



## **YEARLY STATUS REPORT - 2020-2021**

### **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 its own campus? **Yes**
- Phone no./Alternate phone no. **04612328295**
- Mobile no **9486011639**
- Registered e-mail **hchomesciencecollege@gmail.com**
- Alternate e-mail **hchsc2017@gmail.com**
- Address **52,New Colony,**
- City/Town **Thoothukudi**
- State/UT **Tamil Nadu**
- Pin Code **628003**

##### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Urban**
- Financial Status **Self-financing**

- Name of the Affiliating University **Manonmaniam Sundaranar University, Tirunelveli**
- Name of the IQAC Coordinator **Mrs.C.Sathyalakshmi**
- Phone No. **04612328295**
- Alternate phone No. **9442759144**
- Mobile **8903431849**
- IQAC e-mail address **iqac.hchsc1975@gmail.com**
- Alternate Email address **sathyalakshmimurugan@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[http://hchsc.com/holy/entry/PDF/aqar\\_report.pdf](http://hchsc.com/holy/entry/PDF/aqar_report.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.hchsc.com/pdf/Academic%20Calendar%2020-21.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.33</b>	<b>2009</b>	<b>13/06/2009</b>	<b>14/06/2014</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.40</b>	<b>2017</b>	<b>22/02/2017</b>	<b>21/02/2022</b>

**6.Date of Establishment of IQAC**

**01/07/2008**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year 18**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

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

**Maintenance of Department Academic Calendar**

**Organised Skill Edge Programmes for students and FDP for faculty in collaboration with ICT Academy**

**Awards received by staff for their achievements**

**Organisation of various activities regarding awareness about COVID-19**

**Publication of Books and Contribution of Chapters by faculty members**

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Submission of AQAR	Submitted for the year 2019-2020
News Letter	Twice Per Year
Periodical Academic Audit	Internal & External Audit : One per year
Faculty participation in Professional Development Programmes	Participated in 45 Programmes
Encouraging faculty for more number of publication in journal	Publication in Scopus : 4
Motivation to receive Awards	5 Faculty members have received awards
Encouragement to Publish Books by faculty members	4 Faculty members have published books
Encouragement to Contribute Chapters by faculty members	6 Chapters have been contributed by staff

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	28/12/2021

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

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• Pin Code	<b>628003</b>
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• IQAC e-mail address	iqac.hchsc1975@gmail.com				
• Alternate Email address	sathyalakshmimirugan@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://hchsc.com/holy/entry/PDF/aqar_report.pdf">http://hchsc.com/holy/entry/PDF/aqar_report.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.hchsc.com/pdf/Academics-Academic%20Calendar%2020-21.pdf">https://www.hchsc.com/pdf/Academics-Academic%20Calendar%2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
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Cycle 1	B	2.33	2009	13/06/2009	14/06/2014
Cycle 2	B	2.40	2017	22/02/2017	21/02/2022
<b>6.Date of Establishment of IQAC</b>		01/07/2008			
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>		Yes			
• Upload latest notification of formation of IQAC		<a href="#">View File</a>			
<b>9.No. of IQAC meetings held during the year</b>		18			

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Maintenance of Department Academic Calendar		
Organised Skill Edge Programmes for students and FDP for faculty in collaboration with ICT Academy		
Awards received by staff for their achievements		
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	28/12/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	13/02/2020
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	



<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1	8
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	696
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	407
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	179

Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	38
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	3
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	15.56
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	81
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Each department in the college develops an action plan for each academic year to implement curriculum delivery effectively in college campus. The following steps are taken for effective curriculum delivery and documentation:

**1.Academic Calendar:**

Based on the decisions arrived at the departmental meetings, the academic calendar for each year was prepared. These department-level academic calendars were synchronised to make the institution's academic calendar.

**2.Assessment of workload:** A projected workload for the semester is informed to the administration and the administration, in turn, assessed the need for adequate or additional teaching and non-teaching staff in terms of number and facilities and appointed new staff.

**3.Course Distribution:**Distribution or rotation of courses is based on the teaching experience and the area of specialisation of the faculty once in three years and on the revision of syllabi.

**4.Accountability:**A course is allotted exclusively to a faculty for accountability.

**5.Time Table:**The departmental time- table is finalized by Head of the respective departments in consultation with the faculty and submitted to the Principal.

**6.Course Plan:** In the beginning of each semester, the semester course plan is prepared by the concerned teacher and reviewed by the respective head and the principal of the college.

**7.Curriculum Delivery Note:** This note provides information about the daily delivery of the curriculum to the students. The class representative records the topic covered every day. This is verified by the staff handling the particular subject.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE) . The institution follows the university syllabi and the ESE are conducted by the

affiliating university. However the institution has initiated various changes and reforms in the CIA.

(i) Assignments were submitted online to the respective teacher's mail;

(ii) All CIA tests were conducted online in Microsoft Teams;

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

500

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates into its curriculum cross cutting issues relevant to professional ethics, gender, human values and environment and sustainability. The syllabi of all the undergraduate programmes have Environmental Studies in Semester I, ValueBased education in Semester II, Yoga in Semester III and Personality Development in Semester V. All these papers are common

papers. Apart from these, the institution has moral and ethics classes at the institution level for all programmes. B. A. English has a paper titled "Women's writings" in Semester V. M. A. English, M.Com & M.Sc. DFM have research ethics included in its curriculum in paper titled "Research Methodology" in Semester V.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

253

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://hchsc.com/holy/entry/PDF/Feedback%20Parents%20&amp;%20Alumni%2020-21.pdf">http://hchsc.com/holy/entry/PDF/Feedback%20Parents%20&amp;%20Alumni%2020-21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://hchsc.com/holy/entry/PDF/FEEDBACK%20ON%20CURRICULUM-converted.pdf">http://hchsc.com/holy/entry/PDF/FEEDBACK%20ON%20CURRICULUM-converted.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

300

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The admission process is done according to the norms of the University and the students are categorized on the basis of their learning levels to implement effective and efficacious teaching - learning strategies on the basis of students learning. The learning levels of the students are assessed by a preliminary test in order to identify the slow learners and advanced learners.

**Orientation Programme:** Orientation programme is held for all the students once a semester. It is organized either in department level or Interdepartment level to motivate the students both academically and spiritually.

**Students Induction Programme:** This helps the students to adjust and feel comfortable in the new surrounding. For this programme we prepare a schedule with course module and skill development training programme in order to give a happy environment in the college premises.

**Slow Learners:** By monitoring the students performance in the pre and post test during the bridge course, Student Induction programme and by their marks in the Internal examination the students are categorized into slow learners.



- They have remedial coaching, retest, Peer learning with a leader, the students are given training to get higher grade in the post coming examination.
- Parents teachers Meeting is organized to communicate the performance of the students to parents regularly.

#### Advanced Learners:

- Certificate course are offered to them other than their regular core paper to impart additional knowledge to them.
- Students are encouraged to participate in Inter-collegiate competitions, National and International Conferences/ Seminars/ Workshops/MOOC, NPTEL and to present research papers.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1SAeP78ZjN_Kh82c8JXslV_dYizV8sEvu/view?usp=sharing">https://drive.google.com/file/d/1SAeP78ZjN_Kh82c8JXslV_dYizV8sEvu/view?usp=sharing</a>
Upload any additional information	No File Uploaded

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
696	38

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students centric methods such as experiential learning, Participative learning and problem solving methodologies are used for enhancing learning experiences.

The Institute along with the traditional lecture method uses various student centric pedagogical techniques for an effective teaching learning experience and improved learning outcomes for students.

### Experiential learning techniques

Students from different department are made to complete research based projects relating to their subjects and such projects help them to develop their research aptitude. There are group assignments and group projects to enhance various technical skills that help the students to gain more knowledge on subjects. Various workshops and training programmes related to their subjects is given to the students to enhance their practical knowledge.

Students learn practical industry related skills with internships. They are taken to various industries and companies as field visits to understand the working of organization and to attain professional skills.

### Participative Learning Techniques

To inculcate the participative learning and to improve communication skills, Role play, Power point presentation contest, celebrating important days related to their subjects, debates and group discussion are conducted for students in order to generate new ideas and to improvise presentation skills and reasoning creativity.

Technical exhibition is conducted to make students understand the theoretical concepts and practical knowledge on various subjects.

### Problem Solving Techniques

There are business quiz and business games conducted online for developing logical reasoning and problem solving skills. For this, Students make use of online platform like Google Classroom, Micro soft Teams to enhance their knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://drive.google.com/file/d/1lA6Zqo7t-HbIo6-FnVMNtw7TOZUXumOn/view?usp=sharing">https://drive.google.com/file/d/1lA6Zqo7t-HbIo6-FnVMNtw7TOZUXumOn/view?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution has a significant concern for providing state-of-

the-art infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher centered to student centric. Not only mastering ICT Skills, but also utilizing ICT to improve teaching and learning is of utmost importance for teachers in performing their roles.

Keeping in mind the importance of ICT, E-Learning environment is created in the class rooms with well-equipped Smart boards, LCD projectors, Audio-Visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Microsoft Team, Google Classroom, streamlined, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc.

To attain in competence, faculties record and upload lectures, practicals on You tube channels and classroom.

Faculties and students are enrolled for E-Learning courses like NPTEL and Swayam to cope with updated technologies. To make teaching more effective, the resources from NPTEL are also used in sessions to enhance the learning experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

245

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The CIA schedule is drawn at the beginning of each academic year and given in the annual academic calendar. It is also displayed in the department notice boards. Changes, if any, are informed to the students through the notice boards and WhatsApp groups. The 3 internal assessments are scheduled in a such a way that they cover the entire syllabus of each paper in a balanced way. The portion for each internal assessment is fixed uniformly for all the programmes. The internal assessment pattern follows the university CIA pattern. After the assessment students are given their answer scripts in their classes to be checked and returned. Grievance, if any, are rectified immediately in a transparent manner. The marks are entered in a register and students sign the register after ensuring its validity and accuracy. Parents are directly informed of the internal assessment marks in the PTA meetings.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Grievance Cell deals with grievances in the internal assessments also. However, there have been no grievances received so far, because CIA grievances are dealt with in the classrooms immediately when students receive their assessed answer scripts in the classes.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes and Course Outcomes are given to the students through the collegewebsite. There are links to these outcomes in each department web page. Since the institution follows the university syllabi, the Programme Outcomes and Course Outcomes are drawn by the respective Board of Studies. The outcomes are a balance of theory and practical inputs. They are employment oriented and skill based.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The level of attainment of POs , PSOs and Cos are assessed by the internal assessments and the EndSemester exams. The employment of our students in various sectors also indicates the attainment of these outcomes. The alumni also offer their feedback on the efficacy and attainment POs, PSOs and Cos. Many of our students opt for higher studies and this also indicates the attainment of the outcomes. The outgoing students of all the programmes offer their evaluation of the outcomes in their feedbacks.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

179

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf">http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://hchsc.com/holy/entry/PDF/STUDENT%20SATISFACTORY%20SURVEY-converted.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

1.33

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

0



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created a research committee through which the initiatives for innovation are carried out. The institute has constituted a research committee to facilitate and monitor research activities in the college. The Research committee facilitates and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.

The career guidance and placement cell was established for collaborative activities in areas of training and research and to arrange guest lectures and campus interviews. The college has also constituted Entrepreneurship Development Cell (EDC) for empowering students.

The institute also took the initiative of organizing awareness program on environmental issues, self defence awareness programme for girls for their personal safety and security. IQAC and the respective departments also organised various programmes for



**creation and transfer of knowledge**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year****3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various activities involving students are carried out in the Institute with the goal of raising awareness about various social concerns and boosting community engagement for holistic development.

- On 3rd March 2021 Mrs. K.Rosy delivered speech on "Iodine Deficiency" for Women in Boldenpuram, Thoothukudi.
- On 8 th March 2021 Ms. Maria Rethina Sheeba highlighted the topic on "CHOOSE TOCHALLENGE" for Women in in Boldenpuram, Thoothukudi.
- The Department of Computer Science designed and developed a solar-powered sanitizer-cum-thermo scanner for detecting Covid 19 patients.
- The Department of Food Science and Nutrition made a hand sanitizer with natural ingredients and distributed them free of cost to the public in markets and civil supplies outlets.
- The Department designed a mask sanitized with natural anti-

bacterial ingredients.

- The Department of Commerce made a home-made steam inhalation powder with natural ingredients and distributed them free of cost to the public.
- The Department of Food Science and Nutrition prepared a pamphlet on a one week menu for Covid 19 patients who are also diabetic. The pamphlets were distributed to patients in various hospitals and the public.
- The Department of Food science and Nutrition conducted an awareness programme on Covid 19 at their adopted neighbourhood.
- The Department of Computer Science conducted various inter collegiate competitions on Covid 19 titled "Stay Home - Stay Safe".
- The volunteers of NSS and YRC prepared shot awareness videos on Covid 19 and uploaded them on Youtube.
- The Alumni Association conducted a medical camp cum counselling programme on "Risks of Covid 19 for Diabetic Patients".

File Description	Documents
Paste link for additional information	<a href="https://www.hchsc.com/lock-down.php">https://www.hchsc.com/lock-down.php</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs ) during the year

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

110

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

7

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Holy Cross Home Science College Thoothukudi, established in 1975, is subjugated by the society of the sisters of the cross of chavanod, Madurai province. The college is affiliated to Manonmaniam Sundaranar University, Tirunelveli. It was reaccredited with 'B' grade by NAAC.

Holy Cross Home Science Institution started its operation in a rented building situated at Thoothukudi Circle. The vision and mission of the college is to offer quality education. This motivated and made us to establish a "Holy Cross Campus" with all modern amenities at New Colony Thoothukudi.

Institution plans its activity calendar including, seminars, workshops and other co-curricular activities and also monitor the proper utilization of infrastructure in terms of classrooms, laboratories and seminar halls. As we have UG and PG courses with semester system, throughout the year the classes and other activities are maintained with a monthly activity schedule for ensuring utilization of college facilities. The existing infrastructure is utilized to the maximum extent and has resulted in number of research publication in Peer Reviewed journals, 10 of the teaching staffs have completed their Doctoral Research work, many workshops have been conducted for the benefit of our own students as well as for the students and teachers of other colleges/institutes. These are the ways the college ensures the optimum utilization of the available infrastructure in the above said lines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1Vh3EeSfcq-mEaNSLS4nxwQOx4Y9jjKKe?usp=sharing">https://drive.google.com/drive/folders/1Vh3EeSfcq-mEaNSLS4nxwQOx4Y9jjKKe?usp=sharing</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College provides facilities for students and staffs to play Throwball, Volleyball, and Football. Physical director offered Fun games, Heritage games, Kabaddi and kho-kho. Yoga has been trained for staffs and students. Hostel is equipped with indoor games facilities. Annual Sports Meet is conducted. Students are motivated to participate in the inter-collegiate as well as intra-collegiate sports tournaments. Students are officially permitted whenever they have to attend tournaments at University and State levels. We conduct test for students by re-scheduling the time table who are unable to attend regular internals due to sports and cultural events. Additional lectures are also conducted for student if they miss classes due to their participation in Sports activities. The activities of the NSS wing in the institution is coordinated by faculty members and various activities are planned through NSS throughout the year. The programmes include awareness programmes in camps, blood donation, activities in old age homes, conducting public awareness programmes etc. Every year, special lectures and talks are arranged on topics related to health, hygiene, yoga and safety for the benefit of the students and

staffs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://hchsc.com/smartclass.php">http://hchsc.com/smartclass.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.90

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)



Yes, The Library is automated using Integrated Library Management System. The Library has an Advisory Committee constituted with Principal as the Head, Chief Librarian and a Convener with the major responsibilities include-

- Maintenance and development of Library Resources for optimal utilization.
- Improving facilities of the Library to create student friendly learning atmosphere
- Intents and purchase of books and other reading resources for the Library and maintenance of library infrastructure.

We have the library software since 2012 and it has fully automated from 2017 to 2018 onwards, in the form of version of 2.0.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

1.04



File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

45

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

A computer lab with Wi-Fi facilities is setup in the college. Total of 52 computers are connected to the network and they are free to use throughout the working hours. Staffs and students can avail the facilities and Wi-Fi network that is available. In each staff rooms there is a computer for the use of teachers to prepare computer teaching aids. We also have a collection of CD, ROMs having animations and teaching materials covering various subjects for the use of teachers. The entire computer aided teaching aids like power point presentations, e-materials are compiled into CDs and maintained in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

81

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.61

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### **Maintaining:**

(i) The annual budget of the institution provides sufficient funds for maintaining and repair of all infrastructure.

(ii) The computers are checked in the beginning of every academic year and this service has been outsourced to Dil Computers,

Thoothukudi. This agency also attends to any need-based calls.

(iii) All the equipment and machines are checked and serviced by the suppliers once a year.

(iv) The buildings are whitewashed once in two years.

(v) Apart from these regular service and maintenance, all needs are attended to on need.

(vi) All departments have exclusive cleaning staff.

#### Utilisation:

(i) The laboratories of the Department of Fashion Designing are used for teaching a one year certificate course in Dress Designing for the public.

(ii) The laboratories of Computer Science are used for teaching basic computing skills, web designing, Flash, Photoshop and Pagemaker.

(iii) The laboratories of Food Science are used to teach baking and food processing for our students.

(iii) The language lab is used for teaching Hindi, French and Spanish and basic speaking skills to our students.

(iv) The Browsing Lab is used for teaching Tally for Commerce students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

80

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	<a href="http://hchsc.com/holy/entry/PDF/Capability%20enhancement%20Programme.pdf">http://hchsc.com/holy/entry/PDF/Capability%20enhancement%20Programme.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

268

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

56

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

(i) There is an elected Student Council with elected representatives from all classes and the following office bearers  
(a) Chairperson (ii) Vice Chairperson (iii) Secretary (iv)

**Treasurer.**

(ii) The Student Council Chairperson and Secretary are members of the IQAC.

(iii) Student representatives are members of all the department associations.

(ii) Students are represented in the Discipline Committee.

(iii) Student are represented in the Anti-Ragging Committee

(iii) The Student Council chairperson and the secretary are members in the Grievance Cell.

(iv) A Student Advisory Committee has been formed to work along with the faculty in all the committees.

(v) Student representatives are members of the Library Advisory Committee.

(vi) Student representatives are members of the Hostel Committee.

(vii) The office bearers and the class representatives are members of the Quality Circle Cell that reviews and evaluates the campus activities every month.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Since it was the pandemic period the activities of the Alumni Association was limited.

(i) The annual alumni meet which is scheduled on the second Saturday of every August was not held this year.

However, the Alumni Association organised a few programmes during after the pandemic restrictions were partially lifted.

(a) The Alumni Association of our college sponsored and conducted a one-week webinar (from 20th July, 2020 to 25th July, 2020) on "Effective Life Skills - Empowering Youth For Success" for the outgoing students and the public.

Date

Topic

Resource Person

20.07.2020

Eating Smarter

Mrs. V. Parameswari

21.07.2020

To Transform Waste into Wealth

Miss. Ruzaina Sulthana

22.07.2020

Improving Self- Esteem

Miss. Kanaga Valli

23.07.2020

Tactics to Rewrite the Future of Business

Dr. R. Anantha Laxmi

24.07.2020

Internet of Things

Miss. M. Madhu Bala

25.07.2020

Precautionary Measures to be taken by people with Diabetes and Diet Management during COVID.

Dr. Aarathy Kannan

Mrs. P. Suganya.

The Alumni Association organised a "Health Awareness Programme and Medical Check Up Camp" for staff on 6th February, 2021 at the college premises. General health check-up, blood pressure testing,

blood glucose testing and neuropathy damage were conducted and medical advice was offered. Dr. Manikandan of Sundaram Arulrhaj Hospital provided the counselling to the staff after their health. Dr. Aarathy Kannan, Physician and Diabetologist of Sundaram Arulrhaj Diabetes & Lifestyle Center, offered specialist advice for diabetes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission statement of the college clearly defines that it addresses the needs of the society by imparting higher education to the womanhood from diverse rural demographics with the objectives of empowering them with knowledge, skill and leadership quality. The vision of the college is to produce highly competent, socially conscious and committed individuals with enhanced employability skills.

As a self-financing institution, the college was managed by the Governing Body comprising of Secretary, Principal, Teachers' Representatives, Administration Representatives, Management representatives and a University Nominee. The strategic plan, research policies, recruitment and other academic and administrative proposals are scrutinized by the body and recommended for approval by the management. IQAC works constantly to maintain quality parameters in teaching, learning and evaluative processes.

The governance is decentralized for better management. All the

academic, research and administrative activities are planned, implemented and monitored by the members at various levels of hierarchical structure on the basis of University Regulations and management policy guidelines by ensuring continuous quality improvement. The representation of students in various Functional Committees/Clubs/Cells ensures the enthusiastic participation of students in all events.

File Description	Documents
Paste link for additional information	<a href="https://www.hchsc.com/history.php#vision">https://www.hchsc.com/history.php#vision</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows a decentralised, participatory management in all aspects. The roles are well-defined and spelt out. At appropriate places all the stake holders (management, staff, parents, students, alumni and industry) are represented.

- The institution has full financial autonomy.
- The College Management prepares an annual budget and presents it to the Provincial and the budget is approved.
- There is an annual internal audit and an external audit.
- There is total transparency and accountability at all levels.
- The annual income-expenditure is presented to the staff in the Annual General Body meeting.
- The staff are represented in the College Management Committee as follows:

Two teaching faculty and of them 1 is a Dalit;

The office superintendent

A nominee from the affiliating university

- The College Council has the following members:

1. The Principal
2. The Vice Principal
3. All the heads of the departments
4. The Staff Secretary

## 5. The Office Superintendent

- Discipline and Anti-Ragging Committee
- The IQAC includes the management, staff, industry and Alumni

Each department has been provided with financial and administrative autonomy.

The hostel has its own committee that administers it. The hostel committee also has student representatives.

All committees and associations include student representatives along with staff representatives.

The institutional scholarships are awarded irrespective of any discrimination. The awardees are decided exclusively on the basis of their economic need and social status. The awardees are chosen according to laid-down guidelines and there is no interference of anybody in this regard.

No decision is taken unilaterally.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College Management believes in setting up perspective plan for excellence in academic and infrastructural development. This is drawn in the form of long term and short term goals in different aspects of college functioning. These perspective plans are reflected in the annual action plans.

- In response to the COVID-19 pandemic, teachers were provided training to use various online platforms to adapt to the virtual classroom. Students were motivated to participate in webinars, e-lectures, symposia and e-quizzes.
- Induction programme for freshers serves as the best platform to communicate the process of evaluation to the parents and students to enhance the need for strict adherence to the

stipulations.

- During the COVID-19 pandemic all examinations and assignments were conducted through online mode.
- Faculty members are encouraged and facilitated to attend State, National and International level webinars, conferences, symposiums and workshops, professional development programmes like Orientation Programmes, Refresher courses, Short Term Courses, Faculty Development Courses organised by various institutions for acquiring necessary skills for effective delivery of the curriculum and to upgrade and enhance the academic environment..
- The College also organizes various lectures and Workshops to promote research activities.
- To promote collaborative research, the Department of Food Science and Nutrition had signed an MoU with Fisheries College, Thoothukudi. The Institution also instigates the faculty members to apply for major and minor research projects and to serve as Reviewer for journals.
- To develop various skills among students MoUs are undertaken with industries for research projects, consultancy, placement, internship, and in- plant training.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administrative set up of the institution is well established and structured. The Provincial president is the Head with all the authority and the congregation of the sisters of the Chavonod (Province of Madurai) is endowed with the esprit de corps. Then the secretary and the Principal has the overall academic control and authority. The Vice-Principal takes the charge in lieu of the Principal when in need. Then comes the University Nominee and Management Representatives followed by the Staff Representatives and office Superintendents who in turn takes charge over the faculties, Staff and Non-Teaching Staff. The Department Heads, the administrative Staff, the Stake Holders, the Utility Workers and other Supporters all come under Participative Management. The

college has an integrated academic management system and comprehensive tool for faculty, students and administrators to overcome the challenges in the process of admission and post admission. The entire admission process was proposed to be digitalized with the tool that is an online platform. It offers comprehensive management of all aspects from registration of the required course by the students with details of faculties, allocation of course to faculties, uploading of time table, workload, timetable etc.

File Description	Documents
Paste link for additional information	<a href="https://www.hchsc.com/rules-and-regulations.php">https://www.hchsc.com/rules-and-regulations.php</a>
Link to Organogram of the institution webpage	<a href="http://hchsc.com/holy/entry/PDF/6-2-2Organogram.pdf">http://hchsc.com/holy/entry/PDF/6-2-2Organogram.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college undoubtedly believes that the teaching and non-teaching staffs play a vital role in the institution's progress. The welfare facilities and services provided at the workplace become essential for the continuous improvement in the work



environment. The institution implements several policies that support the welfare of the teaching and non-teaching staffs, for faculty enrichment purposes, for nurturing a competitive and thriving academic environment. The institution provides various welfare measures for staffs which are as follows:

#### Teaching

- The institution has a mandatory provision of Employees' Provident Fund for all the employees
- Employees' State Insurance Corporation facility
- Fee concession for the children of Staff members in Holy Cross Home Science Matriculation School and in College.
- Medical Leave and Maternity Leave with salary
- On-Duty leave is given for attending orientation programmes/refresher courses/workshop /Seminar/Conference, etc.
- Supporting Funds to attend Seminars /Conferences
- The achievement of staff is appreciated in the form of felicitations.
- Seed Money for Staff pursuing Ph.D
- Financial support is provided for publication of books by staff
- 50% Reimbursement of Research Paper Presentation/Publications
- All the non-doctoral teaching faculties are encouraged to get enrolled for Ph.D. program.

#### Non Teaching

- Employees' Provident Fund
- Employees' State Insurance Corporation
- 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.
- Marriage Allowances

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing">https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing</a>
Upload any additional information	No File Uploaded

#### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops



and towards membership fee of professional bodies during the year

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisal system forms an important mechanism for quality enhancement. Students are the major stakeholders in the teaching learning process. The College also conducts online student satisfaction survey based on teaching learning and mentoring process which is consolidated and uploaded on College website. In case of teaching staff, the feedback of all the faculties covering all the classes and subjects taught by them is taken from the students in both the semesters. The online feedback on teachers is taken on a rating scale that includes aspects such as adopting different teaching methods, subject knowledge, coverage of syllabus and clarity of explanation. This feedback is then submitted to the Head of the Institution.

Faculties also submit a self-appraisal form on an annual basis. An appraisal form is designed by the institution and circulated to all the staff members. Each teacher is assessed on the basis of teaching methods adopted in class, innovative teaching pedagogies, committee work, contributions made by the teacher in the administrative system of the institution, curricular, co-curricular, and extracurricular as well as research activities every year. The Self-appraisal form is then reviewed by the Principal and IQAC. Management also conducts performance review meetings regularly.

The Heads of departments also examine and submit the individual appraisals for each staff and submit their recommendations on the potential areas of improvement of each teacher to the Principal.

Thus, the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the faculty members.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing">https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Yes. The institution conducts an annual internal audit and an annual external audit regularly.

The internal audit is conducted by the Bursar of the Congregation that runs the institution i.e. the Bursar, Holy Cross Provincialate, Madurai.

The external audit is conducted by a chartered accountant (Sami and Rajhu, Chartered Accountants, Trichy) who is assigned this responsibility.

The annual budget and the audited statement are presented before the staff in the annual General Body meeting.

There is total transparency and accountability at all levels of the management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College has a well-functioning mechanism for mobilization of funds and best utilisation of resources. The Planning Board constituted by the members of management has the responsibility for planning, implementing and supervising the fundraising activities of the college. The committee evaluates the requirements of the departments and other forums for the allocation of funds. The budgetary provision for academic and administrative activities is planned at the beginning of financial year by the Planning Board.

The major sources of revenue are:

- Fees collected
- Donations from the Provincialate

During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the management, the budget is revised on the basis of requirements and priorities of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes at the beginning of every academic year. IQAC frames an action plan and ensures its proper implementation for overall development of the students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal. The contributions made by IQAC are

- Faculty Participation in Professional Development Programmes - 45 programmes
- Publication in SCOPUS indexed journals by faculties :4
- Book Publication by Faculty: 5 books
- Awards received by Faculty: 5
- Chapter Contribution by Faculty: 6
- MoU signed with Fisheries College
- Periodical Internal & External Audit : Once per year
- News Letter -Twice Per Year & Magazine - Once per year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operation and learning outcomes at periodic intervals through IQAC set up as per norms. The Institution continuously reviews its teaching-learning process, structures & methodologies using Assessment and Attendance Records as one of the tools by which teaching plan for the semester is effectively implemented by IQAC. It covers the attendance of students, consolidated internal marks and topics covered. The Course delivery Plans and systems are analyzed and approved by the Heads of the departments. Timetable, Attendance, Topics covered with actual date, Internal split up marks for assignment, seminar and result analysis in internal and semester examinations is strictly followed by the teaching faculty members. Necessary actions are taken for the failures and the absentees in the internal and semester examination. Record are maintained for the completion of practical experiments. Monthly course delivery performances, Total contact hours for completion of syllabus are recorded and reviewed

periodically by the IQAC, Head of the Department and finally by the Principal. Through these measures the teaching learning process has been improved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf">http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution oversees gender-related issues, organising talks, awareness programmes, and workshops on women's rights, breast cancer, legal ramifications of discrimination, self-defense, Health and Hygiene of Young Girls, Developing Psychological and Mental Strength, and competitions on relevant issues through various clubs throughout the year to promote gender equity and



sensitization. Gender equity and women empowerment

on11/01/2021, International Women's Day and Students Administration Day on08/03/2021 and Child Labor Awareness on10/12/2020 are some of the programmes organised.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1wiMsYLN5oMNE3juVkuOcZXx1fMp-t92e/view?usp=sharing">https://drive.google.com/file/d/1wiMsYLN5oMNE3juVkuOcZXx1fMp-t92e/view?usp=sharing</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Environmental Consciousness:**

(i) The campus is a green campus with a lot of trees and plants

(ii) Plastic-free campus

(iii) Celebrating occasions such as World Environment Day, World Ozone day, etc.

(iv) Insisting students to use bicycles instead of mechanised two wheelers;

(v) Paperless communication is encouraged and the institution is

moving towards digital and online accounting.

(vi) Rain water harvesting is done;

#### Waste Management

(i) Solid waste is separated as biodegradable and non-biodegradable and collected by the municipality.

(ii) Biodegradable waste is converted into vermicompost

(iii) There is closed drainage system for draining waste water into the municipal sewage system

(iv) Trash cans are placed in all classrooms.

#### Liquid Waste management:

The campus is a zero-discharge campus, which means that no water is dumped outside of the site since the treated water is utilized for gardening.

#### E-waste management:

Electronic devices and items are used to their full potential. By repairing computer peripherals and electronic components, the institution works to reduce e-waste. Instead of purchasing a new machine, the repurchase option is used to upgrade technology.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting  
Bore well /Open well recharge Construction  
of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution  
system in the campus



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

**Holy Cross Home Science College uses a variety of academic, co-curricular, and extracurricular strategies to foster cultural harmony, mutual tolerance, and respect among students and teachers from a variety of ethnic and socioeconomic backgrounds. Efforts of the institution to promote tolerance and harmony are:**

- The institution invites students and professors from all walks of life and treats them equally, regardless of caste or religion.
- General Assembly (Mondays, based on a roster): At the general assembly, readings from the Holy Books of all religions are read.
- Students are encouraged to live in a nice, cooperative environment with one another.
- Human values are taught to students through moral science classes, lectures and competitions.
- Pongal, Christmas, Diwali, and other festivals inspire people to come together as a community.
- To instil social responsibility and a sense of duty, the college fosters a sense of community among students by hosting health clinics for locals.
- NSS activities are conducted to provide student volunteers with a once-in-a-lifetime opportunity to stay in a group, share their experiences, and participate with the community without regard for religion, caste, or economic status.
- Days of National importance such as Republic Day, Independence Day are celebrated to encourage patriotism and solidarity.
- In order to build a country of noble and morally responsible adolescents, the College observes the birth/death anniversaries of Great Indian personalities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Through numerous campus activities, the college raises student understanding of constitutional rights and responsibilities in an effort to mould them into responsible citizens. A compulsory course on Value Based Education is given, in which students learn about values such as equality, rights, responsibilities, the rule of law, and other constitutional requirements. Teachers emphasize social principles, moral values, and human values during regular lecture sessions. The Discipline Committee often reminds students of the importance of wearing a helmet and driving safely. The

college routinely organizes social awareness initiatives such as voter awareness campaigns, Swachh Bharat, Unnath Bharat Abiyan, Health and Hygiene, Blood Donation Camps, and Tree Plantation Campaigns. Gandhi Jayanthi is a non-profit organization dedicated to instilling Gandhian values among employees and students.

**Celebration of National days:** Republic Day and other independence days are commemorated to educate students about constitutional requirements such as rights and responsibilities, as well as to foster nationalism.

**Voting:** During General Elections, make sure people are aware of what is going on. Students are educated about the importance of voting and their right to vote. Even first-time voters were involved in the campaign, spreading awareness about the significance of voting and their right to do so. For students and employees with district administration, a voting demonstration in the electoral roll is planned. Staff and students took the oath on Voter's Day.

The Human rights cell and Consumer Club also organises guest lectures to enlighten the students on various rights and values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1gXXrSwl56w-NQvyncRjtwICx0Y4SXTZ8/view?usp=sharing">https://drive.google.com/file/d/1gXXrSwl56w-NQvyncRjtwICx0Y4SXTZ8/view?usp=sharing</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution maintains a welcoming environment on campus at all times. Every year, the institution hosts a variety of activities and festivals to instill tolerance, peace, culture, and history among students through an Orientation Program for Staff and Students.

1.General Assembly (every Monday on a roster basis), Morning Prayer, and Prayer at the start of each class are just a few examples. Every first Friday of the month, special prayers for staff, students, and their families are held.

2. Women's Day Celebration

3. Independence Day & Republic day Celebrations

4. Teacher's Day

5. Ozone day

6. Bharathiar's Birthday

7. Youth Day

8. Mother Tongue Day

9. International Yoga Day

10. Moral and Ethical values in life- and Life's Ethical Principles- The values instilled in students through Moral Science Classes on Fridays in order for them to become ethical citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Covid-19 Preventive Measures:

**Goal:** To offer effective preventive measures against Covid 19

### Practice:

1. Designed and developed a solar-powered sanitizer-cum-thermo scanner for detecting Covid 19 patients.
2. Prepared a hand sanitizer with natural ingredients and distributed them free of cost to the public in markets and civil supplies outlets.
3. Designed a mask sanitized with natural anti-bacterial ingredients.
4. Prepared a home-made steam inhalation powder with natural ingredients and distributed them free of cost to the public.
5. Prepared a pamphlet on cyclic menu for Covid 19 diabetic patients and distributed to patients
6. Organised inter collegiate competitions, quiz and webinars on COVID 19.
7. The Alumnae conducted a medical camp cum counselling programme.

### Evidence of success:

1. The solar-powered sanitizer-cum-thermo scanner for detecting Covid 19 patients is in use at the college entrance.
2. The hand sanitizer, mask, home-made steam inhalation powder with natural ingredients were distributed to the public.
3. 65 staff members benefitted from the medical camp cum counselling programme

**Problems encountered:** Nil

**Resources:** Institution Resources

**Black Board to Digital**

**Goal:** To encourage the faculty and the students to move from the blackboard based teaching-learning to technology enabled teaching-learning.

**Practices:**

1. Conducted a workshop for the faculty on "Designing and Developing Flipped Classroom".
2. All faculty and students have been given access to Microsoft Teams for conducting classes.
3. Most of the CIA were conducted online using Microsoft Teams and Google Classrooms.

**Evidence of Success**

1. Faculty have uploaded study materials online.
2. Many quizzes and webinars were conducted online .

**Problems:** Nil

**Resources:** Institution resources

File Description	Documents
Best practices in the Institutional website	<a href="http://hchsc.com/holy/entry/PDF/BEST%20PRACTICES.pdf">http://hchsc.com/holy/entry/PDF/BEST%20PRACTICES.pdf</a>
Any other relevant information	<a href="https://www.hchsc.com/lock-1.php?id=92">https://www.hchsc.com/lock-1.php?id=92</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Among the many distinctive features of the institution, the concern and care for the marginalized is seen as the most significant one. Since this is a part of our vision, goal and motto, it is an integral part of most of our programmes. So, the institution has specific academic and financial measures that are



aimed at uplifting the weaker sections. Therefore, the institution has implemented the following programmes towards this:

- Most of the students who are admitted in our programmes are from socially and economically backward sections.
- The Bridge Course helps students from these sections to feel at ease in the campus.
- The Mentor-Mentee System also helps these students get acclimatized to the rigours of higher education.
- There are special programmes to improve the communication skills of these students.
- The institution provides scholarships for meeting college fees and hostel fees of poor students who do not receive any other scholarship.
- Breakfast is provided for 25 poor students every day.
- During Christmas celebrations, one poor student from each department is identified and her family receives Rs. 5000 as cash that year.
- There is a department-wise book-bank for poor students;
- Staff pay college fees and exam fees for poor students.
- Every year 4 students of this institution receive financial assistance from Holy Cross Anglo Indian Higher Secondary School, Thoothukudi which is also run by the same management.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Each department in the college develops an action plan for each academic year to implement curriculum delivery effectively in college campus. The following steps are taken for effective curriculum delivery and documentation:

##### 1.Academic Calendar:

Based on the decisions arrived at the departmental meetings, the academic calendar for each year was prepared. These department-level academic calendars were synchronised to make the institution's academic calendar.

2.Assessment of workload: A projected workload for the semester is informed to the administration and the administration, in turn, assessed the need for adequate or additional teaching and non-teaching staff in terms of number and facilities and appointed new staff.

3.Course Distribution: Distribution or rotation of courses is based on the teaching experience and the area of specialisation of the faculty once in three years and on the revision of syllabi.

4.Accountability: A course is allotted exclusively to a faculty for accountability.

5.Time Table: The departmental time- table is finalized by Head of the respective departments in consultation with the faculty and submitted to the Principal.

6.Course Plan: In the beginning of each semester, the semester course plan is prepared by the concerned teacher and reviewed by the respective head and the principal of the college.

7.Curriculum Delivery Note: This note provides information about the daily delivery of the curriculum to the students. The class representative records the topic covered every day. This is verified by the staff handling the particular subject.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE) . The institution follows the university syllabi and the ESE are conducted by the affiliating university. However the institution has initiated various changes and reforms in the CIA.

(i) Assignments were submitted online to the respective teacher's mail;

(ii) All CIA tests were conducted online in Microsoft Teams;

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

500

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates into its curriculum cross cutting issues relevant to professional ethics, gender, human values and environment and sustainability. The syllabi of all the undergraduate programmes have Environmental Studies in Semester I, ValueBased education in Semester II, Yoga in Semester III and Personality Development in Semester V. All these papers are common papers. Apart from these, the institution has moral and ethics classes at the institution level for all programmes. B. A. English has a paper titled "Women's writings" in Semester V. M. A. English, M.Com & M.Sc. DFM have research ethics included in its curriculum in paper titled "Research Methodology" in Semester V.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****253**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	<a href="http://hchsc.com/holy/entry/PDF/Feedback%20Parents%20&amp;%20Alumni%2020-21.pdf">http://hchsc.com/holy/entry/PDF/Feedback%20Parents%20&amp;%20Alumni%2020-21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://hchsc.com/holy/entry/PDF/FEEDBACK%20ON%20CURRICULUM-converted.pdf">http://hchsc.com/holy/entry/PDF/FEEDBACK%20ON%20CURRICULUM-converted.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

311

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

300

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The admission process is done according to the norms of the University and the students are categorized on the basis of their learning levels to implement effective and efficacious teaching - learning strategies on the basis of students learning. The learning levels of the students are assessed by a preliminary test in order to identify the slow learners and advanced learners.

**Orientation Programme:** Orientation programme is held for all the students once a semester. It is organized either in department level or Interdepartment level to motivate the students both academically and spiritually.

**Students Induction Programme:** This helps the students to adjust and feel comfortable in the new surrounding. For this programme we prepare a schedule with course module and skill development training programme in order to give a happy environment in the college premises.

**Slow Learners:** By monitoring the students performance in the pre and post test during the bridge course, Student Induction programme and by their marks in the Internal examination the students are categorized into slow learners.

- They have remedial coaching, retest, Peer learning with a leader, the students are given training to get higher grade in the post coming examination.
- Parents teachers Meeting is organized to communicate the performance of the students to parents regularly.

**Advanced Learners:**

- Certificate course are offered to them other than their regular core paper to impart additional knowledge to them.



- Students are encouraged to participate in Inter-collegiate competitions, National and International Conferences/ Seminars/ Workshops/MOOC, NPTEL and to present research papers.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1SAeP78ZjN_Kh82c8JXs1V_dYizV8sEvu/view?usp=sharing">https://drive.google.com/file/d/1SAeP78ZjN_Kh82c8JXs1V_dYizV8sEvu/view?usp=sharing</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
696	38

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students centric methods such as experiential learning, Participative learning and problem solving methodologies are used for enhancing learning experiences.

The Institute along with the traditional lecture method uses various student centric pedagogical techniques for an effective teaching learning experience and improved learning outcomes for students.

#### Experiential learning techniques

Students from different department are made to complete research based projects relating to their subjects and such projects help them to develop their research aptitude. There are group assignments and group projects to enhance various technical skills that help the students to gain more knowledge on subjects. Various workshops and training programmes related to their subjects is given to the students to enhance their practical knowledge.



Students learn practical industry related skills with internships. They are taken to various industries and companies as field visits to understand the working of organization and to attain professional skills.

#### Participative Learning Techniques

To inculcate the participative learning and to improve communication skills, Role play, Power point presentation contest, celebrating important days related to their subjects, debates and group discussion are conducted for students in order to generate new ideas and to improvise presentation skills and reasoning creativity.

Technical exhibition is conducted to make students understand the theoretical concepts and practical knowledge on various subjects.

#### Problem Solving Techniques

There are business quiz and business games conducted online for developing logical reasoning and problem solving skills. For this, Students make use of online platform like Google Classroom, Micro soft Teams to enhance their knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://drive.google.com/file/d/1lA6Zqo7t-HbIo6-FnVMNtw7TOZUXumOn/view?usp=sharing">https://drive.google.com/file/d/1lA6Zqo7t-HbIo6-FnVMNtw7TOZUXumOn/view?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution has a significant concern for providing state-of-the-art infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher centered to student centric. Not only mastering ICT Skills, but also utilizing ICT to improve teaching and learning is of utmost importance for teachers in performing their roles.

Keeping in mind the importance of ICT, E-Learning environment is created in the class rooms with well-equipped Smart boards,

LCD projectors, Audio-Visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Microsoft Team, Google Classroom, streamlined, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc.

To attain in competence, faculties record and upload lectures, practicals on You tube channels and classroom.

Faculties and students are enrolled for E-Learning courses like NPTEL and Swayam to cope with updated technologies. To make teaching more effective, the resources from NPTEL are also used in sessions to enhance the learning experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

245

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The CIA schedule is drawn at the beginning of each academic year and given in the annual academic calendar. It is also displayed in the department notice boards. Changes, if any, are informed to the students through the notice boards and WhatsApp groups. The 3 internal assessments are scheduled in a such a way that they cover the entire syllabus of each paper in a balanced way. The portion for each internal assessment is fixed uniformly for all the programmes. The internal assessment pattern follows the university CIA pattern. After the assessment students are given their answer scripts in their classes to be checked and returned. Grievance, if any, are rectified immediately in a transparent manner. The marks are entered in a register and students sign the register after ensuring its validity and accuracy. Parents are directly informed of the internal assessment marks in the PTA meetings.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The Grievance Cell deals with grievances in the internal assessments also. However, there have been no grievances received so far, because CIA grievances are dealt with in the classrooms immediately when students receive their assessed answer scripts in the classes.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes and Course Outcomes are given to the students through the college website. There are links to these outcomes in each department web page. Since the institution follows the university syllabi, the Programme Outcomes and Course Outcomes are drawn by the respective Board of Studies.

The outcomes are a balance of theory and practical inputs. They are employment oriented and skill based.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The level of attainment of POs , PSOs and Cos are assessed by the internal assessments and the EndSemester exams. The employment of our students in various sectors also indicates the attainment of these outcomes. The alumni also offer their feedback on the efficacy and attainment POs, PSOs and Cos. Many of our students opt for higher studies and this also indicates the attainment of the outcomes. The outgoing students of all the programmes offer their evaluation of the outcomes in their feedbacks.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

179

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf">http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://hchsc.com/holy/entry/PDF/STUDENT%20SATISFACTORY%20SURVEY-converted.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

1.33

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created a research committee through which the initiatives for innovation are carried out. The institute has constituted a research committee to facilitate and monitor research activities in the college. The Research committee facilitates and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.

The career guidance and placement cell was established for collaborative activities in areas of training and research and to arrange guest lectures and campus interviews. The college has also constituted Entrepreneurship Development Cell (EDC) for empowering students.

The institute also took the initiative of organizing awareness program on environmental issues, self defence awareness



programme for girls for their personal safety and security. IQAC and the respective departments also organised various programmes for creation and transfer of knowledge

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****6**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****15**

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various activities involving students are carried out in the Institute with the goal of raising awareness about various social concerns and boosting community engagement for holistic development.

- On 3rd March 2021 Mrs. K.Rosy delivered speech on "Iodine Deficiency" for Women in Boldenpuram, Thoothukudi.
- On 8 th March 2021 Ms. Maria Rethina Sheeba highlighted the topic on "CHOOSE TOCHALLENGE" for Women in in Boldenpuram, Thoothukudi.
- The Department of Computer Science designed and developed a solar-powered sanitizer-cum-thermo scanner for detecting Covid 19 patients.
- The Department of Food Science and Nutrition made a hand sanitizer with natural ingredients and distributed them

free of cost to the public in markets and civil supplies outlets.

- The Department designed a mask sanitized with natural anti-bacterial ingredients.
- The Department of Commerce made a home-made steam inhalation powder with natural ingredients and distributed them free of cost to the public.
- The Department of Food Science and Nutrition prepared a pamphlet on a one week menu for Covid 19 patients who are also diabetic. The pamphlets were distributed to patients in various hospitals and the public.
- The Department of Food science and Nutrition conducted an awareness programme on Covid 19 at their adopted neighbourhood.
- The Department of Computer Science conducted various inter collegiate competitions on Covid 19 titled "Stay Home - Stay Safe".
- The volunteers of NSS and YRC prepared shot awareness videos on Covid 19 and uploaded them on Youtube.
- The Alumni Association conducted a medical camp cum counselling programme on "Risks of Covid 19 for Diabetic Patients".

File Description	Documents
Paste link for additional information	<a href="https://www.hchsc.com/lock-down.php">https://www.hchsc.com/lock-down.php</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

110

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

7

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Holy Cross Home Science College Thoothukudi, established in 1975, is subjugated by the society of the sisters of the cross of chavanod, Madurai province. The college is affiliated to Manonmaniam Sundaranar University, Tirunelveli. It was reaccredited with 'B' grade by NAAC.

Holy Cross Home Science Institution started its operation in a rented building situated at Thoothukudi Circle. The vision and mission of the college is to offer quality education. This motivated and made us to establish a "Holy Cross Campus" with all modern amenities at New Colony Thoothukudi.

Institution plans its activity calendar including, seminars, workshops and other co-curricular activities and also monitor the proper utilization of infrastructure in terms of classrooms, laboratories and seminar halls. As we have UG and PG courses with semester system, throughout the year the classes and other activities are maintained with a monthly activity schedule for ensuring utilization of college facilities. The existing infrastructure is utilized to the maximum extent and has resulted in number of research publication in Peer Reviewed journals, 10 of the teaching staffs have completed their Doctoral Research work, many workshops have been conducted for the benefit of our own students as well as for the students and teachers of other colleges/institutes. These are the ways the college ensures the optimum utilization of the available infrastructure in the above said lines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1Vh3EeSfcq-mEaNSLS4nxwQOx4Y9jjKKe?usp=sharing">https://drive.google.com/drive/folders/1Vh3EeSfcq-mEaNSLS4nxwQOx4Y9jjKKe?usp=sharing</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College provides facilities for students and staffs to play Throwball, Volleyball, and Football. Physical director offered Fun games, Heritage games, Kabaddi and kho-kho. Yoga has been trained for staffs and students. Hostel is equipped with indoor games facilities. Annual Sports Meet is conducted. Students are motivated to participate in the inter-collegiate as well as intra-collegiate sports tournaments. Students are officially permitted whenever they have to attend tournaments at University and State levels. We conduct test for students by re-scheduling the time table who are unable to attend regular internals due to sports and cultural events. Additional lectures are also conducted for student if they miss classes due to their participation in Sports activities. The activities of the NSS wing in the institution is coordinated by faculty members and various activities are planned through NSS throughout the year. The programmes include awareness programmes in camps, blood donation, activities in old age

homes, conducting public awareness programmes etc. Every year, special lectures and talks are arranged on topics related to health, hygiene, yoga and safety for the benefit of the students and staffs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://hchsc.com/smartclass.php">http://hchsc.com/smartclass.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.90

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource



## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Yes, The Library is automated using Integrated Library Management System. The Library has an Advisory Committee constituted with Principal as the Head, Chief Librarian and a Convener with the major responsibilities include-

- Maintenance and development of Library Resources for optimal utilization.
- Improving facilities of the Library to create student friendly learning atmosphere
- Intents and purchase of books and other reading resources for the Library and maintenance of library infrastructure.

We have the library software since 2012 and it has fully automated from 2017 to 2018 onwards, in the form of version of 2.0.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**1.04**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year****45**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

A computer lab with Wi-Fi facilities is setup in the college. Total of 52 computers are connected to the network and they are free to use throughout the working hours. Staffs and students can avail the facilities and Wi-Fi network that is available. In each staff rooms there is a computer for the use of teachers to prepare computer teaching aids. We also have a collection of CD, ROMs having animations and teaching materials covering various subjects for the use of teachers. The entire computer aided teaching aids like power point presentations, e-materials are compiled into CDs and maintained in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>

**4.3.2 - Number of Computers**

81

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

5.61

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Maintaining:**

(i) The annual budget of the institution provides sufficient funds for maintaining and repair of all infrastructure.

(ii) The computers are checked in the beginning of every academic year and this service has been outsourced to Dil Computers, Thoothukudi. This agency also attends to any need-based calls.

(iii) All the equipment and machines are checked and serviced by the suppliers once a year.

(iv) The buildings are whitewashed once in two years.

(v) Apart from these regular service and maintenance, all needs are attended to on need.

(vi) All departments have exclusive cleaning staff.

#### Utilisation:

(i) The laboratories of the Department of Fashion Designing are used for teaching a one year certificate course in Dress Designing for the public.

(ii) The laboratories of Computer Science are used for teaching basic computing skills, web designing, Flash, Photoshop and Pagemaker.

(iii) The laboratories of Food Science are used to teach baking and food processing for our students.

(iii) The language lab is used for teaching Hindi, French and Spanish and basic speaking skills to our students.

(iv) The Browsing Lab is used for teaching Tally for Commerce students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

80

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://hchsc.com/holy/entry/PDF/Capability%20enhancement%20Programme.pdf">http://hchsc.com/holy/entry/PDF/Capability%20enhancement%20Programme.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

268

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

268

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

56

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State



government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

**(i) There is an elected Student Council with elected representatives from all classes and the following office**

bearers (a) Chairperson (ii) Vice Chairperson (iii) Secretary (iv) Treasurer.

(ii) The Student Council Chairperson and Secretary are members of the IQAC.

(iii) Student representatives are members of all the department associations.

(ii) Students are represented in the Discipline Committee.

(iii) Student are represented in the Anti-Ragging Committee

(iii) The Student Council chairperson and the secretary are members in the Grievance Cell.

(iv) A Student Advisory Committee has been formed to work along with the faculty in all the committees.

(v) Student representatives are members of the Library Advisory Committee.

(vi) Student representatives are members of the Hostel Committee.

(vii) The office bearers and the class representatives are members of the Quality Circle Cell that reviews and evaluates the campus activities every month.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

21

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Since it was the pandemic period the activities of the Alumni Association was limited.

(i) The annual alumni meet which is scheduled on the second Saturday of every August was not held this year.

However, the Alumni Association organised a few programmes during after the pandemic restrictions were partially lifted.

(a) The Alumni Association of our college sponsored and conducted a one-week webinar (from 20th July, 2020 to 25th July, 2020) on "Effective Life Skills - Empowering Youth For Success" for the outgoing students and the public.

Date

Topic

Resource Person

20.07.2020

Eating Smarter

Mrs. V. Parameswari

21.07.2020

To Transform Waste into Wealth

Miss. Ruzaina Sulthana

22.07.2020

Improving Self- Esteem

Miss. Kanaga Valli

23.07.2020

Tactics to Rewrite the Future of Business

Dr. R. Anantha Laxmi

24.07.2020

Internet of Things

Miss. M. Madhu Bala

25.07.2020

Precautionary Measures to be taken by people with Diabetes and Diet Management during COVID.

Dr. Aarathy Kannan

Mrs. P. Suganya.

The Alumni Association organised a "Health Awareness Programme and Medical Check Up Camp" for staff on 6th February, 2021 at the college premises. General health check-up, blood pressure

testing, blood glucose testing and neuropathy damage were conducted and medical advice was offered. Dr. Manikandan of Sundaram Arulrhaj Hospital provided the counselling to the staff after their health. Dr. Aarathy Kannan, Physician and Diabetologist of Sundaram Arulrhaj Diabetes & Lifestyle Center, offered specialist advice for diabetes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission statement of the college clearly defines that it addresses the needs of the society by imparting higher education to the womanhood from diverse rural demographics with the objectives of empowering them with knowledge, skill and leadership quality. The vision of the college is to produce highly competent, socially conscious and committed individuals with enhanced employability skills.

As a self-financing institution, the college was managed by the Governing Body comprising of Secretary, Principal, Teachers' Representatives, Administration Representatives, Management representatives and a University Nominee. The strategic plan, research policies, recruitment and other academic and administrative proposals are scrutinized by the body and recommended for approval by the management. IQAC works constantly to maintain quality parameters in teaching, learning and evaluative processes.

The governance is decentralized for better management. All the

academic, research and administrative activities are planned, implemented and monitored by the members at various levels of hierarchical structure on the basis of University Regulations and management policy guidelines by ensuring continuous quality improvement. The representation of students in various Functional Committees/Clubs/Cells ensures the enthusiastic participation of students in all events.

File Description	Documents
Paste link for additional information	<a href="https://www.hchsc.com/history.php#vision">https://www.hchsc.com/history.php#vision</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows a decentralised, participatory management in all aspects. The roles are well-defined and spelt out. At appropriate places all the stake holders (management, staff, parents, students, alumni and industry) are represented.

- The institution has full financial autonomy.
- The College Management prepares an annual budget and presents it to the Provincial and the budget is approved.
- There is an annual internal audit and an external audit.
- There is total transparency and accountability at all levels.
- The annual income-expenditure is presented to the staff in the Annual General Body meeting.
- The staff are represented in the College Management Committee as follows:

Two teaching faculty and of them 1 is a Dalit;

The office superintendent

A nominee from the affiliating university

- The College Council has the following members:

1. The Principal
2. The Vice Principal
3. All the heads of the departments
4. The Staff Secretary

## 5. The Office Superintendent

- Discipline and Anti-Ragging Committee
- The IQAC includes the management, staff, industry and Alumni

Each department has been provided with financial and administrative autonomy.

The hostel has its own committee that administers it. The hostel committee also has student representatives.

All committees and associations include student representatives along with staff representatives.

The institutional scholarships are awarded irrespective of any discrimination. The awardees are decided exclusively on the basis of their economic need and social status. The awardees are chosen according to laid-down guidelines and there is no interference of anybody in this regard.

No decision is taken unilaterally.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College Management believes in setting up perspective plan for excellence in academic and infrastructural development. This is drawn in the form of long term and short term goals in different aspects of college functioning. These perspective plans are reflected in the annual action plans.

- In response to the COVID-19 pandemic, teachers were provided training to use various online platforms to adapt to the virtual classroom. Students were motivated to participate in webinars, e-lectures, symposia and e-quizzes.
- Induction programme for freshers serves as the best platform to communicate the process of evaluation to the



parents and students to enhance the need for strict adherence to the stipulations.

- During the COVID-19 pandemic all examinations and assignments were conducted through online mode.
- Faculty members are encouraged and facilitated to attend State, National and International level webinars, conferences, symposiums and workshops, professional development programmes like Orientation Programmes, Refresher courses, Short Term Courses, Faculty Development Courses organised by various institutions for acquiring necessary skills for effective delivery of the curriculum and to upgrade and enhance the academic environment..
- The College also organizes various lectures and Workshops to promote research activities.
- To promote collaborative research, the Department of Food Science and Nutrition had signed an MoU with Fisheries College, Thoothukudi. The Institution also instigates the faculty members to apply for major and minor research projects and to serve as Reviewer for journals.
- To develop various skills among students MoUs are undertaken with industries for research projects, consultancy, placement, internship, and in- plant training.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administrative set up of the institution is well established and structured. The Provincial president is the Head with all the authority and the congregation of the sisters of the Chavonod (Province of Madurai) is endowed with the esprit de corps. Then the secretary and the Principal has the overall academic control and authority. The Vice-Principal takes the charge in lieu of the Principal when in need. Then comes the University Nominee and Management Representatives followed by the Staff Representatives and office

Superintendents who in turn takes charge over the faculties, Staff and Non-Teaching Staff. The Department Heads, the administrative Staff, the Stake Holders, the Utility Workers and other Supporters all come under Participative Management. The college has an integrated academic management system and comprehensive tool for faculty, students and administrators to overcome the challenges in the process of admission and post admission. The entire admission process was proposed to be digitalized with the tool that is an online platform. It offers comprehensive management of all aspects from registration of the required course by the students with details of faculties, allocation of course to faculties, uploading of time table, workload, timetable etc.

File Description	Documents
Paste link for additional information	<a href="https://www.hchsc.com/rules-and-regulations.php">https://www.hchsc.com/rules-and-regulations.php</a>
Link to Organogram of the institution webpage	<a href="http://hchsc.com/holy/entry/PDF/6-2-2Orga-nogram.pdf">http://hchsc.com/holy/entry/PDF/6-2-2Orga-nogram.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college undoubtedly believes that the teaching and non-teaching staffs play a vital role in the institution's progress. The welfare facilities and services provided at the workplace become essential for the continuous improvement in the work environment. The institution implements several policies that support the welfare of the teaching and non-teaching staffs, for faculty enrichment purposes, for nurturing a competitive and thriving academic environment. The institution provides various welfare measures for staffs which are as follows:

#### Teaching

- The institution has a mandatory provision of Employees' Provident Fund for all the employees
- Employees' State Insurance Corporation facility
- Fee concession for the children of Staff members in Holy Cross Home Science Matriculation School and in College.
- Medical Leave and Maternity Leave with salary
- On-Duty leave is given for attending orientation programmes/refresher courses/workshop /Seminar/Conference, etc.
- Supporting Funds to attend Seminars /Conferences
- The achievement of staff is appreciated in the form of felicitations.
- Seed Money for Staff pursuing Ph.D
- Financial support is provided for publication of books by staff
- 50% Reimbursement of Research Paper Presentation/Publications
- All the non-doctoral teaching faculties are encouraged to get enrolled for Ph.D. program.

#### Non Teaching

- Employees' Provident Fund
- Employees' State Insurance Corporation
- 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.
- Marriage Allowances

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing">https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

##### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**22**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

**Performance appraisal system forms an important mechanism for quality enhancement. Students are the major stakeholders in the teaching learning process. The College also conducts online**

student satisfaction survey based on teaching learning and mentoring process which is consolidated and uploaded on College website. In case of teaching staff, the feedback of all the faculties covering all the classes and subjects taught by them is taken from the students in both the semesters. The online feedback on teachers is taken on a rating scale that includes aspects such as adopting different teaching methods, subject knowledge, coverage of syllabus and clarity of explanation. This feedback is then submitted to the Head of the Institution.

Faculties also submit a self-appraisal form on an annual basis. An appraisal form is designed by the institution and circulated to all the staff members. Each teacher is assessed on the basis of teaching methods adopted in class, innovative teaching pedagogies, committee work, contributions made by the teacher in the administrative system of the institution, curricular, co-curricular, and extracurricular as well as research activities every year. The Self-appraisal form is then reviewed by the Principal and IQAC. Management also conducts performance review meetings regularly.

The Heads of departments also examine and submit the individual appraisals for each staff and submit their recommendations on the potential areas of improvement of each teacher to the Principal. Thus, the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the faculty members.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing">https://drive.google.com/file/d/1pdPboZ2WVvN5MZqGiMc9raI0SjwEuCPh/view?usp=sharing</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Yes. The institution conducts an annual internal audit and an annual external audit regularly.**

The internal audit is conducted by the Bursar of the Congregation that runs the institution i.e. the Bursar, Holy



**Cross Provincialate, Madurai.**

The external audit is conducted by a chartered accountant (Sami and Rajhu, Chartered Accountants, Trichy) who is assigned this responsibility.

The annual budget and the audited statement are presented before the staff in the annual General Body meeting.

There is total transparency and accountability at all levels of the management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The College has a well-functioning mechanism for mobilization of funds and best utilisation of resources. The Planning Board constituted by the members of management has the responsibility for planning, implementing and supervising the fundraising activities of the college. The committee evaluates the requirements of the departments and other forums for the allocation of funds. The budgetary provision for academic and



administrative activities is planned at the beginning of financial year by the Planning Board.

The major sources of revenue are:

- Fees collected
- Donations from the Provincialate

During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the management, the budget is revised on the basis of requirements and priorities of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. At the beginning of every academic year, IQAC frames an action plan and ensures its proper implementation for overall development of the students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal. The contributions made by IQAC are

- Faculty Participation in Professional Development Programmes – 45 programmes
- Publication in SCOPUS indexed journals by faculties :4
- Book Publication by Faculty: 5 books
- Awards received by Faculty: 5
- Chapter Contribution by Faculty: 6
- MoU signed with Fisheries College
- Periodical Internal & External Audit : Once per year
- News Letter -Twice Per Year & Magazine – Once per year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operation and learning outcomes at periodic intervals through IQAC set up as per norms. The Institution continuously reviews its teaching-learning process, structures & methodologies using Assessment and Attendance Records as one of the tools by which teaching plan for the semester is effectively implemented by IQAC. It covers the attendance of students, consolidated internal marks and topics covered. The Course delivery Plans and systems are analyzed and approved by the Heads of the departments. Timetable, Attendance, Topics covered with actual date, Internal split up marks for assignment, seminar and result analysis in internal and semester examinations is strictly followed by the teaching faculty members. Necessary actions are taken for the failures and the absentees in the internal and semester examination. Record are maintained for the completion of practical experiments. Monthly course delivery performances, Total contact hours for completion of syllabus are recorded and reviewed periodically by the IQAC, Head of the Department and finally by the Principal. Through these measures the teaching learning process has been improved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)**

**B. Any 3 of the above**

**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf">http://hchsc.com/holy/entry/PDF/Annual%20Report%2020%20-%2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The institution oversees gender-related issues, organising talks, awareness programmes, and workshops on women's rights, breast cancer, legal ramifications of discrimination, self-defense, Health and Hygiene of Young Girls, Developing Psychological and Mental Strength, and competitions on relevant issues through various clubs throughout the year to promote gender equity and sensitization. Gender equity and women empowerment on 11/01/2021, International Women's Day and Students Administration Day on 08/03/2021 and Child Labor Awareness on 10/12/2020 are some of the programmes organised.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1wiMsYLN5oMNE3juVkuOcZXx1fMp-t92e/view?usp=sharing">https://drive.google.com/file/d/1wiMsYLN5oMNE3juVkuOcZXx1fMp-t92e/view?usp=sharing</a>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

#### Environmental Consciousness:

- (i) The campus is a green campus with a lot of trees and plants
- (ii) Plastic-free campus
- (iii) Celebrating occasions such as World Environment Day, World Ozone day, etc.
- (iv) Insisting students to use bicycles instead of mechanised two wheelers;
- (v) Paperless communication is encouraged and the institution is moving towards digital and online accounting.
- (vi) Rain water harvesting is done;

#### Waste Management

- (i) Solid waste is separated as biodegradable and non-biodegradable and collected by the municipality.
- (ii) Biodegradable waste is converted into vermicompost
- (iii) There is closed drainage system for draining waste water into the municipal sewage system
- (iv) Trash cans are placed in all classrooms.

**Liquid Waste management:**

The campus is a zero-discharge campus, which means that no water is dumped outside of the site since the treated water is utilized for gardening.

**E-waste management:**

Electronic devices and items are used to their full potential. By repairing computer peripherals and electronic components, the institution works to reduce e-waste. Instead of purchasing a new machine, the repurchase option is used to upgrade technology.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**

**C. Any 2 of the above**

**5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of**

**B. Any 3 of the above**



reading material, screen reading	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Holy Cross Home Science College uses a variety of academic, co-curricular, and extracurricular strategies to foster cultural harmony, mutual tolerance, and respect among students and teachers from a variety of ethnic and socioeconomic backgrounds. Efforts of the institution to promote tolerance and harmony are:

- The institution invites students and professors from all walks of life and treats them equally, regardless of caste or religion.
- General Assembly (Mondays, based on a roster): At the general assembly, readings from the Holy Books of all religions are read.
- Students are encouraged to live in a nice, cooperative environment with one another.
- Human values are taught to students through moral science classes, lectures and competitions.
- Pongal, Christmas, Diwali, and other festivals inspire people to come together as a community.
- To instil social responsibility and a sense of duty, the college fosters a sense of community among students by hosting health clinics for locals.
- NSS activities are conducted to provide student volunteers with a once-in-a-lifetime opportunity to stay in a group, share their experiences, and participate with the community without regard for religion, caste, or economic status.
- Days of National importance such as Republic Day,



Independence Day are celebrated to encourage patriotism and solidarity.

- In order to build a country of noble and morally responsible adolescents, the College observes the birth/death anniversaries of Great Indian personalities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Through numerous campus activities, the college raises student understanding of constitutional rights and responsibilities in an effort to mould them into responsible citizens. A compulsory course on Value Based Education is given, in which students learn about values such as equality, rights, responsibilities, the rule of law, and other constitutional requirements. Teachers emphasize social principles, moral values, and human values during regular lecture sessions. The Discipline Committee often reminds students of the importance of wearing a helmet and driving safely. The college routinely organizes social awareness initiatives such as voter awareness campaigns, Swachh Bharat, Unnath Bharat Abhiyan, Health and Hygiene, Blood Donation Camps, and Tree Plantation Campaigns. Gandhi Jayanthi is a non-profit organization dedicated to instilling Gandhian values among employees and students.

**Celebration of National days:** Republic Day and other independence days are commemorated to educate students about constitutional requirements such as rights and responsibilities, as well as to foster nationalism.

**Voting:** During General Elections, make sure people are aware of what is going on. Students are educated about the importance of voting and their right to vote. Even first-time voters were involved in the campaign, spreading awareness about the significance of voting and their right to do so. For students and employees with district administration, a voting demonstration in the electoral roll is planned. Staff and

students took the oath on Voter's Day.

The Human rights cell and Consumer Club also organises guest lectures to enlighten the students on various rights and values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1qXXrSwl56w-NQvyncRjtwICx0Y4SXTZ8/view?usp=sharing">https://drive.google.com/file/d/1qXXrSwl56w-NQvyncRjtwICx0Y4SXTZ8/view?usp=sharing</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution maintains a welcoming environment on campus at all times. Every year, the institution hosts a variety of

activities and festivals to instill tolerance, peace, culture, and history among students through an Orientation Program for Staff and Students.

1. General Assembly (every Monday on a roster basis), Morning Prayer, and Prayer at the start of each class are just a few examples. Every first Friday of the month, special prayers for staff, students, and their families are held.

2. Women's Day Celebration

3. Independence Day & Republic day Celebrations

4. Teacher's Day

5. Ozone day

6. Bharathiar's Birthday

7. Youth Day

8. Mother Tongue Day

9. International Yoga Day

10. Moral and Ethical values in life- and Life's Ethical Principles- The values instilled in students through Moral Science Classes on Fridays in order for them to become ethical citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Covid-19 Preventive Measures:**

Goal: To offer effective preventive measures against Covid 19

Practice:

1. Designed and developed a solar-powered sanitizer-cum-thermo scanner for detecting Covid 19 patients.
2. Prepared a hand sanitizer with natural ingredients and distributed them free of cost to the public in markets and civil supplies outlets.
3. Designed a mask sanitized with natural anti-bacterial ingredients.
4. Prepared a home-made steam inhalation powder with natural ingredients and distributed them free of cost to the public.
5. Prepared a pamphlet on cyclic menu for Covid 19 diabetic patients and distributed to patients
6. Organised inter collegiate competitions, quiz and webinars on COCID 19.
7. The Alumnae conducted a medical camp cum counselling programme.

Evidence of success:

1. The solar-powered sanitizer-cum-thermo scanner for detecting Covid 19 patients is in use at the college entrance.
2. The hand sanitizer, mask, home-made steam inhalation powder with natural ingredients were distributed to the public.
3. 65 staff members benefitted from the medical camp cum counselling programme

Problems encountered: Nil

Resources: Institution Resources

Black Board to Digital

Goal: To encourage the faculty and the students to move from the blackboard based teaching-learning to technology enabled teaching-learning.

Practices:

1. Conducted a workshop for the faculty on "Designing and Developing Flipped Classroom".

2. All faculty and students have been given access to Microsoft Teams for conducting classes.
3. Most of the CIA were conducted online using Microsoft Teams and Google Classrooms.

#### Evidence of Success

1. Faculty have uploaded study materials online.
2. Many quizzes and webinars were conducted online .

Problems: Nil

Resources: Institution resources

File Description	Documents
Best practices in the Institutional website	<a href="http://hchsc.com/holy/entry/PDF/BEST%20PRACTICES.pdf">http://hchsc.com/holy/entry/PDF/BEST%20PRACTICES.pdf</a>
Any other relevant information	<a href="https://www.hchsc.com/lock-1.php?id=92">https://www.hchsc.com/lock-1.php?id=92</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Among the many distinctive features of the institution, the concern and care for the marginalized is seen as the most significant one. Since this is a part of our vision, goal and motto, it is an integral part of most of our programmes. So, the institution has specific academic and financial measures that are aimed at uplifting the weaker sections. Therefore, the institution has implemented the following programmes towards this:

- Most of the students who are admitted in our programmes are from socially and economically backward sections.
- The Bridge Course helps students from these sections to feel at ease in the campus.
- The Mentor-Mentee System also helps these students get acclimatized to the rigours of higher education.
- There are special programmes to improve the communication skills of these students.
- The institution provides scholarships for meeting college fees and hostel fees of poor students who do not receive

any other scholarship.

- Breakfast is provided for 25 poor students every day.
- During Christmas celebrations, one poor student from each department is identified and her family receives Rs. 5000 as cash that year.
- There is a department-wise book-bank for poor students;
- Staff pay college fees and exam fees for poor students.
- Every year 4 students of this institution receive financial assistance from Holy Cross Anglo Indian Higher Secondary School, Thoothukudi which is also run by the same management.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

The future objectives of an institution are primarily focused on expanding the institution's intellectual environment. This includes aiming for higher student, faculty, and intellectual output quality. The upcoming academic year's preparations will be based on a priority-based strategy to meet NAAC guidelines as much as possible.

- To obtain green, energy and environment audits conducted by certified agency.
- To strengthen ties with industry, higher education institutions and create a skill-driven Industry-Academia environment on campus.
- To improve academic credibility via publishing books, chapters and awards.
- Introduction of IIC to meet the skill requirements of the industry and generate more employment for the students.
- To apply for new courses.
- To encourage entrepreneurship through the establishment of Crossian Mastery Hub.