated to prepare and use computer aided teaching-learning material and library resources.

6.3.6 Human Resource Management

Quality improvement strategies for Faculties
* The Management encourages faculty members to undertake research activities.
* Orientation programme on research
* Seed money from the management for research
* Three months study leave
* Remuneration for attending seminars / conferences
* The faculties were motivated to participate and publish papers in seminar and workshops and also in peer reviewed journals.
* The management encourages the faculty to utilized their expertise for guest lectures, to conduct training programmes, to arrange motivational programmes and perform as judges in curricular and extracurricular activities in other institutions.

Quality improvement strategies for Students

* Involment of Union members in all the activities done by the college.
* All the clubs and association have students as President and Secretary .
* Students administration day was celebrated to explore the leadership quality.
* The college encourages the students to participate in curricular and extra curricular activities to expose their talents inside and out side the college.
* Orientation programmes were conducted for the spiritual and personality development of the students.
* The students were motivated to participate and publish papers in seminar and workshops and also in peer reviewed journals.
* Appreciation awards were given from the management for those who received prizes from competitions outside the college.

6.3.7   Faculty and Staff recruitment

The Institution recruits faculty members based on the guidelines provided by the University. The vacancies were advertised through newspaper and qualified staff were called for an interview. The Principal, vice Principal , the head of the department concerned along with the subject expert and one University nominee interviewed the candidate and recuited..

6.3.8   Industry Interaction / Collaboration

* The students of Fashion Designing and Apparel making were taken to places like Sivakasi, Thiruppur and Puthiyambhuttur to accure practical knowledge.
* The Department of Food Science and Nutrition were taken to Aavin Milk Plant, Biscuit company, Baking Unit , Cold storage unit, Hotels and packaging sector to get practical exposure in the field of food science and Nutrition.
* The students of English were taken to Libraries at Madurai Kamaraj University and Manonmaniam Sundaranar University for project purpose.
* Experts from Industries were invited to deliver guest lecture for the students.
* In Collaboration with hospitals, the students and staff provided diet counselling and the Students went for Internship training.

6.3.9 Admission of Students

> The college has well defined admission policy. An admission committee is constituted with well-defined role. The college admits students who are eligible for higher education through a well administered mechanism which complies with the norms of the affiliating University. The admission is based on the marks secured in the qualifying examination. The admission process strives to achieve fast, efficient and time saving methods.

6.4 Welfare schemes for

Teaching	ESI and EPF
Non teaching	∗ ESI and EPF ∗ Free education for the children of Staff members in Holy Cross Home Science Matriculation School and in College. ∗ Marriage Allowances were given for the non teaching staff.
Students	∗ Job opportunities were created to the students who have financial crisis ∗ Concession in fees in college and in Hostel

6.5 Total corpus fund generated:

8,37,400

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Experts from other institution	Yes	IQAC
Administrative	No	-	-	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ✓   No ☐

6.9 What efforts are made by the **University**/ Autonomous College for Examination Reforms?

Technology is effectively used in the examination management process. Complete automation of examination helps in the successful execution of examination processes such as monitoring of examination fee payment, examination schedule, attendance monitoring, centralized valuation work, register number tracking through barcode, mark data entry through barcode reading, preparation of programme wise results, uploading semester examination results of the management and preparation of marks sheets. Barcode reading of registration number and total marks obtained was introduced to avoid coding - decoding hitches, nullify data entry error and faster processing. Revaluation and supplementary examination are also automated to ensure the effectiveness of the examination process. The automated process facilitates the analysis of students" performance anytime with much ease and to undertake necessary measures for improvement. The results are published on scheduled time and are made available in the personalized online portals of students. Credits are awarded to students who excel in co-curricular and extra-curricular activities. Eligible marks are provided by the faculty of each subject handled by each department courses of the institution for internal test and assignments. End semester examinations are valued and published in the MS University website and sent personally to the student.. From this year onwards marks were awarded only by grading system.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

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6.11 Activities and support from the Alumni Association

* The college has an active alumni association. Annual Alumni Meet was organised on August 12, 2017. The alumni plays a major role in building the brand image of the college.
* An alumni of computer science department handled three days workshop on "Flash" on 13th to 15th of September 2017.

6.12 Activities and support from the Parent – Teacher Association

* An orientation programme for the parents of first year students   was organized on June 21, 2017 .
* Parent-Teacher Meeting was conducted on 27th of July 2017 for the II UG and I PG students. PTA election was carried out in this meeting and parents was assigned their roles as president, vice president And secretary.
* PTA meeting for the III UG and II PG was conducted on 31st of July. Meaningful interaction between the teachers and parents on the progress of the students was witnessed in the formal and the informal meet.
* Executive PTA meeting was conducted on 15th of December. A discussion about shortage of attendance , Conducting special classes for slow learners And arranging coaching classes for PG students on TNPSC, NET and SLET was discussed.

6.13 Development programmes for support staff

Orientation programme on Personality development were given.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The Eco club allotted a separate place for each department to plant their garden.
- NSS unit of our institution clean the campus, plant trees inside the campus. They also celebrated the Ozone day on 15th of September 2017.
- Terrace Gardening programme was organised on 28th of July 2017. 23 ornamental plants were planted in our college.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

INNOVATIVE PRACTICE I
Star Programme
Two students from each class were assigned as star leaders and they coach the slow learners after the college hours. This programme motivated them to obtained more marks in the end semester examinations.

INNOVATIVE PRACTICE II
Three Laws of success: Believe, Achieve , Excel
Activities were grouped into six pillars based on the theme
* Food Science and Nutrition – Health and fitness
* Fashion desgining and apparel making – Eco Friendly Campus
* English Literature – Communicative Skill Developmewnt
* Commerce – Spiritual development
* Commerce with Computer Application – Career Guidance
* Computer Science – Extra Curricular Activities.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

S.No	Plan of action in the beginning of the academic year 2017	Achievement at the end of the academic year 2017
1.	Orientation for Faculties	Achieved

2.	Interdepartment Orientation for students	Achieved
3.	Orientation for fresher's	Achieved
4.	Bride course for fresher's	Achieved
5.	Students Union Election	Achieved
6.	Alumni executive members meet	Achieved
7,.	Inauguration of association and installation of union Members	Achieved
8.	Workshop on Digital Marketing	Not Achieved
9.	Workshop on "Hyper Text Pre Processor"	Achieved
10.	Workshop on "Accupoint"	Achieved
11.	PTA Meeting for II and III UG and II PG	Achieved
12.	Library Week Celebration	Achieved
13.	Talent Expo (CA)	Achieved
14.	Career Guidance for higher studies	Achieved
15.	Blood Donation Camp	Achieved
16	Thrust for research	Achieved
17.	Inter collegiate literary Competition	Achieved
18.	Soft Skill Training	Achieved
19.	Work Shop on application of "SPSS"	Achieved
20.	In plant training on Baking and processing	Achieved
21.	Workshop On " Expectation of corporate".	Achieved
22.	Intercollegiate competition "Cross com '18	Achieved
23.	Creating awareness for NET/ SLET For future investors	Achieved
24.	National Seminar on "e business emerging trends and challenges"	Achieved
25.	Faculty development programme for Staff	Achieved
26.	Community reachout Programme	Achieved

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

BEST PRACTICE I

STAR PROGRAMME

Goal
To empower the slow learners.

Objectives
- To utilize the expertise of advanced learners.
- To create self confidence in learning.
- To get 100% pass in semester examination.

Practice:

The STAR Programme was organised from 1st March to 20th April. The List of advanced learners were taken from each class in all departments. The advanced learners were motivated by giving star leader badge. Collect the name of the students who had arrears in semester exams. Based on the number of slow learners students were assigned to advanced learners. Every day group study was carried out after class hours from 2.10 to 2.45 pm. Regular attendance was maintained. Awards was given for those advanced learners who done their work effectively in college day programme

Evidence of Success
- This method of learning delivered an excellent output while comparing the results with the previous one.

Problems encountered
- The time given for the programme was not enough for the complete revision of the syllabus.
- In spite of extra effort taken by the advanced learners, the involvement of some students was not fair.

Resources
- Expertise of advance learners.
- Infrastructure support.

BEST PRACTICE   II
Three Laws of success: Believe, Achieve , Excel

Goal
- Overall development of the institution.

Objective
- To create awareness in learning, reading and writing.
- To develop sound health and mind.
- To formulate employability skills.
- To encourage participation in extra curricular activities.
- To develop community interaction.
- To make eco friendly environment.

Practice

This year our college focused on "One Dream One team". Our aim for the academic year is

based on Believe, Achieve and Excel. This practice was carried out by providing each

department under one development skill.
- Knowledge skills was developed by giving practice in communicative skills and effective use of library and on line resources .
- Sound health and mind was maintained by health fitness through Yoga, Sports and Diet counselling.
- Employability was developed through career guidance programme, Job Fair and Life skill Programme.
- Cultural and talent skill was developed through participation of students in inter and intra college competitions and Talent Expo.
- Service skills were adapted through extension activities by the departments and YRC .
- Eco and green skill was developed through programmes like Terrace Gardening, Vermi Composing , Rain water harvesting, Clean class rooms and ground, tree plantation and Solar System along with NSS.

Evidence of Success
- The communicative skill was developed and gain confidence to appear in interviews.
- Nutritional status of the students were improved.
- Providing laurels to the institution by obtaining many prizes in competitions.
- Community was benefitted by service skills successfully.
- Tree Plantation and Gardening by departments made the campus effectively.

Problems encountered

- It was difficult to practice the communicative skill by the students apart from their syllabus.

Resources

- Supportive management
- Engaging faculty and students in all the activities.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Eco Friendly Campus
- Terrace Gardening
- Ozone Day Celebration
- Plastic Free Campus
- Rain water harvesting
- Solar powered lights in hostel
- Waste management (Composting and Vermi composting)
- Tree plantation
- Energy efficient lighting
- Safe disposal of laboratory wastes

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTH S

- Professional development activities by Faculties.
- Spiritual development for students.
- Orientation programmes for students and faculties.
- Healthy relationship between management and faculties.
- Helping hands to the needy.

WEAKNESSES

- Lack of MOU in the Department.
- Collaboration with National and International Organisations.]
- Insufficient space for sports.

OPPORTUNITIES

- Coaching classes for competitive exams.
- Workshops and training Programmes for better placements.
- Skill development courses increases self employment.

CHALLENGES

- Lack of NET / SET and Ph.D holders to fill vacant positions.
- Approval of more number of batches in aided colleges by the University for some courses.

8. **Plans of institution for next year**

> • Introduction of research centre in Food Science and Commerce
> • Construction of separate reading room
> • More funded research projects
> • Encourage faculty members for research programme .

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____