



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	HOLY CROSS HOME SCIENCE COLLEGE
Name of the head of the Institution	Rev.Dr.Sr.Mary Gilda
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04612328295
Mobile no.	9486011639
Registered Email	hchsc@rediffmail.com
Alternate Email	iqac.hchsc1975@gmail.com
Address	Holy Cross Home Science College, 52, New Colony, Thoothukudi.
City/Town	Thoothukudi
State/UT	Tamil Nadu
Pincode	628003

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Women																						
Location			Semi-urban																						
Financial Status			private																						
Name of the IQAC co-ordinator/Director			Mrs.C.Sathyalakshmi																						
Phone no/Alternate Phone no.			04612328294																						
Mobile no.			9442759144																						
Registered Email			iqac.hchsc1975@gmail.com																						
Alternate Email			sathyalakshmimurugan@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://www.hchsc.com/The Annual Quality Assurance Report 17 - 18 .pdf																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://www.hchsc.com/academic_calendar .php																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.33</td> <td>2009</td> <td>13-Jun-2009</td> <td>14-Jun-2014</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.40</td> <td>2017</td> <td>22-Feb-2017</td> <td>21-Feb-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.33	2009	13-Jun-2009	14-Jun-2014	2	B	2.40	2017	22-Feb-2017	21-Feb-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	2.33	2009	13-Jun-2009	14-Jun-2014																				
2	B	2.40	2017	22-Feb-2017	21-Feb-2022																				
6. Date of Establishment of IQAC			01-Jul-2008																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries														
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Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries																							

IQAC		
Stress Management	14-Jun-2018 3.30	40
Importance of NAAC and its revised criteria	20-Jun-2018 2.00	10
Importance of NAAC and its revised criteria	21-Jun-2019 2.00	10
Administrative Reforms	14-Jul-2018 3.00	5
Workshop on Application of SPSS	14-Jul-2018 6.00	88
Citation Analysis and Digital resources	16-Aug-2018 6.00	40
Orientation Programme on New Guidelines of NAAC	17-Dec-2018 2.00	40
Orientation Programme on New Guidelines of NAAC	18-Dec-2018 2.00	40
Workshop on E-content Development	23-Feb-2019 6.00	47
Workshop on Futuristic Approach Guidelines and Proposal for NAAC	25-Apr-2019 6.00	40

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	14
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

16 faculties published papers in International Journals.

NET/SET coaching class for the faculties to upgrade their qualification.

Encouraged the Departments to sign MoU

The Departments were motivated to develop E- Content.

On-line feedback for staff, curriculum, library and infra structure from outgoing students.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Collection and analysis of feedback from all stakeholders on quality related institutional processes	On line feedback for staff, curriculum, library and infrastructure from outgoing students.
Encouraging faculty and students for more number of publication in journal.	Publication by faculties :16 Publication by students : 8
Organization of a one day inter and intra institutional seminar on quality related theme and promotion of quality circles	IQAC - 8 International Seminar : 2 Intercollegiate Competition : 3 Guest Lecture : 10 Workshop : 8
Motivated the staff to register for Ph.D	No. Of Staff Registered : 5
Periodical Academic Audit	Internal Audit : Once per year External Audit : Once per year
News Letter	Twice Per Year
Submission of AQAR	Submitted for the year 2017-2018
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

06-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	28-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Management Information System was developed in collaboration with Vilray Consultancy (software development computer services), Nagercoil, Kanyakumari District. This automation involves office and library automation. Office automation software has modules for students - Students admission, Students admission process, Students data entry, Application issue master, Search master, Application form master - UG PG, Registration master, Identity card master, Students individual data card, Conduct certificate master, Course certificate master, Transfer certificate master and Attendance module. Library automation software has modules like Author master, Publisher and supplier, Book entry, Book lost/damage entry, OPAC.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Manonmaniam Sundaranar University, Tirunelveli and it follows the curriculum prescribed by the University. Several initiatives are taken by the institution keeping in mind the goals and objectives to make the students employable through holistic education and skill development. The steps taken by the college for a well planned curriculum delivery are:

- Academic calendar is prepared in accordance with the University Calendar to ensure that the activities are carried out precisely.
- A Course plan for each subject is prepared by respective faculty members at the beginning of each semester. It gives an insight to how the lecture classes will be handled throughout the semester.
- Assessment and attendance record is maintained by the faculties for the subjects handled by them.
- Guest lectures are organised on various topics by the respective departments to cater to the current trends in various fields.
- Classroom teaching is blended with reasonable use of ICT to make the teaching learning process more learner-centric.
- The slow learners and fast learners are identified through the internal marks. The slow learners are given remedial classes to improve their learning and their improvement is monitored. The fast

learners are encouraged to join the classes for competitive examinations. • Feedback about the curriculum is obtained from parents, alumnae and subject experts.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga	03/07/2018	35
Toy Making	03/07/2018	47
Folk Dance	03/07/2018	35
Painting	03/07/2018	21
Creative Art And Craft	03/07/2018	68
Aerobics	03/07/2018	21
Hindi	03/07/2018	20
Megandhi	03/07/2018	44
Baking	03/07/2018	26
Food Processing	03/07/2018	28
Embroidery	03/07/2018	22
Spoken English	03/07/2018	21
Photoshop	03/07/2018	3
Web Designing	03/07/2018	12
Beautician Course	03/07/2018	31
Aari Work	03/07/2018	55
Jewel Making	03/07/2018	25
Tally	03/07/2018	17

Toy Making	06/12/2018	30
Folk Dance	06/12/2018	32
Painting	06/12/2018	26
Creative Art And Craft	06/12/2018	37
Aerobics	06/12/2018	26
Hindi	06/12/2018	49
Mehandhi	06/12/2018	39
Baking	06/12/2018	26
Food Processing	06/12/2018	30
Embroidery	06/12/2018	27
Spoken English	06/12/2018	10
Photoshop	06/12/2018	21
Web Designing	06/12/2018	18
Beautician Course	06/12/2018	28
Aari Work	06/12/2018	35
Jewel Making	06/12/2018	45
Tally	06/12/2018	13
Yoga	06/12/2018	15

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Food Science And Nutrition	25
MSc	Dietetics And Food Management	9
BSc	Fashion Designing And Apparel Making	4
BCom	Commerce	91

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback is collected at various levels viz. Students, Parents, Teachers and Alumni. The feedback is analyzed at upper management and the action is taken once the feedback is received. Feedback is also taken from faculties, stakeholders and subject experts regarding industry trends and feedback to

identify new demands of industry. Structured feedback is received from students, alumni, employers and experts from academia, industry and research through course/programme review feedback. The feedback is collected at various levels during the academic session. Online feedback from the students is collected at the end of the academic year. A selfappraisal is prepared by each teacher. The other problems which require management decisions are put up before the Secretary and also addressed accordingly. The Principal intervenes and addresses possible areas of improvement. She also evaluates and motivates these with each teacher, motivating her to look at specific areas where growth is needed for them.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	64	90	35
BCom	Commerce	64	89	24
BA	English Literature	64	105	36
BSc	Food Science And Nutrition	48	86	30
BSc	Fashion Designing And Apparel Making	48	52	25
BSc	Computer Science	48	61	14
MCom	Commerce	30	40	19
MA	English Literature	30	15	9
MSc	Dietetics And Food Management	25	23	19

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	558	83	12	0	27

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
39	39	5	6	1	4

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Every teacher is allotted with 1520 students studying in the various classes of the institution. The mentor is a Trusted Guide to contribute to all round development of the student. The attendance and performance of allotted students is being regularly monitored. Once a year, ward mentor (programme) day is celebrated to develop relationship with each other. Moral science classes are conducted in first hour of every Friday. Each staff member is assigned with a group of students to exhort moral and ethical values. The new entrants are enrolled to the senior faculties so that they are moulded spiritually, mentally. The mentor inculcates and instils the students through her life experiences, stories, videos to create optimistic behaviour and positive thinking in the young minds. At the end of the academic year tests are conducted and the best performer is awarded in the college day. The students enjoy these classes and share their views, ideas, problems with the mentor. This helps to produce a fruitful citizen to the society.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
641	40	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
39	39	0	14	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	1105	Nov 2018	10/12/2018	22/01/2019
BA	1105	Apr 2019	27/05/2019	17/06/2019
BCom	1301	Nov 2018	10/12/2018	22/01/2019
BCom	1301	Apr 2019	28/05/2019	17/06/2019
BSc	1506	Nov 2018	10/12/2018	22/01/2019
BSc	1506	Apr 2019	29/05/2019	18/06/2019
BSc	1511	Nov 2018	10/12/2018	22/01/2019
BSc	1511	Apr 2019	29/05/2019	18/06/2019
BSc	1513	Nov 2018	10/12/2018	22/01/2019
BSc	1513	Apr 2019	29/05/2019	18/06/2019
MA	2102	Nov 2018	26/11/2018	21/12/2018
MA	2102	Apr 2019	14/05/2019	24/05/2019

MCom	2301	Nov 2018	26/11/2018	21/12/2018
MCom	2301	Apr 2019	13/05/2019	24/05/2019
MSc	2508	Nov 2018	19/11/2018	21/12/2018
MSc	2508	Apr 2019	09/05/2019	24/05/2019
BCom	1302	Nov 2018	10/12/2018	22/01/2019
BCom	1302	Apr 2019	28/05/2019	17/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal evaluation plays a vital role to map out the overall development of the students. The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by Manonmaniam Sundaranar University. As per the Choice Based Credit System(CBCS) semester pattern, the assessment consists of • Continuous Internal Assessment(CIA) • End Semester Examination (ESE)

Continuous Internal Assessments(CIA) are conducted on a regular schedule for all the students. The schedule for the CIA is made known to the students well in advance and the students are advised not to absent themselves for the internal examinations. Attendance, assignments and seminars are also taken into consideration. The answer scripts are evaluated and distributed to the students within a week after the internal tests. The internal marks of the students is updated online in the exam pro app within the period prescribed by the university. Transparency in internal assessment is ensured by the evaluation of the test papers, quiz, assignments, projects and the results are discussed in the class with the students so that the students can know their standard and they are individually assisted. The students whose performances are unsatisfactory are accounted and special attention is given for their better performance in the university examination. The weightage given for internal assessment of Undergraduate courses are as follows: Average of Best two internal marks : 20 marks Attendance and assignment : 5 marks Total : 25 marks

The weightage given for internal assessment of Postgraduate courses are as follows: Average of Best two internal marks : 15 marks Attendance and assignment : 5 marks Seminar : 5 marks Total : 25 marks

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution frames the Academic Calendar of the Curricular, Cocurricular and Extracurricular activities and uploads it on college website. The adherence is monitored periodically. Our Institution is affiliated to Manonmaniam Sundaranar University, and the University prepares the academic calendar .The academic activities and schedule of examinations are generally worked out based on the academic calendar provided by the University. On the basis of Academic Calendar the college prepares its own academic calendar to carry out the yearly schedule. The course plan for each subject is prepared by the faculties. The objective behind the preparation of academic calendar is that there should be maximum working days to complete the syllabus. At the beginning of the academic year, the University declares the schedule of examination and the same is followed by the institution. The internal examinations are also conducted by the college as per the time schedule directed by the university. The internal assessment test schedule are prepared and communicated to the students well in advance. The pattern, quality and correctness of the question paper prepared by the faculty member for the internal assessment are verified by the Head of the Department. The institution ensures a transparent evaluation procedure for the internal examinations. The internal assessment marks are assessed and evaluated by the course faculty. The marks obtained by the students in three internal assessments are uploaded periodically on the university web portal along with

their attendance. The mark obtained by the students in these internal assessment test are maintained in a separate register in each department. Hence, the institution adheres to the academic calendar for the conduct of various activities related to the students and staff.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.hchsc.com/programmeoutcome.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1105	BA	English Literature	42	41	98
1302	BCom	Commerce with Computer Application	27	24	81
1301	BCom	Commerce	41	38	85
1506	BSc	Computer Science	24	23	96
1511	BSc	Fashion Designing And Apparel Making	23	23	100
1513	BSc	Food Science And Nutrition	25	25	100
2102	MA	English Literature	14	12	86
2301	MCom	Commerce	12	10	83
2508	MSc	Dietetics And Food Management	9	9	100

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.hchsc.com/Student_Feedback.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
One day workshop on Screen Printing by Raja Screen Printers, Theni	Fashion Designing and Apparel Making	29/01/2019
International Seminar on " Cancer : Diet, Life Style Links and Newer Management"	Food Science and Nutrition	08/02/2019
International Seminar on Smart Textiles in Modern Era - SMARTEX FASHION '18	Fashion Designing and Apparel Making	31/08/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	8	5.81
International	Food Science and Nutrition	4	5.5
International	Computer Science	2	5.8
International	Fashion Designing Apparel Making	1	5.87
International	English	1	5.8

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Food Science And Nutrition	9
Fashion Designing And Apparel Making	16
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	11	2	6
Presented papers	20	7	2	0

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swatchh Bharat	NSS And MSME	2	100
Ozone Day Celebration	NSS And Forest Office	2	50
Medical Camp at Arockiapuram	Department of Food Science and Nutrition And Sundaram Arulraj Hospital, Thoothukudi	2	9
May I help You	YRC And Government Hospital, Thoothukudi	2	45
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
Blood Donation Camp	Appreciation award	Government Medical Hospital, Thoothukudi	100
May I Help You	Best Volunteer Award	Thoothukudi Red Cross Society	45

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS of our College And MSME, Thoothukudi	Cleaning and Awareness at the adopted village (Alangarathittu, Thoothukudi)	2	100
Aids Awareness	NSS	Visit to Vidaan	1	3

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the job training	Tally ERP	Sam Academy, Thoothukudi.	18/07/2018	18/10/2018	24
Skill Development Training	PMKVY	National Skill Development Corporation (CSC Computer Centre), Thoothukudi.	23/01/2019	11/03/2019	39
Internship Training	Clinical Dietetics	Meenakshi Mission Hospital, Madurai	21/11/2018	20/12/2018	13
Internship Training	Clinical Dietetics	Dr. Mohan's Diabetic Hospital, Chennai	21/11/2018	20/12/2018	4
Internship Training	Dietetics	Sundaram Arulraj Hosp	18/02/2019	01/03/2019	24

		ital,Thoothu kudi			
On Job Training	Web Designing	Login Tech,T hoothukudi	11/01/2019	11/03/2019	24
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Login Tech	11/01/2019	Promote cooperation and advancement of academic and educational exchange	64
Rajas Screen Printers, Theni	29/01/2019	Purpose of Designing Screens for Screen Printing and providing training to the students	67
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2464000	862421

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS	Nature of automation (fully	Version	Year of automation
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software	or partially)		
Library Management Software	Fully	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4501	1314110	261	84792	4762	1398902
Reference Books	917	139385	40	47107	957	186492
e-Books	0	0	3135000	5900	3135000	5900
Digital Database	14	23870	0	0	14	23870
CD & Video	79	0	15	0	94	0
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	4501	1314110	261	84792	4762	1398902
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Mrs.K.Diviniya	Smocking	Adobe Premier Pro	22/02/2019
Mrs.A.Karoline	Food And Nutrition	Adobe Premier Pro	22/02/2019
Mrs.J.Elizabeth Vijaya	Methods of Data Collection	Adobe Premier Pro	22/02/2019
Mrs.R.Ame Rayan	Number System	Adobe Premier Pro	22/02/2019
Mrs.C.Sathyalakshmi	Classification of CHO	Adobe Premier Pro	27/04/2019
Ms.J.Elizabeth Vijaya	Classification of Marketing	Adobe Premier Pro	27/04/2019

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	71	1	52	1		4	5	1	
Added	7						1		
Total	78	1	52	1	0	4	6	1	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video Camera	https://www.hchsc.com/econtent.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
967000	806106	2132000	1005665

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities. The equipments used for various experiments and analysis are periodically cleaned and maintained by the concerned departments and record is maintained by lab technicians and supervised by HODs of the concerned departments. Library The requirement and list of books is taken by the librarian from the concerned departments and HoDs are involved in the process. Every year in the beginning of academic year, students are given an orientation on the usage of library and the procedure to be followed for the usage of internet and books. Students can access online journals and magazines in the eLibrary. Students must register attendance through scan of Identity card from 8.30 a.m. to 4.00 p.m. To ensure return of books, 'no dues' from the library is mandatory for students before appearing end semester examinations. The proper account of visitors (students and staff) on daily basis is maintained. Classrooms Classrooms are allotted as per the student strength. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other requirements. Adequate in house staff is employed meticulously to maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staff rooms, Seminar halls and Laboratories are cleaned and maintained regularly by Non teaching staff assigned for each block. Wash rooms and rest rooms are well maintained. Dustbins are placed in all rooms, laboratories and in common places. Computers Computers are available according to the strength of the students. A separate lab for the computer science students is maintained. Apart from the computer lab, browsing lab and language lab are maintained for students' usage. Lab assistants maintain the college computers and accessories. Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the next semester.

https://www.hchsc.com/College_Facilities.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	Fee Concession	87	301300
Financial Support from Other Sources			
a) National	Scholarship	39	390000
b) International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Motivation Programme on Interview Skills	26/09/2018	56	ICICI Bank, Chennai
Life Skill Camp	12/10/2018	218	Holy Cross Home Science College, Thoothukudi
Workshop on Android Programming	17/12/2018	46	Login Tech, Thoothukudi
Workshop on Sewing Laboratory Instrumentation	20/12/2018	65	NPK Tailors, Thoothukudi
Orientation on "Moulding the Youth"	04/01/2019	120	Shalom Family Enrichment Mission, Tirunelveli
Workshop on Screen Printing	29/01/2019	40	Rajaas Screen Printers, Theni
Guest Lecture on "Intellectual Property Rights and its Protection through Patent"	06/02/2019	80	KPMG Resource Center
Guest Lecture on "Export Procedures"	21/02/2019	52	ISLF Pvt.Ltd.
Workshop on "Trousseau and Jute Painting"	08/02/2019	45	Mrs.Sankari Arul, Jeyandra School, Tirunelveli
UGCNTANET/SET Preparatory Programme	23/03/2019	120	Holy Cross Home Science College, Thoothukudi
Yoga Day	26/06/2018	463	MSME, Thoothukudi
Bridge Course	26/06/2018	207	Holy Cross Home Science College, Thoothukudi
Orientation Programme on "Go Beyond"	23/07/2018	72	Holy Cross Home Science College, Thoothukudi Programme on "Go Beyond"

Guest Lecture on "Opportunities of Competitive Exams for Graduates"	06/09/2018	23	Bala's IAS Academy, Thoothukudi
Expo on Nutri Healthy Living	07/09/2018	630	Department of Food Science Nutrition
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Bank Coaching	0	64	0	0
2018	NET/SET Coaching	0	8	0	0
2018	Interactive Session on Communicative Skills and Soft Skills	0	218	0	0
2018	Career Guidance on Logistics and Shipping	0	36	0	0
2018	Self Employment Opportunities	0	36	0	0
2018	PMKVY skill development programme	39	0	39	0
2018	Web designing	24	0	24	0
2018	Tally	24	0	24	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
Sundaram Arulraj Hospital, Thoothukudi, South Ocean Logistics Pvt., Ltd. Thoothukudi, Sathya Group of companies ,Thoothukudi , TIC Thoothukudi , ICICI Bank ,Thoothukudi	204	6			
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	UG	Computer Science	Kamaraj College, Thoothukudi.	PG
2019	4	UG	Food Science and Nutrition	Holy Cross Home Science College, Thoothukudi	PG
2019	2	UG	Food Science and Nutrition	Gandhigram Rural Institute, Gandhigram	PG
2019	2	UG	Food Science and Nutrition	Queen Mary's , Chennai	PG
2019	6	UG	English	APC Mahalaxsmi College, Thoothukudi.	PG
2019	1	UG	English	Holy Cross Home Science College, Thoothukudi	PG
2019	3	UG	English	V.O.Chidambaram College, Thoothukudi	PG
2019	6	UG	English	V.O.Chidambaram College of Education, Thoothukudi	B.Ed.

2019	2	UG	English	Annammal College of Education, Thoothukudi	B.Ed.
2019	12	UG	Commerce	Holy Cross Home Science College, Thoothukudi	PG
2019	1	UG	Commerce	St. Mary's College, Thoothukudi.	PG
2019	1	UG	Commerce	Kamaraj College, Thoothukudi.	PG
2019	3	UG	Commerce	V.O.Chidambaram College, Thoothukudi	PG
2019	1	UG	Commerce	Infant Jesus College of Engineering, Kilavallanadu	PG
2019	1	UG	Commerce	Kalasalingam University, Sriviliputhur	PG
2019	1	UG	Commerce	St. Joseph College, Trichy.	PG
2019	1	UG	English	V.O.Chidambaram College, Thoothukudi	M.Phil.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Crossian Estrellas	Institution level	516
Crosscom 19	State Level	34
Heracles 19	State level	97
Muthamil Vizha	Institution level	82
Women's Day Celebration for Parents	Institution level	25
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student council had been very active this year organizing a mixture of events and representing students' outlook to Staff and Management on various issues. The student council of 201819 had a very triumphant year. Elections were apprehended in July 2018 and representatives from all Departments were nominated. The elected four students from various departments were on the student council to facilitate leadership development of the council. The office bearers of the student council were : Ms. M. Nandhini Sivasathiya Chairman III B.A. English Ms.G.Ajitha Vice Chairman II B.Sc. Food Science and Nutrition Ms. A. Glory Hallelujah Secretary III B.Com Batch II Ms.A.Maria pushpam Treasurer II M.Sc. Dietetics and Food Management The role of the college Principal is of vital value in the establishment and process of a Student Council. In supporting the Board of Management in the development of college policy, and in functioning with teachers and parents to execute it at daytoday level, the Principal is centrally placed in all aspects of the institutional operations. The role of VicePrincipal Mrs.C.Sathyalakshmi and Students Coordinator Dr.S.M.D.Mathuravalli channelizes the council members to improvise the actions of council progression. As the Council develops, and instigates to inflate its role, the VicePrincipal and the Students Coordinator with the assistance of the Principal, assists in directing the Council for the development, so as to permit for a productive and purposeful Council through accomplish of several quality circle meetings with the students representatives. The council played a vital role in • Reducing the arrival of latecomers • Inspecting whether the students fetched any electronic gadgets like mobile, cameras etc., • Allocation of work during common functions such as Freshers Day, Teachers Day, Holy Cross Feast, Independence Day, Republic Day, Students Administrative Day, Pongal Day, Seminars, Assembly on Mondays etc., • Periodical Checking whether the students wear ID card habitually • Examining the students wearing leggings, short tops etc., • Made compulsory to wear saree for final year students first Tuesday of every month • Monitoring the students wore helmet and those who were coming in two wheelers and having license. • Assisting the Students coordinator in fixtures of programmes and its sequence to render the programmes for Alumni Meet. • Advising not to waste water and electricity. • Customary inspection of usage of banned plastic materials in the campus The activities of the council did an immense job in systematizing small and large events throughout the year. Internally, the Council poised the necessity of immediate action with the necessary for deliberate decisionmaking. The Student Council was energetically contributed to the development of college policy in a wide range of areas such as behaviour code and extracurricular activities etc. Strong relationships with administrators, faculty, staff and students based on trust and collaboration have allowed the council to accomplish something in view of a wide array of issues.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

87

5.4.3 – Alumni contribution during the year (in Rupees) :

31750

5.4.4 – Meetings/activities organized by Alumni Association :

The concept of alumni association evolved for needs from both the ends, i.e. academicians and professionals, in the aim of building a bridge between college life and career life, so that the fresher graduates are made proactive to face the current challenges of competitive professional world. The Alumnae Meet is conducted every year in order to reconnect with the Alumni and celebrate their success and various achievements. The Alumnae Meet was held on 11th August 2018 at our college campus. The Alumnae of different batches were present in the meeting. o The Alumnae Meet started with an invocation song seeking the blessings of Almighty. Mrs. Gayathri, President of the Alumnae association welcomed the gathering. Mrs. C. Sathyalakshmi delivered the Presidential address and explained the significance of Alumni reunion for the growth of the institution and the individuals of the college. The annual report of the Alumnae Association was presented by the secretary of the association, Dr. R. Anantha Lakshmi. Cultural programmes were performed by the students of our college. Alumnae members also took part in the cultural programmes. As a part of entertainment program, funny games were organised for the audience and prizes were distributed. Alumnae coordinators distributed the Alumni feedback form and collected Alumni opinions through the filled in Alumnae feedback form. The Alumnae also gave suggestions to improve the Alumnae association. They gave proposals in order to improve the strength of the Alumnae. Mrs. R. Tiffany, Assistant. Professor, Department of Commerce, proposed the vote of thanks. The Alumni meet came to an end with the National Anthem. This was followed by a lunch. Alumnae members had a unique opportunity to meet their teachers, peers and juniors. Thus the Alumnae Meet was a very special and memorable one where the alumnae spent their time reminiscing their days in the college campus.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college has created a decentralized structure for decision making where departmental committees interface their decisions with college committees of the staff council. The staff council is responsible for college time table, allocation of cocurricular work, organizing admission, looking after the welfare of students, preparing working guidelines for effective functioning of the college. Under the guidance of the Principal, staff council committees have freedom to formulate their plan and decide execution strategies. The decision of staff council remains final. A report of bi annual activities is presented to the staff council at the end of the session. Internal autonomy is given to the departments to organize field visits, industrial visits, laboratories, research and ethnical institutes, business firms and to organize guest lectures, workshops, National and International seminars. On request from other colleges especially from autonomous college, teaching faculties are deputed to render their service as members of Board of Studies / Board of examination. Books and journals recommended by the departments are subscribed by the librarian and are made available to the faculty and students. The college ensures that the desired objectives are being achieved through the IQAC.

Various committees like Academic Committee, Student Welfare Cell, Examination Committee have been established to facilitate efficient and smooth functioning of the college. The Head of the institution appoints the conveners for various committees and nominates the members of the committee based on the potentials of the staff members. In accelerating the leadership potential, team spirit is promoted and ensure participation of the students is ensured. The college students union plays an active role and involves in various programmes and activities representing the aspiration of the student community. The institution encourages faculty to take leadership of various academic and cultural programmes as convenors of committees and department associations. The institution involves IQAC in the quality enhancement measures of the institution. IQAC formulates, implements and monitors sustainable progress of the institute as a whole. The Alumni association assumes a participatory and contributory role in the development process. The committees carry out the activities taken up and at the end of the academic year, the convenors submit the reports of the work done to the head of the institution which will be published in the college annual magazine. Feedbacks on various aspects of the functioning of the college are obtained from stakeholders to evaluate the efficiency of policy decisions. The management gives its support to conduct the mega events like expo, workshops, seminars with necessary financial assistance. Committees are formed inclusive of student representatives. Senior teachers being the convenors of the committees guide the members in the work.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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 academicians, parents and Alumni by the faculty members (Food Science and Nutrition Fashion Designing and Apparel Making) who are representing Board of Studies from our institution.
Teaching and Learning	Quality 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, 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. ICT

enabled Teaching Learning process was followed for quality enhancement. Bridge course was given to new entrants for a period of one week. Remedial coaching was given daily in the months of March and April on competitive exams and major papers for the final year students.

Examination and Evaluation

The college strictly adheres to the examination schedules prepared and approved by the University. The student's performance is done through internal tests and model examination. The internals marks are uploaded in the online portal of the university. The results are published through the University website and to the students. Students are allowed to apply for retotalling / revaluation of their answer scripts. Supplementary exams are conducted for the outgoing students if they have one arrear in the last semester. The results are discussed with the parents. Department wise results are discussed with the Principal and remedial measures are taken.

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 with three months study leave was given to the research scholar by the management. Remuneration was given for attending seminars / conferences. Appreciation award was given by the management for the achievers which motivates other faculties. IQAC motivated to publish papers in UGC approved/ Peer reviewed Journals. Research Committee organized Workshop on "Application of SPSS" and NET/SLET Preparatory Coaching classes.

Library, ICT and Physical Infrastructure / Instrumentation

The Students are encouraged to use the library and other learning resources such as computers, eresources and WiFi facility 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 teachinglearning material and library resources. In order to increase the

usage of library, Best Library User Award was given to the student and the faculty.

Human Resource Management

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 with three months study leave was given to the research scholar by the management. Remuneration was given for attending seminars / conferences. Appreciation award was given by the management for the achievers which motivates other faculties. IQAC motivated to publish papers in UGC approved/ Peer reviewed Journals. Research Committee organized Workshop on "Application of SPSS" and NET/SLET Preparatory Coaching classes.

Industry Interaction / Collaboration

The students of Food Science and Nutrition Department made a visit to Hotel Singaar International Kanyakumari, Nila Sea Foods Thoothukudi, Aavin Dairy Plant Ruby Agro Private Ltd., Madurai and Parle G, Kappalur. They also organized International Seminar in collaboration with Indian Medical Association, Thoothukudi. The Fashion Designing and Apparel Making Department students visited M/S. NNT Textiles Puthiyamputhoor M/S. Kanyas Spinning Mill Aralvaimozhi. The Department also signed MoU with Rajaas Screen Printers, Theni. The students of Commerce Department were taken to V.O. Chidambaram Port Trust, Thoothukudi. The Department of English visited the Library of Madurai Kamaraj University. The Department of Computer Science signed MoU with Login Tech, Thoothukudi.

Admission of Students

The college has an admission committee with a well defined admission policy. 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. Transparency is followed in admission without any Capital Fee. The focus is mainly to admit first generation learners from local area who are

socially and economically backward.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mrs. C.Sathyala kshmi, Mrs. R.Tiffany and I.Angelin Priya	Workshop on NAAC Reforms: "Outcome based Education - An Overview"	V.O.Chidambaram College, Thoothu kudi	1500
2019	Mrs.A.Karolin, Mrs.R.Ame Rayan, Dr.Ms.J. Elizabeth Vijaya, Ms.S.Revathi Ms.K.Divania	Workshop on EContent Processing and Development	St.Mary's Colle ge(Autonomous), Thoothukudi.	5000
2018	Ms.J.Elizabeth Vijaya	Yoga Training	Arivu Thirukkivil	1000
2018	Rev.Dr.Sr.Mary Gilda Mrs.C.Sat hyalakshmi	National Conference on Counselling Practices in Christian Higher Education	Christ(Deemed to be University), Bangalore	8000
2018	Rev.Dr.Sr.Rubha	Inter National Seminar on The New Vistas in Life Science	Holy Cross College, Trichy.	500
2018	Mrs.S.Guru Shobana	National Conference on "Quality Sustenance in Higher Education Institutions"	Lady Doak Colle ge(Autonomous), Madurai.	1000
2018	Rev.Sr.Sesurani	National Seminar on " Enhancing writing skill for research"	Manonmaniam Sundaranar University, Tirunelveli.	1000
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Stress Management	Nil	14/06/2018	14/06/2018	40	0
2018	Importance of NAAC and its revised Criterion	Nil	20/06/2018	21/06/2018	10	0
2018	Workshop on "Application of SPSS"	Administrative Reforms	14/07/2018	14/07/2018	88	5
2018	Citation Analysis and Digital resources	Nil	16/08/2018	16/08/2018	40	0
2018	Orientation Programme on New Guidelines of NAAC	Nil	17/12/2018	18/12/2018	40	0
2019	Workshop on Econtent Development	Nil	23/02/2019	23/02/2019	47	0
2019	Workshop on "Futuristic Approach Guidelines and Proposal for NAAC"	Nil	25/04/2019	25/04/2019	40	0

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Yoga	1	16/08/2018	18/08/2018	2
NAAC Reforms: "Outcome based Education - An Overview"	3	14/12/2018	15/12/2018	2

National Level Professional Development Programme for Higher Education	1	04/03/2019	09/03/2019	1
E Content development	5	18/03/2019	22/03/2019	5
NET /SET Preparatory Class	1	08/05/2019	19/05/2019	12
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	11		

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF, ESI, Seed Money for Ph.D scholars	EPF, ESI, Fee concession and admission for their wards in our Children Delight Home(PRE -KG), Holy Cross Home Science Matriculation School and college for the eligible wards of employees.	Fee Concession for economically backward students, Food Bank, Book Bank

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

An audit statement is prepared by the office superintendent and submitted to the management. Internal audit was done by the Bursar, Holy Cross Province, Madurai on 10th April,2019. The college conducts regular external financial audits as per the requirement of Government. The Accounts were audited by Mr. M.Parthiban, Sami Rajhu, Chartered Accountant from Trichy on 15th April,2019.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Annai Jewellers,Nila sea foods,Pothys,Ms.Rajalakshmi Ms.Nestlin,Ms.Jerlin Felciae, Andrea, Susanna,Star Health Insurance Mutamizh Hospital,Tvl, Sahaya Matha Church,Tvi,Sathya Technosoft, Mgmt. Contribution, CSC,Mrs.Soundari,Ms.C.Maheswari	128300	International SeminarFood Science and Nutrition,International Seminar -Fashion Designing and Apparel Making,,Intercollegiate Competition Computer Science

[View File](#)

6.4.3 – Total corpus fund generated

15987

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC Coordinator, V.O.Chidambaram College, Thoothukudi	Yes	HOD's IQAC members
Administrative	Yes	M.Parthiban (M.No:26761), Sami Rajhu, Chartered Accountant, Trichy	Yes	Bursar, Holy Cross Province, Madurai

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Volunteer help from parents during academic and cultural activities
- Support from Parents for mentoring students.
- Women's Day celebration was organized with the help of parents

6.5.3 – Development programmes for support staff (at least three)

- EPF,ESI
- Financial support for the education of their children
- Financial support for the marriage of their children

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- ICT enabled teaching learning process
- Career guidance and coaching for competitive examinations
- Publication in National/ International Seminars, Conferences, workshops and UGC Refereed Journals

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Stress Management	14/06/2018	14/06/2018	14/06/2019	40
2018	Importance of NAAC and its revised Criterion	20/06/2019	20/06/2018	21/06/2018	10
2018	Administrative Reforms	14/07/2018	14/07/2018	14/07/2018	5

2018	Workshop on "Application of SPSS"	14/07/2018	14/07/2018	14/07/2018	88
2018	Citation Analysis and Digital resources	16/08/2018	16/08/2018	16/08/2018	40
2018	Orientation Programme on New Guidelines of NAAC	17/12/2018	17/12/2018	18/12/2018	40
2019	Workshop on Econtent Development	23/02/2019	23/02/2019	23/02/2019	47
2019	Workshop on "Futuristic Approach Guidelines and Proposal for NAAC"	25/04/2019	25/04/2019	25/04/2019	40

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Save girl child	11/10/2018	11/10/2018	50	0
Human Rights Protection Act	11/10/2018	11/10/2018	48	0
Recent Social Issues and Rights	10/12/2018	10/12/2018	50	0
Purpose of Human Rights	20/03/2019	20/03/2019	47	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> • 150 tree saplings were distributed to parents on 25th June, 2018. • 200 tree saplings were distributed to the people at Alangarathittu on 16th September, 2018 • Plastic Free Environment Expo on 25th October, 2018 • Anti - plastic Awareness Rally was organised on 25th January, 2019 • Tredichure Fabric bag expo was arranged on 30th January, 2019 • Installation of Solar Panel and lights in College Hostel.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0

Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	16/07/2018	1	Awareness on Cleanliness	Swatchh Bharath	3
2018	0	1	17/07/2018	1	Cleaning the Streets of Alangarathittu	Swatchh Bharath	51
2018	0	1	18/07/2018	1	Cleaning the RC Primary School, Alangarathittu	Swatchh Bharath	51
2018	0	1	16/08/2018	1	Spoken English And Computer Literacy	Education	6
2018	1	1	16/08/2018	1	Ozone Day Celebration	Eco Friendly	2
2018	0	1	23/08/2018	1	Signature Campaign for Road Facility	Public Health	8
2018	0	1	24/08/2018	1	Blood Donation Camp	Public Health	52
2018	0	10	25/08/2018	20	Tuition to School Children	Education	170

2018	0	1	28/08/2018	1	May I Help You	Public Health	45
2018	0	1	30/08/2018	1	Signature Campaign for Sanitation	Public Health	8
2018	0	60	24/09/2018	60	Communicative skills	Education	300
2018	1	0	14/08/2018	1	Awareness Programme	Importance of Breast Feeding	40
2018	1	0	08/10/2018	1	Survey	Demographic Profile	6
2018	1	0	10/10/2018	1	Survey	Demographic Profile	6
2018	0	1	15/10/2018	1	Psychological Motivation	Contribution to disabled children	50
2018	1	0	17/10/2018	1	Awareness Programme	Demonstration on healthy foods	4
2018	1	0	30/10/2018	1	Awareness Programme	Dengue Fever	2
2018	1	0	26/10/2018	1	Plastic Awareness	Eco Friendly	2
2018	0	1	12/12/2018	1	Training on Paper Craft	Entrepreneurship	4
2018	0	1	19/12/2018	1	Christmas Celebration	Contribution to Annai Karunai Illam	20
2019	0	5	10/01/2019	6	Computer Literacy	Education	6
2019	0	1	11/01/2019	1	Free Eye Camp	Public Health	50
2019	0	1	12/01/2019	1	Aari work training	Entrepreneurship	7
2019	0	1	18/12/2018	1	XMas celebration	Contribute gifts	30
2019	0	1	14/01/2019	1	Training on Food Processing	Entrepreneurship	12

2019	1	0	09/10/2018	1	Cleanliness	Eco Friendly	2
2019	0	1	15/01/2019	1	Tree Plantation	Go Green	50
2019	0	1	30/01/2019	1	Training on Woollen Craft Work	Entrepreneurship	5
2019	0	1	06/02/2019	1	Paper Jewellery Making	Entrepreneurship	5
2019	0	1	13/02/2019	1	Silk Thread Jewellery Making	Entrepreneurship	5
2019	0	1	22/02/2019	1	Pot Painting	Entrepreneurship	5
2019	0	1	26/02/2019	1	Medical camp	Public Health	11
2019	0	1	06/04/2019	1	Visit to Vidaan(HIV Positive Children)	Contribution of Stationary Items	4

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Calendar	05/07/2018	College calendar provides information about the vision, mission, goal and objectives of the college, courses offered, vocational training courses offered, details of scholarships and fee structure. It also provides information about various activities of the institution, dates for PTA meeting, academic information such as internals, model exam, commencement of university theory and practical examination.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation Programme on "Go Beyond"	23/07/2018	23/07/2018	72

Orientation On "Reframe"	08/09/2018	08/09/2018	182
Life Skill Camp	12/10/2018	13/10/2018	218
Orientation on "Moulding the Youth"	04/01/2019	04/01/2019	171

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 150 tree saplings were distributed to parents.
- 200 tree saplings were distributed to the people at Alangarathittu
- Plastic Free Environment Expo
- Anti - plastic Awareness Rally
- Jute bag expo - Tredichure

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Eco Friendly Campus 2. Community Reach Out Programme

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.hchsc.com/Best_Practices.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The core objective of the management is to impart quality education to the poor, needy and deprived section of the society, enable and empower through education and bring them into the mainstream of the society. Our institution seeks to infuse knowledge through curriculum, attitudes through cocurricular activities life skills and human values through extension activities, so that the young students bloom into well rounded personalities, perfectly equipped to shoulder the responsibility of building a new India free of caste, creed, poverty perjuries and differences. The institution gives due weightage to academic programmes, co curricular and extracurricular activities. The academic designed by the university help the students, to enhance and empower the knowledge base of the student. The focus is on the recent trends in scientific and cognitive fields. As a part of value addition to the course, the institution offers several VTP (Vocational Training Programme). The institution's vital motto is to strengthen the inner potential and over all development of the students. The curriculum help to develop their intellectual skills, the moral classes focus on spiritual growth and the value added courses on employable skills. Spiritual and ethical values are imparted through orientation programme, retreat, wardmentor, moral science classes, personal counselling. Intellectual values are inculcated through Guest Lecture, Field Visit, inplant Training programmes, workshops, internship training seminar and conference. The college stands on the core values of nationalism and commitment of social values and integrity. Thus the college motivates the students to become lifelong learners by enriching the specific professional competence of faculty through enrichment programs. The college makes conscious efforts to develop the healthy relationship with its stakeholders normally students, parents, alumni and college development council. Our college follows transparency in admission. Priority is given to the socially and economically backward students by means of fee concession. If they are hosteller, hostel fee concession is also given. Slow Learners are identified through internal exams and remedial measures are taken for the improvement of their studies. Food Bank was launched and lunch was provided to the economically backward students by the volunteers. Student coordinator and union members actively involve

themselves to find out students and provide food to them, Book Bank was started to provide notebooks, textbooks and stationery to the needy students.

Departmentwise book bank is also present in which students borrow books from the Department and they return back after the semester exams. Capacity building programmes such as life skill camp, on the job training, career guidance programme, programmes on soft skill and special training programme(in their subject and also on competitive exams in the month of March and April) were given to outgoing students. Excellence is also promoted by honoring the deserving students, faculties with awards and providing scholarships to the needy and meritorious students.

Provide the weblink of the institution

https://www.hchsc.com/Institutional_Distinctiveness.php

8.Future Plans of Actions for Next Academic Year

Future plans of the institute are primarily aiming at scaling the intellectual environment of the institute. This includes aiming at inducting a better quality of students, faculty and intellectual output. The future plan for the next academic year will be focussed on a prioritybased approach to fulfil NAAC recommendations as far as possible. Some of the future plans of the institution are as follows. The institution has intended to start research centres for Commerce and Food Science and Nutrition departments. In view of perking up the research activities in the institution, it has planned to establish Incubation centre for the benefit of the faculties and scholars. The institution has been continuously encouraging the faculties and departments to apply for UGC funded seminars/ workshops, major and minor projects thereby aiming at increasing the intellectual output of the institution. To address the requirement of better quality of students, focus will be on motivating the students to enroll themselves in online courses - one per semester. The staffs are also encouraged to apply for online courses. The college has also planned to register the institution as a local chapter for the online courses. In order to improve the make the students compete in a competitive and challenging world, vocational training programmes are offered for all the students. Certificate/ diploma and advanced diploma courses will be offered to make students employable in the competitive world. We plan to improve the ratio of PhD faculty members keeping in view the requirement of accreditations. Restructuring of committees and delegation of responsibilities is executed for the better accomplishment of tasks, greater involvement of all associated stakeholders, improving overall academic performance of the students, widening of their career options by better and professional courses and overall integrated development of the institution leading to greater empowerment of its students will be essential part of the future plan of the institution.