



YEARLY STATUS REPORT - 2021-2022

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/20-21%20IQAC.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%2021-22.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B | 2.33 | 2009 | 13/06/2009 | 14/06/2014 |
| Cycle 2 | B | 2.40 | 2017 | 22/02/2017 | 21/02/2022 |
| 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 | |
| IQAC | Seminar | NAAC | 2021-2022 | 30,000 | |
| Dr.N.N.Krishna Veni | Unnat Bharat Abhiyan | Unnat Bharat Abhiyan | 2021-2022 | 50,000 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |

| | | |
|---|---------------------------|--|
| <ul style="list-style-type: none"> • Upload latest notification of formation of IQAC | View File | |
| 9.No. of IQAC meetings held during the year | 17 | |
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> • 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? | Yes | |
| <ul style="list-style-type: none"> • If yes, mention the amount | 30,000 | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| Received funds from NAAC and Unnat Bharat Abhiyan | | |
| Establishment of Crossian Mastery hub for EDI activities | | |
| Publication of Books and Contribution of Chapters by faculty members | | |
| Awards received by staff for their achievements | | |
| Received h index 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 2020-2021 |
| News Letter | Twice Per Year |
| Periodical Academic Audit | Internal & External Audit : One per year |
| Faculty participation in Professional Development Programmes | Participated in 35 Programmes |
| Encouraging faculty for more number of publication in journal | Publication in journals : 3, Conferences : 15 |
| Motivation to receive Awards | 4 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 |
| Encouragement to be a Doctorate Committee member | 6 faculty members selected as Doctorate Committee members |
| Motivation to receive patent rights | 4 faculty members received patent rights |
| Encourage students to develop employability skills | started centre for vocational Skill Education in collaboration with Council for Vocational Education and Skill Development, Chennai and MSME |
| Encourage the students to become entrepreneurs | Funding for start-ups |
| Created a habit of savings among students | initiated savings scheme for 44 students at the post office |
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| | |

| | |
|----------------|--------------------|
| Name | Date of meeting(s) |
| Governing Body | 24/09/2022 |

14. Whether institutional data submitted to AISHE

| | |
|------|--------------------|
| Year | Date of Submission |
| 2021 | 20/01/2023 |

15. Multidisciplinary / interdisciplinary

Multidisciplinary contains B.A English Literature, B.Com, B.Sc Computer Science, B.Sc Food Science and Nutrition, B.Sc Fashion Designing and Apparel Making, M.A. English, M.com, M.Sc. Dietetics and Food Management and Ph.D in Commerce

16. Academic bank of credits (ABC):

Initiated in this academic year 2022-2023

17. Skill development:

Certificate courses were conducted two courses per year for all the students.

Started Centre for Vocational Skill Education in collaboration with Council for Vocational Education and Skill Development and MSME.

Inplant and Internship training were arranged for students by their respective departments.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Hindi add-on was arranged for interested students.

Teaching of first year students in bilingual language (English & Tamil)

Crossian Kalaikuzhu was established to give students the opportunity to learn traditional folk dances.

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

Outcome-based learning is the approach we use at our university, where all of our courses are designed to help students to achieve their goals.

Certificate courses are designed to provide students with an

outcome, not just a qualification.

20.Distance education/online education:

Many students and faculty members are motivated to take online courses from SWAYAM and NPTEL for additional knowledge. This is because these programs offer a wealth of valuable resources that can be helpful in their careers.

Extended Profile

1.Programme

| | |
|--|---|
| 1.1 | 8 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|-----|
| 2.1 | 721 |
| Number of students during the year | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

| | |
|--|-----|
| 2.2 | 277 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----|
| 2.3 | 236 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

| | |
|---|---------------------------|
| 3.1 | 40 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 12 |
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 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 | 52 |
| 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

- **Departmental Meetings:**

(a) **Annual:** The academic calendar for each year was prepared in the beginning of each academic year. It was synchronized to make the institution's academic calendar.

(b) **Semester:** The departments individually met in the beginning of the semester, discuss programme content, work load and time table.

(c) **Monthly:** The activities and progress of that month were

discussed. If any activity was not executed, it has been rescheduled.

- **Workload:** A projected workload for the semester was sought in the beginning of each semester. The projected workload was informed to the administration, in turn, assessed the need for adequate additional teaching and non-teaching staff in terms of number and facilities and appointed new staff. On the basis of the workload and revision of syllabi, courses were distributed to the faculty.
- **Time Table:** The departmental time-table is finalized by heads of the departments and submitted to the Principal.
- **Course Plan:** The semester course plan is prepared by the teacher concerned.
- **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 head and reviewed by the principal.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| 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 for the conduct of Continuous Internal Evaluation (CIE). The institution follows the schedule for CIE given by the affiliating university. However the institution has initiated various changes and reforms in the CIE. Assignments were submitted online to the respective teacher's mail. The marks were uploaded in the university exam portal after internal examination.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

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) | View File |

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)

21

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | View File |

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

958

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

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. Allthese papers are commonpapers. Apart from these, the institution has moral and ethics classes atthe 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. | View File |

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

9

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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 | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

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

253

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

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

A. All of the above

Teachers Employers Alumni

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://www.hchsc.com/igac.php |
| 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 | No File Uploaded |

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 | https://www.hchsc.com/igac.php |

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**

212

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

205

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

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

Yes, the Institution assesses the learning levels of the students and organizes separate special programmes for advanced learners and slow learners

The learning levels of the students are assessed by a preliminary test in order to identify the slow learners and advanced learners. Students Induction Programme is conducted at the beginning of the academic year for the fresher's. 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 will have remedial coaching, retest, Peer learning with a leader the students are given training to get higher grade in the post coming examination.

Advance Learners were classified according to the learning level of the students and they have extra Certificate course offered to them other than their regular core paper to impart additional knowledge to them. Online courses in MOOC, NPTEL, were encouraged and given extra time to complete the course inside the college.

Students are encouraged to participate in National and International Conferences/ Seminars/ Workshops and help them to present research papers in the programme

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://hchsc.com/holy/entry/PDF/Slow%20Learners.pdf |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 721 | 40 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

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. Along with the traditional method of learning, the institution encourages the faculty to enhance their way of teaching through various activities to gain experiential learning of the students. Students are motivated to complete research based projects relating to their subjects and such projects help them to develop their research aptitude. 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. To develop the participative learning strategies 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.

Science spectra is conducted for the students in order to get innovative scientific ideas from the students. Quiz and games are also a part of problem solving methodology handled by the faculty during their class hours.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | http://hchsc.com/holy/entry/PDF/Internship%202021-22_merged.pdf |

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

maximum of 200 words

ICT enabled Teaching learning process is effectively carried out in our Institution . Besides Chalk and Blackboard method of teaching, our faculty members are trained to use ICT enabled Learning methods such as PPT, Online Videos, E-materials, Youtube videos to expose the students to gain advanced knowledge and practical learning. Also the interactive methods of teaching learning process such as power point competitions, research paper presentations, Assignments, E-Quiz are also encouraged . E-Learning environment is created in the class rooms with well-euipped Smart boards, LCD projectors, audio-visual facilities and various ICT tools. 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 | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

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

39

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

40

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

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

18

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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) | View File |

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 | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

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 institution follows the university syllabi and the ESE are conducted by the affiliating university. So there is no scope for

exam reforms in the ESE.

Yet the institution has initiated various changes and reforms in the CIA.

1. All CIA tests were conducted thrice in a semester by preparing a timetable and the papers were corrected within a short period of time.
2. The Internal marks will be post in the University portal as per the instructions given by the university at regular intervals.
3. Assignments were also given for the students and give marks for them.
4. The students who were unable to appear for the scheduled CIA assessments are given supplementary CIA for valid reasons and on production of relevant documents such as medical certificates.
5. Slow learners were identified and they were given another CIA to improve their score.
6. Model tests, Model practical were conducted before the ESE;
7. Question banks were prepared and given to the students.
8. Pregnant and lactating mothers were given the choice to choose the date and time of the all CIA to suit their convenience.
9. Intership training will be given to the students to gain practical knowledge.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

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

No grievance has been 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.

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

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.hchsc.com/program-outcome.php |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

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

Through the internal assessments and the End Semester exams the level of attainment of POs , PSOs and Cos are assessed . . 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 | View File |
| 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

217

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | https://www.hchsc.com/pdf/2021-2022.pdf |

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/ssc%20feedback%20analysis%2021-22.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)

80000

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

An Entrepreneur Development Initiative named Crossian Mastery HUB was established on 27th October 2021. The hub aims to promote and develop entrepreneurial skills by providing the space and facilities to students and alumni who need them for entrepreneurial activities.

The hub provides (i) sewing machines and other allied facilities to students and alumni with tailoring skills so that they can sew dresses for a charge or they can sew dresses and sell them; (ii) cooking and baking facilities for students and alumni who can use these skills to prepare food items for sale; (iii) computers, printers and internet to students and alumni who can offer online services for a fee such as online college fee, exam fee, hostel fee, etc. (iv) These facilities can also be skilled students who can type project and thesis reports for a fee. These initiatives are aimed at encouraging income generating activities for the students and alumni.

A Centre for Vocational Skill Education was started on 4th April, 2022 to provide employability skills to students and alumni. It offers short term skill courses such as Fashion Designing, Beautician Course and Acupuncture.

The EDI also conducted two income generating skills (Mushroom Cultivation and Honey Bee Rearing).

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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

2

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

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) | View File |
| Any additional information | View File |

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

11

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

25

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

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

The college conducts various extension activities through Unnat Bharath Abhiyan (UBA), NSS and YRC.

Apart from these, extension programmes are organised and conducted regularly by individual departments.

The institution collaborates with government agencies such as the Ministry of Human Resource Development, Government of India and the Government Medical College Hospital, Thoothukudi, District Legal service Authority, Thoothukudi, Swatch Bharath and District Forest Department, and also private organisations such as Indian Red Cross Society, Sundaram Arulraj Hospital, Thoothukudi and Inner Wheel Club, Thoothukudi.

Free medical camps, blood donation camps and blood group identification camps were organised in the adopted villages by NSS as a part of the extension activities.

Our students and staff participate in common reach-out extension programmes organised by the government and other agencies. Our students have served in Free Hearse Services and the enquiry desk at the Government Medical College Hospital, Thoothukudi.

Our students also participate in various awareness creating rallies for the public, serve as volunteers in various government programmes, health and hygiene programmes and other such outreach programmes.

The institution also gives groceries every year to poor families during Christmas season

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

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

8

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

221

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

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

19

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

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

8

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

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 reaccruited with 'B' grade by NAAC. 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.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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 intracollegiate 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

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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.

6

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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)

21.99

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

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 | View File |
| 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 **B. Any 3 of the above**

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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)

1.07

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

60

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | No File Uploaded |

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 | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

52

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | No File Uploaded |

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

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| 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)

23.86

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

The college takes direct initiative in the maintenance of infrastructure and support facilities. The management and office superintendent monitor the quality of maintenance of the equipment frequently repairs to ensure performance and accuracy.

Central timetable is designed in such a way that there is maximum utilization of infrastructure and classrooms.

Annual maintenance is done for high grade instruments by Sambell computer services pvt limited for hardware and software. Regular servicing and maintenance is carried out for the instruments.

Library is kept open during class hours up to 4.30 p.m for the benefit of the students .

Sports material is issued to students at the time of practice.

Need based repair work of furniture and fixtures (including electrical appliances like fan, equipment-telephone)is done by giving contracts to proper agencies .

Maintenance and painting of building and infrastructure is done as per need.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

113

| File Description | Documents |
|---|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | View File |
| Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

39

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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 | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

440

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

440

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

D. Any 1 of the above

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

| 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

31

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

64

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

0

| File Description | Documents |
|--|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | No File Uploaded |

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.

1

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| 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) | View File |

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)

The College has an active Student Council since 1975. The Council's vision is to edify leadership capacities and opportunities through student involvement in the activities of the Institution. It provides students with an opportunity to organize and carry out college events. In addition Student Council organize activities that contribute to the spirit of college and community welfare. Students play an active role in Academic Council, Department Associations, Library Association, Alumni Association, Women's Cell and in Committees such as NSS, YRC, Sports, Cultural Committee, Anti Ragging Committee, and Clubs such as Eco Club, Human Rights Club and Consumer Club. Student representatives of each class are elected democratically as office bearers. Major programs conducted by the Student Council are: Freshers Day, Independence Day, Women's Day, Holy Cross Feast, Mission Sales Day, Pongal Celebration, Republic Day, Sports Day, Students Administrative Day, Various Cultural events in and out the college. The weak students are identified and are given extra classes by their peer groups. Their interests are identified and the club students help these weak students by providing them with the detailed notes.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

35

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| 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) | View File |

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

The annual alumni meet is conducted on the second Saturday of August every year in order to reconnect with the Alumni and to celebrate their success and their various achievements.

The grand Alumni Meet was held on 11 December 2021 at our college campus. After completing formal registrations, all the Alumni of different batches gathered in the Conference hall for the meeting. The Alumni Meet started with an invocation song seeking the blessings of the Almighty. Mrs. J. Mary Silvana Jessica, an executive member of the alumni association welcomed the gathering and extended her warm welcome to the Alumni and extended her sincere thanks to all who were present in spite of their busy schedules. The annual report of the Alumni Association was presented by Mrs. R. Tiffany, Assistant Professor, and Department of Commerce. The Alumni were joined by Dr. Arunachalam, who enlightened the gathering on the various benefits of acupuncture and its several methods for various parts of our body to enhance our mental and physical health.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

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 college is managed by the Governing Body comprising of Secretary, Principal, Representatives from the management, teaching and non-teaching staff and a nominated expert from the affiliated University. The strategic plan, research policies, recruitment and other academic and administrative proposals are scrutinized by the Governing body and recommended for approval by the management. The management, Principal of the college and faculty members works together ensuring effective implementation of academic and administrative policies.

The IQAC take care of academic and administrative policies by preparing and planning them in consultation with the Principal, Head of the Departments and senior members of the college to impart quality educational facilities to the students. The governance is decentralized for better management. Different committees and associations are formed for proper functioning of the college.

IQAC plans to strengthen the research activity by motivating the students to participate in the research conferences, given industry and corporate exposure through industrial visits and internship training programmes. Various skill development courses are conducted to make students employable and/or self-employable. An initiative was taken in dedicating Crossian Hub, an Institutional Innovative

Centre (IIC) for those students who can implement their innovative ideas and bring them as a business model.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.hchsc.com/history.php#vision |
| Upload any additional information | No File Uploaded |

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

The institution follows an effective democratic management system through participative decision making. The institution has full financial autonomy. The governing body is the important decision making body for which the Provincial, is the President. The other members are the Secretary, Principal, Nominees from University and staff representatives.

At the end of every academic year the Heads of different departments of the college in consultation with their staff members prepare prospective plan for the next academic year on the basis of current requirements to meet the needs for the growth and expansion in different functional dimensions. The Principal as the head of the institution then presents the proposal and seeks approval from the Governing body. The governing body meets annually to review the policies, strategies, achievements, budget and future plans. There is an annual internal and an external audit. There is total transparency and accountability at all levels.

The Principal dedicates duties and responsibilities to the Coordinators of various committees to take care of all cultural, co-curricular and extra-curricular activities in the college. The Vice Principal and the HoDs collaborate with the faculty members supervises, coordinates their specific department and manages the affairs of the department.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The motto of the college is, "Love and Serve" that strives to take education to the deserving women community.

1. Admission Policy : The College has guidelines for admissions where preference is given to students from the economically and socially backward
2. Academic Performance: The College provides a learner centric academic environment inculcating effective teaching learning process by organising capacity enhancement programmes, workshops and training programmes.
3. Research and Extension: A committee for research and consultancy plays a vital role in motivating faculties to publish books and papers in reputed journals. It acts as a catalyst in empowering faculty members towards emerging trend in their profession for academic advancement.
4. As a new initiative, Crossian Mastery Hub, an Institutional Innovative Centre under EDII was implemented motivating students for self-employment and enabling them to emerge as entrepreneurs.
5. Skill Development Courses : The college has conducted 15 value added certificate courses to develop employability skills.
6. Morning meal scheme: The College provides free morning meals to deserving students who belong to socially and economically deprived sections of the society.
7. The college being a participating institution of Unnat Bharat Abhiyan aims to provide activities in adopted villages promoting social responsibility among faculties and student volunteers.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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 , Madurai Province is the head with all the authority. Then the secretary and the Principal has the overall academic control and authority.

The Institution has a Governing Body that meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized.

Staff Council executes all the academic policies and activities. Students' Council headed by the elected Student Council Directors along with the student office bearers oversee the activities of the College.

Recruitment Procedure:

The advertisement regarding vacancies is published in leading newspapers. Interviews are conducted by a interview panel as per University norms. The panel consists of Principal, Vice Principal, Head of the Department, Subject Expert, Management representative and University nominee. Selection of staff members is based on candidates' relevant qualifications, paper publication teaching and research experiences. Every candidate is asked to take demo class to understand teaching capabilities and competency. The recruitment of Faculty/Supporting staff are then approved by the Governing body.

Admission committee takes responsibility to smoothly conduct admission procedure. The Committee members explain the rules of admissions to students and various career options available. They verify the admission form and counselling session is also carried out if required.

| File Description | Documents |
|---|---------------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | Nil |
| Upload any additional information | View File |

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 | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The teaching and non-teaching staffs are important to the college's growth. The welfare facilities encourage staff to provide their best efforts and boost employee morale in general. The existing welfare measures for teaching and non-teaching staff are itemized below.

Teaching

- Employees' Provident Fund is a mandatory benefit provided by the institution for all employees, and it contributes the appropriate amount to each employee's account with the Employees' State Insurance Corporation.
- Children of staff members are eligible for fee concession at Holy Cross Home Science Matriculation School and in College.
- Medical Leave and Maternity Leave with salary
- On-Duty leave is granted for attending orientation programmes/refresher courses/workshop /Seminar/Conference,

etc.

- Supporting Funds for attending Seminars /Conferences
- Organising orientation programmes to develop ability and instil professionalism and ethics
- Staff accomplishments are recognised with felicitations.
- Seed Money for Staff pursuing Ph.D
- Financial support is provided for publication of books by Staff
- Being a member institution of ICTAcademy, faculty members are deputed regularly to attend FDPs organised by ICTAcademy
- Salaries are paid out as soon as possible, and reimbursements for allowances are completed promptly.
- All the non-doctoral teaching faculties are encouraged to get enrolled for Ph.D.
- Staffs are encouraged for higher progression.

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 | Nil |
| Upload any additional information | View File |

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

40

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

3

| 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) | View File |

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

82

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

Students are the primary participants in the teaching and learning process. The College also performs an online survey of student satisfaction based on the mentoring, teaching, and learning processes. The results are compiled and posted on the College website.

Students' opinions of all the faculties covering all the subjects they taught are collected for the teaching staff over both semesters. The evaluation of teachers is done online using a ranking system that takes into account things like using different teaching techniques, expertise, coverage of syllabus and clarity of explanation. This feedback is then submitted to the Head of the Institution for appropriate action. A self-appraisal form is furthermore submitted by faculties once a year. The institution creates an evaluation form, which is distributed to all staff members. Each teacher is evaluated based on their use of new teaching pedagogies in the classroom, participation in committee work, and contributions to the institution's administrative structure. Every teacher is required to

submit a self-appraisal form detailing their annual performance, which includes all curricular, cocurricular, extracurricular, and research activities.

The Principal and IQAC then review the self-appraisal form. Regular meetings for performance reviews are also held by management. The department heads also review and submit each staff member's individual evaluations, along with their recommendations for potential areas for growth for each teacher to the principal.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

The institution consistently uses a financial audit system, both internal and external. Regular internal and statutory audits are performed on the institutional accounts. The Holy Cross Provincialate, Madurai's bursar, who represents the Congregation that oversees the institution, conducts internal audits on a periodic basis during each financial year. At the conclusion of the financial year, the approved chartered accountant (Sami and Rajhu, Chartered Accountants, Trichy) conducts the external audit.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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 is able to implement various quality enhancement activities with its ability to mobilize funds and utilize resources with integrity in its functioning since its inception.

Mobilization of Grants

The college receives funds from various sources through an appropriate and feasible system.

- Management Grants
- Student fees
- Project funds received from funding agencies

Utilization of Fund

The grants received from various sources are used towards infrastructure augmentation. Specific Fund is used for giving management scholarships for poor students. Welfare measures for the both teaching and nonteaching are also provided by the management from the collected funds every year.

The funds are also allocated to each department for organizing various academic activities such as conferences, seminars, workshops, training programmes and orientation programmes. The staff members are rewarded for their outstanding performance in academics, research, teaching, extension and in other academic facets.

Annual stock verification is done to verify all equipments purchased. The laboratories are periodically inspected and a record of instruments is maintained.

The Planning Board constituted by the members of management has the responsibility for planning, implementing and supervising the fund raising activities of the college. The planning committee evaluates

and authorizes infrastructure development or creation of permanent structure at campus. Every year budget is prepared taking into consideration requirements of each department, office and various committees. Budget is presented before the Governing body and approved by same. Utilization of budgeted amount is closely monitored and audited on a regular basis.

| 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

The institution's unique, all-encompassing, and adaptable education policy is part of its ongoing effort to chisel out a quality person by focusing on the delivery of excellent education. All facets of the Institution's operation are covered by the work done by its Internal Quality Assurance Cell (IQAC). The institute's IQAC continuously works to improve teaching-learning processes by increasing the use of ICT, expanding the scope of the library, offering skill development courses, arranging for industrial visits and training of students, assisting with placements, and providing information on current events by organising seminars, conferences, and workshops. In order to promote awareness campaigns, outreach programmes, and service-oriented events, IQAC supports a number of institution committees and cells, including NSS, YRC, and other clubs. Through the adoption of the necessary knowledge and technology for participatory teaching and learning processes, IQAC makes it easier to create learner-centric environments. In addition to managing institutional data, IQAC also evaluates comments received from various offline and online sources. Academic and administrative audits, as well as follow-up procedures, are frequently carried out by IQAC.

In addition to preparing and submitting the Annual Quality Assurance Report in accordance with NAAC norms and requirements, IQAC also informs teaching and non-teaching employees about the advantages and necessity of receiving accreditation from various external authorities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.hchsc.com/pdf/2021-2022.pdf |
| Upload any additional information | No File Uploaded |

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 IQAC regularly evaluates the teaching-learning process and takes action to raise its quality. The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar: The Institute plans the academic calendar based on the University Academic Calendar well in advance at the beginning of the year, leaving enough time for both the regular teaching-learning process and the various events, such as seminars, guest lectures, workshops, FDPs, hands-on series, and other activities.

Preparation of lesson plan for each Semester: Each semester's lesson plans are prepared by the faculty members for all the areas they will be teaching during that particular semester.

Curriculum Delivery Register: Curriculum Delivery Register is managed by the student representative of the class. It includes the name of the course, Faculty-in-charge, topic covered and the signature of the staff. The CDR assists in keeping track of the subject delivered during each class.

Attendance and Assessment Record: Assessment and Attendance Record is one of the tools by which teaching plan for the semester is instructed by the university and effectively implemented by IQAC. It covers the attendance of students, internal marks, assignment marks, seminar marks and topics covered in each period.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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 | https://www.hchsc.com/pdf/2021-2022.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

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

Gender equality is a goal in itself and a prerequisite for sustainable and equitable development. Gender equality is achieved when women and girls have equal rights, conditions and opportunities, and the power to shape their own lives and contribute to the development of society.

The institution works on focused programmes to enhance women's empowerment and rights. It addresses gender-related issues by awareness programmes, workshops and conducting competitions on relevant issues through various association throughout the year to promote gender equity and sensitization. The gender equity promotion programs organized by the institution International Women's Day on 08/03/2022 and Students Administration Day on 08/04/.

| 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 | http://hchsc.com/holy/entry/PDF/safety%20and%20security.pdf |

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 | View File |
| 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 and there are lots of trees and plants

(ii) Use of plastic bags inside college is banned.

(iii) Eco consciousness is inculcated in the minds of the students by celebrating environmentally significant days

(iv) Insisting students and staffs to use public transport and bicycles.

(v) Paperless communication is encouraged and the institution is moving towards digital and online accounting.

(vi) Rain water harvesting is done;

(vii) Handmade artificial bird nests are built inside the campus for comfortable nesting and for eco conscious ambience.

WasteManagement

(i) Solid waste is segregated and sorted and disposed to the municipality collection.

(ii) Organic waste is converted into vermin compost

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

(iv) Trash cans are placed in all classrooms;

(v) College ensures that they take an effort to recycle and reuse the generated waste systematically.

LiquidWastemanagement:

The liquid wastes are mainly drained to improve the ground level of water. And it is also used to water plants in the institute garden through a proper mechanism.

E-wastemanagement:

The entire potential of electronic equipment is utilised. The organization seeks to reduce e-waste by fixing electrical parts and computer accessories. The repurchase option is utilized to upgrade technology as opposed to buying a new computer.

| 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 **B. Any 3 of the above**

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 | View File |
| 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 | View File |
| 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

B. Any 3 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 | View File |
| 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

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

B. Any 3 of the above

5.

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| 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).

Our college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities are organized inside the college to promote harmony. Commemorative days like Women's day, Yoga day, Pongal,

Deepavali, Christmas are celebrated in the college.

Efforts of the institution to promote tolerance and harmony are:

The institution welcomes academics and students from all backgrounds and treats them equally.

Morning assembly is an integral part of our college's schedule which include all faith prayers, latest happenings, inspiring thoughts, from the Holy Books of all religions and national anthem.

Moral science classes are conducted every Friday to inculcate moral values in the students.

Extension activities are carried out by the entire department to instill social responsibility and a sense of duty, among students.

NSS activities are conducted to provide student volunteers to grow individually and also as a group. It provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community.

Days of National importance such as Republic Day, Independence Day are celebrated to encourage patriotic spirit and to develop young adults as socially responsible citizens.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| 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

For sensitizing the constitutional obligations about values, rights, duties and responsibilities among students and employees. The college organizes various activities such as celebrating Independence Day, Republic Day, Constitution Day, birth anniversaries of freedom fighter and social reformers to create awareness and importance of freedom.

The college celebrates Women's Day to promote gender equality and

Women Empowerment and to mark the remarkable achievements of women throughout the history. The college celebrates international Yoga Day in the assembly and makes all students and staff to take part in yoga activity.

For inculcating the importance of environment, the college celebrates Environment Day and for creating Cleanliness Awareness College organizes extension activities. For inculcating values among students and employees for being responsible citizens institution conducts various activities such as contributing for needed people, seed distribution and tree plantation program. The Human Rights Cell and Consumer Club also organises guest lectures awareness program 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 | http://hchsc.com/holy/entry/PDF/sensitization%20programe%2021-22.pdf |
| 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 **B. Any 3 of the above**

4. Annual awareness programmes on Code of Conduct are organized

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| 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 | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

Institution celebrates national and international commemorative days, events and festivals with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.

Republic day- The institution celebrates Republic day on 26th January. The chief guest was Dr. Guru Vasuki, Assistant Professor V.O.C. (B.Ed) College.

Independence Day is celebrated on 15th of August, Mrs. Josephin Renuga, Head of Tamil Department was the chief guest.

Gandhi Jayanti is celebrated on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff.

International Yoga day is celebrated on 21st June. The yoga Instructor Dr. P. Judy Ivan rehabilitation physiotherapist was the chief Guest, organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfillment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen

Religious festivals like Diwali, Christmas, Pongal are celebrated every year to bring students together and make them more friendly and happy. They share their thoughts, feelings and experiences to focus on cultural destinations.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| 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.

Title of the Practice: Crossian Mastry Hub

Objectives of the Practice:

- To enhance the employability skills of the student and prepare her to face the competitive world.
- To enhance the ability and readiness to develop, organize and run a business enterprise, along with any of its uncertainties in order to make a profit.

Involve the students' right from the first year to the final year to understand the importance of career building, industrial jobs and entrepreneurship.

Title of the Practice: Crossian KalaiKulu

Objectives of the Practice:

- To revive folk art, the heritage of Indian culture
- To encourage the sustenance
- To deepen self-identity and better understanding of cultural differences.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://hchsc.com/holy/entry/PDF/best%20practices%2021-22.pdf |
| Any other relevant information | Nil |

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

The distinctive features of the institution are self-sufficient and liberated young women, with cultural values and integrity, who will be instruments of social change in their families and society. From the date of establishment the college strives with the vision to fashion the perfect woman through great planning. The day to day activities of the institution are designed in such a way to equip its students with deep knowledge and globally accepted skills. The college puts its prime focus on the intellectual, physical, social and spiritual wellbeing of the students, to frame them as intellectually responsible, socially committed, morally upright and spiritually aimed. The college follows a well designed plan for teaching, Peer teaching and cross-teaching. Departments are equipped with LCD projectors. syllabus based interactive sessions, Group study; group discussions etc. are conducted to encourage learning. Adequate support is provided for the average and below average students to scale academic heights. Special classes are conducted for slow learners. Meritorious students are encouraged with awards. Regular and periodic counseling, remedial classes, mentoring, career guidance etc. are provided. National seminars, invited talks are provided for the students to excel in their academics. Add on and Certificate courses are conducted for the students to enable them to acquire additional knowledge and skills in different spheres of study. Regular sports training is given to students in games such as basketball, Shuttle, throw ball and volley ball.

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

- **Departmental Meetings:**

(a) Annual: The academic calendar for each year was prepared in the beginning of each academic year. It was synchronized to make the institution's academic calendar.

(b) Semester: The departments individually met in the beginning of the semester, discuss programme content, work load and time table.

(c) Monthly: The activities and progress of that month were discussed. If any activity was not executed, it has been rescheduled.

- **Workload:** A projected workload for the semester was sought in the beginning of each semester. The projected workload was informed to the administration, in turn, assessed the need for adequate additional teaching and non-teaching staff in terms of number and facilities and appointed new staff. On the basis of the workload and revision of syllabi, courses were distributed to the faculty.
- **Time Table:** The departmental time- table is finalized by heads of the departments and submitted to the Principal.
- **Course Plan:** The semester course plan is prepared by the teacher concerned.
- **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 head and reviewed by the principal.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| 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 for the conduct of Continuous Internal Evaluation (CIE). The institution follows the schedule for CIE given by the affiliating university. However the institution has initiated various changes and reforms in the CIE. Assignments were submitted online to the respective teacher's mail. The marks were uploaded in the university exam portal after internal examination.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| 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 | View File |
| Any additional information | View File |

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) | View File |

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)****21**

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**958**

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

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, Value Based 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. | View File |

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

9

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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 | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

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

253

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

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

A. All of the above

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://www.hchsc.com/igac.php |
| 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 | No File Uploaded |

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 | https://www.hchsc.com/igac.php |

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

212

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

205

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

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

Yes, the Institution assesses the learning levels of the students and organizes separate special programmes for advanced learners and slow learners

The learning levels of the students are assessed by a preliminary test in order to identify the slow learners and advanced learners. Students Induction Programme is conducted at the beginning of the academic year for the fresher's. 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 will have remedial coaching, retest, Peer learning with a leader the students are given training to get higher grade in the post coming examination.

Advance Learners were classified according to the learning level of the students and they have extra Certificate course offered to them other than their regular core paper to impart additional knowledge to them. Online courses in MOOC, NPTEL, were encouraged

and given extra time to complete the course inside the college.

Students are encouraged to participate in National and International Conferences/ Seminars/ Workshops and help them to present research papers in the programme

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://hchsc.com/holy/entry/PDF/Slow%20Learners.pdf |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 721 | 40 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

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. Along with the traditional method of learning, the institution encourages the faculty to enhance their way of teaching through various activities to gain experiential learning of the students. Students are motivated to complete research based projects relating to their subjects and such projects help them to develop their research aptitude. 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. To develop the participative learning strategies 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.

Science spectra is conducted for the students in order to get innovative scientific ideas from the students. Quiz and games are also a part of problem solving methodology handled by the faculty during their class hours.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | http://hchsc.com/holy/entry/PDF/Internship%202021-22_merged.pdf |

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

ICT enabled Teaching learning process is effectively carried out in our Institution . Besides Chalk and Blackboard method of teaching, our faculty members are trained to use ICT enabled Learning methods such as PPT, Online Videos, E-materials, Youtube videos to expose the students to gain advanced knowledge and practical learning. Also the interactive methods of teaching learning process such as power point competitions, research paper presentations, Assignments, E-Quiz are also encouraged . E-Learning environment is created in the class rooms with well-euipped Smart boards, LCD projectors, audio-visual facilities and various ICT tools. 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 | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

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

39

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

40

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

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

18

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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) | View File |

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 | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

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 institution follows the university syllabi and the ESE are conducted by the affiliating university. So there is no scope for exam reforms in the ESE.

Yet the institution has initiated various changes and reforms in the CIA.

1. All CIA tests were conducted thrice in a semester by preparing a timetable and the papers were corrected within a short period of time.
2. The Internal marks will be post in the University portal as per the instructions given by the university at regular intervals.
3. Assignments were also given for the students and give marks for them.
4. The students who were unable to appear for the scheduled CIA assessments are given supplementary CIA for valid reasons and on production of relevant documents such as medical certificates.
5. Slow learners were identified and they were given another CIA to improve their score.
6. Model tests, Model practical were conducted before the ESE;
7. Question banks were prepared and given to the students.
8. Pregnant and lactating mothers were given the choice to choose the date and time of the all CIA to suit their convenience.
9. Intership training will be given to the students to gain practical knowledge.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

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

No grievance has been 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.

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

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.hchsc.com/program-outcome.php |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

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

Through the internal assessments and the End Semester exams the level of attainment of POs , PSOs and Cos are assessed . . 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 | View File |
| 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

217

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | https://www.hchsc.com/pdf/2021-2022.pdf |

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/ssc%20feedback%20analysis%2021-22.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)

80000

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

An Entrepreneur Development Initiative named Crossian Mastery HUB

was established on 27th October 2021. The hub aims to promote and develop entrepreneurial skills by providing the space and facilities to students and alumni who need them for entrepreneurial activities.

The hub provides (i) sewing machines and other allied facilities to students and alumni with tailoring skills so that they can sew dresses for a charge or they can sew dresses and sell them; (ii) cooking and baking facilities for students and alumni who can use these skills to prepare food items for sale; (iii) computers, printers and internet to students and alumni who can offer online services for a fee such as online college fee, exam fee, hostel fee, etc. (iv) These facilities can also be used by skilled students who can type project and thesis reports for a fee. These initiatives are aimed at encouraging income generating activities for the students and alumni.

A Centre for Vocational Skill Education was started on 4th April, 2022 to provide employability skills to students and alumni. It offers short term skill courses such as Fashion Designing, Beautician Course and Acupuncture.

The EDI also conducted two income generating skills (Mushroom Cultivation and Honey Bee Rearing).

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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

2

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

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) | View File |
| Any additional information | View File |

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

11

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

25

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

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

The college conducts various extension activities through Unnat Bharath Abhiyan (UBA), NSS and YRC.

Apart from these, extension programmes are organised and conducted regularly by individual departments.

The institution collaborates with government agencies such as the Ministry of Human Resource Development, Government of India and the Government Medical College Hospital, Thoothukudi, District Legal service Authority, Thoothukudi, Swatch Bharath and District Forest Department, and also private organisations such as Indian Red Cross Society, Sundaram Arulraj Hospital, Thoothukudi and Inner Wheel Club, Thoothukudi.

Free medical camps, blood donation camps and blood group identification camps were organised in the adopted villages by NSS as a part of the extension activities.

Our students and staff participate in common reach-out extension programmes organised by the government and other agencies. Our students have served in Free Hearse Services and the enquiry desk at the Government Medical College Hospital, Thoothukudi.

Our students also participate in various awareness creating rallies for the public, serve as volunteers in various government programmes, health and hygiene programmes and other such outreach programmes.

The institution also gives groceries every year to poor families during Christmas season

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

5

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

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

8

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

221

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

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

19

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

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

8

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

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 reaccruited with 'B' grade by NAAC. 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.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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 intracollegiate 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

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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.

6

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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)****21.99**

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

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 | View File |
| 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

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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)

1.07

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

60

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | No File Uploaded |

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 complied into CDs and maintained in the library.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

52

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| 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)

23.86

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

The college takes direct initiative in the maintenance of infrastructure and support facilities. The management and office superintendent monitor the quality of maintenance of the equipment frequently repairs to ensure performance and accuracy.

Central timetable is designed in such a way that there is maximum utilization of infrastructure and classrooms.

Annual maintenance is done for high grade instruments by Sambell computer services pvt limited for hardware and software. Regular servicing and maintenance is carried out for the instruments.

Library is kept open during class hours up to 4.30 p.m for the benefit of the students .

Sports material is issued to students at the time of practice.

Need based repair work of furniture and fixtures (including electrical appliances like fan, equipment-telephone)is done by giving contracts to proper agencies .

Maintenance and painting of building and infrastructure is done as per need.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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**

113

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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**

39

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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 | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

440

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

440

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

D. Any 1 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

31

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

64

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

0

| File Description | Documents |
|--|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | No File Uploaded |

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.

1

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| 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) | View File |

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)

The College has an active Student Council since 1975. The Council's vision is to edify leadership capacities and opportunities through student involvement in the activities of

the Institution. It provides students with an opportunity to organize and carry out college events. In addition Student Council organize activities that contribute to the spirit of college and community welfare. Students play an active role in Academic Council, Department Associations, Library Association, Alumni Association, Women's Cell and in Committees such as NSS, YRC, Sports, Cultural Committee, Anti Ragging Committee, and Clubs such as Eco Club, Human Rights Club and Consumer Club. Student representatives of each class are elected democratically as office bearers. Major programs conducted by the Student Council are: Freshers Day, Independence Day, Women's Day, Holy Cross Feast, Mission Sales Day, Pongal Celebration, Republic Day, Sports Day, Students Administrative Day, Various Cultural events in and out the college. The weak students are identified and are given extra classes by their peer groups. Their interests are identified and the club students help these weak students by providing them with the detailed notes.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

35

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| 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) | View File |

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

The annual alumni meet is conducted on the second Saturday of August every year in order to reconnect with the Alumni and to celebrate their success and their various achievements.

The grand Alumni Meet was held on 11 December 2021 at our college campus. After completing formal registrations, all the Alumni of different batches gathered in the Conference hall for the meeting. The Alumni Meet started with an invocation song seeking the blessings of the Almighty. Mrs. J. Mary Silvana Jessica, an executive member of the alumni association welcomed the gathering and extended her warm welcome to the Alumni and extended her sincere thanks to all who were present in spite of their busy schedules. The annual report of the Alumni Association was presented by Mrs. R. Tiffany, Assistant Professor, and Department of Commerce. The Alumni were joined by Dr. Arunachalam, who enlightened the gathering on the various benefits of acupuncture and its several methods for various parts of our body to enhance our mental and physical health.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1 Lakhs

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

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 college is managed by the Governing Body comprising of Secretary, Principal, Representatives from the management, teaching and non-teaching staff and a nominated expert from the affiliated University. The strategic plan, research policies, recruitment and other academic and administrative proposals are scrutinized by the Governing body and recommended for approval by the management. The management, Principal of the college and faculty members works together ensuring effective implementation of academic and administrative policies.

The IQAC take care of academic and administrative policies by preparing and planning them in consultation with the Principal, Head of the Departments and senior members of the college to impart quality educational facilities to the students. The governance is decentralized for better management. Different committees and associations are formed for proper functioning of the college.

IQAC plans to strengthen the research activity by motivating the students to participate in the research conferences, given industry and corporate exposure through industrial visits and internship training programmes. Various skill development courses are conducted to make students employable and/or self-employable. An initiative was taken in dedicating Crossian Hub, an Institutional Innovative Centre (IIC) for those students who can implement their innovative ideas and bring them as a business model.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.hchsc.com/history.php#vision |
| Upload any additional information | No File Uploaded |

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

The institution follows an effective democratic management system through participative decision making. The institution has full financial autonomy. The governing body is the important decision making body for which the Provincial, is the President. The other members are the Secretary, Principal, Nominees from University and staff representatives.

At the end of every academic year the Heads of different departments of the college in consultation with their staff members prepare prospective plan for the next academic year on the basis of current requirements to meet the needs for the growth and expansion in different functional dimensions. The Principal as the head of the institution then presents the proposal and seeks approval from the Governing body. The governing body meets annually to review the policies, strategies, achievements, budget and future plans. There is an annual internal and an external audit. There is total transparency and accountability at all levels.

The Principal dedicates duties and responsibilities to the Coordinators of various committees to take care of all cultural, co-curricular and extra-curricular activities in the college. The Vice Principal and the HoDs collaborate with the faculty members supervises, coordinates their specific department and manages the affairs of the department.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The motto of the college is, "Love and Serve" that strives to take education to the deserving women community.

1. **Admission Policy :** The College has guidelines for admissions where preference is given to students from the economically and socially backward
2. **Academic Performance:** The College provides a learner centric academic environment inculcating effective teaching learning process by organising capacity enhancement programmes, workshops and training programmes.
3. **Research and Extension:** A committee for research and consultancy plays a vital role in motivating faculties to publish books and papers in reputed journals. It acts as a catalyst in empowering faculty members towards emerging trend in their profession for academic advancement.

4. As a new initiative, Crossian Mastery Hub, an Institutional Innovative Centre under EDII was implemented motivating students for self-employment and enabling them to emerge as entrepreneurs.
5. Skill Development Courses : The college has conducted 15 value added certificate courses to develop employability skills.
6. Morning meal scheme: The College provides free morning meals to deserving students who belong to socially and economically deprived sections of the society.
7. The college being a participating institution of Unnat Bharat Abhiyan aims to provide activities in adopted villages promoting social responsibility among faculties and student volunteers.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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 , Madurai Province is the head with all the authority. Then the secretary and the Principal has the overall academic control and authority.

The Institution has a Governing Body that meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized.

Staff Council executes all the academic policies and activities. Students' Council headed by the elected Student Council Directors along with the student office bearers oversee the activities of the College.

Recruitment Procedure:

The advertisement regarding vacancies is published in leading

newspapers. Interviews are conducted by a interview panel as per University norms. The panel consists of Principal, Vice Principal, Head of the Department, Subject Expert, Management representative and University nominee. Selection of staff members is based on candidates' relevant qualifications, paper publication teaching and research experiences. Every candidate is asked to take demo class to understand teaching capabilities and competency. The recruitment of Faculty/Supporting staff are then approved by the Governing body.

Admission committee takes responsibility to smoothly conduct admission procedure. The Committee members explain the rules of admissions to students and various career options available. They verify the admission form and counselling session is also carried out if required.

| File Description | Documents |
|---|---------------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | Nil |
| Upload any additional information | View File |

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 | View File |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The teaching and non-teaching staffs are important to the college's growth. The welfare facilities encourage staff to provide their best efforts and boost employee morale in general. The existing welfare measures for teaching and non-teaching staff are itemized below.

Teaching

- Employees' Provident Fund is a mandatory benefit provided by the institution for all employees, and it contributes the appropriate amount to each employee's account with the Employees' State Insurance Corporation.
- Children of staff members are eligible for fee concession at Holy Cross Home Science Matriculation School and in College.
- Medical Leave and Maternity Leave with salary
- On-Duty leave is granted for attending orientation programmes/refresher courses/workshop /Seminar/Conference, etc.
- Supporting Funds for attending Seminars /Conferences
- Organising orientation programmes to develop ability and instil professionalism and ethics
- Staff accomplishments are recognised with felicitations.
- Seed Money for Staff pursuing Ph.D
- Financial support is provided for publication of books by Staff
- Being a member institution of ICTAcademy, faculty members are deputed regularly to attend FDPs organised by ICTAcademy
- Salaries are paid out as soon as possible, and reimbursements for allowances are completed promptly.
- All the non-doctoral teaching faculties are encouraged to get enrolled for Ph.D.
- Staffs are encouraged for higher progression.

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 | Nil |
| Upload any additional information | View File |

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

40

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

3

| 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) | View File |

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

82

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

Students are the primary participants in the teaching and learning process. The College also performs an online survey of student satisfaction based on the mentoring, teaching, and learning processes. The results are compiled and posted on the

College website.

Students' opinions of all the faculties covering all the subjects they taught are collected for the teaching staff over both semesters. The evaluation of teachers is done online using a ranking system that takes into account things like using different teaching techniques, expertise, coverage of syllabus and clarity of explanation. This feedback is then submitted to the Head of the Institution for appropriate action. A self-appraisal form is furthermore submitted by faculties once a year. The institution creates an evaluation form, which is distributed to all staff members. Each teacher is evaluated based on their use of new teaching pedagogies in the classroom, participation in committee work, and contributions to the institution's administrative structure. Every teacher is required to

submit a self-appraisal form detailing their annual performance, which includes all curricular, cocurricular, extracurricular, and research activities.

The Principal and IQAC then review the self-appraisal form. Regular meetings for performance reviews are also held by management. The department heads also review and submit each staff member's individual evaluations, along with their recommendations for potential areas for growth for each teacher to the principal.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

The institution consistently uses a financial audit system, both internal and external. Regular internal and statutory audits are performed on the institutional accounts. The Holy Cross Provincialate, Madurai's bursar, who represents the Congregation that oversees the institution, conducts internal audits on a periodic basis during each financial year. At the conclusion of

the financial year, the approved chartered accountant (Sami and Rajhu, Chartered Accountants, Trichy) conducts the external audit.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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 is able to implement various quality enhancement activities with its ability to mobilize funds and utilize resources with integrity in its functioning since its inception.

Mobilization of Grants

The college receives funds from various sources through an appropriate and feasible system.

- Management Grants
- Student fees
- Project funds received from funding agencies

Utilization of Fund

The grants received from various sources are used towards

infrastructure augmentation. Specific Fund is used for giving management scholarships for poor students. Welfare measures for the both teaching and nonteaching are also provided by the management from the collected funds every year.

The funds are also allocated to each department for organizing various academic activities such as conferences, seminars, workshops, training programmes and orientation programmes. The staff members are rewarded for their outstanding performance in academics, research, teaching, extension and in other academic facets.

Annual stock verification is done to verify all equipments purchased. The laboratories are periodically inspected and a record of instruments is maintained.

The Planning Board constituted by the members of management has the responsibility for planning, implementing and supervising the fund raising activities of the college. The planning committee evaluates and authorizes infrastructure development or creation of permanent structure at campus. Every year budget is prepared taking into consideration requirements of each department, office and various committees. Budget is presented before the Governing body and approved by same. Utilization of budgeted amount is closely monitored and audited on a regular basis.

| 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

The institution's unique, all-encompassing, and adaptable education policy is part of its ongoing effort to chisel out a quality person by focusing on the delivery of excellent education. All facets of the Institution's operation are covered by the work done by its Internal Quality Assurance Cell (IQAC). The institute's IQAC continuously works to improve teaching-learning processes by increasing the use of ICT, expanding the scope of the library, offering skill development courses, arranging for industrial visits and training of

students, assisting with placements, and providing information on current events by organising seminars, conferences, and workshops. In order to promote awareness campaigns, outreach programmes, and service-oriented events, IQAC supports a number of institution committees and cells, including NSS, YRC, and other clubs. Through the adoption of the necessary knowledge and technology for participatory teaching and learning processes, IQAC makes it easier to create learner-centric environments. In addition to managing institutional data, IQAC also evaluates comments received from various offline and online sources. Academic and administrative audits, as well as follow-up procedures, are frequently carried out by IQAC.

In addition to preparing and submitting the Annual Quality Assurance Report in accordance with NAAC norms and requirements, IQAC also informs teaching and non-teaching employees about the advantages and necessity of receiving accreditation from various external authorities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.hchsc.com/pdf/2021-2022.pdf |
| Upload any additional information | No File Uploaded |

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 IQAC regularly evaluates the teaching-learning process and takes action to raise its quality. The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar: The Institute plans the academic calendar based on the University Academic Calendar well in advance at the beginning of the year, leaving enough time for both the regular teaching-learning process and the various events, such as seminars, guest lectures, workshops, FDPs, hands-on series, and other activities.

Preparation of lesson plan for each Semester: Each semester's lesson plans are prepared by the faculty members for all the areas

they will be teaching during that particular semester.

Curriculum Delivery Register: Curriculum Delivery Register is managed by the student representative of the class. It includes the name of the course, Faculty-in-charge, topic covered and the signature of the staff. The CDR assists in keeping track of the subject delivered during each class.

Attendance and Assessment Record: Assessment and Attendance Record is one of the tools by which teaching plan for the semester is instructed by the university and effectively implemented by IQAC. It covers the attendance of students, internal marks, assignment marks, seminar marks and topics covered in each period.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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 | https://www.hchsc.com/pdf/2021-2022.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

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**

Gender equality is a goal in itself and a prerequisite for sustainable and equitable development. Gender equality is achieved when women and girls have equal rights, conditions and opportunities, and the power to shape their own lives and contribute to the development of society.

The institution works on focused programmes to enhance women's empowerment and rights. It addresses gender-related issues by awareness programmes, workshops and conducting competitions on relevant issues through various association throughout the year to promote gender equity and sensitization. The gender equity promotion programs organized by the institution International Women's Day on 08/03/2022 and Students Administration Day on 08/04/.

| 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 | http://hchsc.com/holy/entry/PDF/safety%20and%20security.pdf |

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 | View File |
| 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

EnvironmentalConsciousness:

(i) The campus is a green campus and there are lots of trees and plants

(ii) Use of plastic bags inside college is banned.

(iii) Eco consciousness is inculcated in the minds of the students by celebrating environmentally significant days

(iv) Insisting students and staffs to use public transport and bicycles.

(v) Paperless communication is encouraged and the institution is moving towards digital and online accounting.

(vi) Rain water harvesting is done;

(vii) Handmade artificial bird nests are built inside the campus for comfortable nesting and for eco consciousambiance.

WasteManagement

(i) Solid waste is segregated and sorted and disposed to the municipality collection.

(ii) Organic waste is converted into vermin compost

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

(iv) Trash cans are placed in all classrooms;

(v) College ensures that they take an effort to recycle and reuse the generated waste systematically.

LiquidWastemanagement:

The liquid wastes are mainly drained to improve the ground level of water. And it is also used to water plants in the institute

garden through a proper mechanism.

E-wastemanagement:

The entire potential of electronic equipment is utilised. The organization seeks to reduce e-waste by fixing electrical parts and computer accessories. The repurchase option is utilized to upgrade technology as opposed to buying a new computer.

| 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 | View File |
| 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**
- 5. Landscaping**

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| 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 | B. Any 3 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 | View File |
| 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 | View File |
| 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).

Our college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities are organized inside the college to promote harmony. Commemorative days like Women's day, Yoga day, Pongal, Deepavali, Christmas are celebrated in the college.

Efforts of the institution to promote tolerance and harmony are:

The institution welcomes academics and students from all backgrounds and treats them equally.

Morning assembly is an integral part of our college's schedule which include all faith prayers, latest happenings, inspiring thoughts, from the Holy Books of all religions and national anthem.

Moral science classes are conducted every Friday to inculcate moral values in the students.

Extension activities are carried out by the entire department to instill social responsibility and a sense of duty, among students.

NSS activities are conducted to provide student volunteers to grow individually and also as a group. It provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community.

Days of National importance such as Republic Day, Independence Day are celebrated to encourage patriotic spirit and to develop young adults as socially responsible citizens.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| 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

For sensitizing the constitutional obligations about values, rights, duties and responsibilities among students and employees. The college organizes various activities such as celebrating Independence Day, Republic Day, Constitution Day, birth anniversaries of freedom fighter and social reformers to create awareness and importance of freedom.

The college celebrates Women's Day to promote gender equality and Women Empowerment and to mark the remarkable achievements of women throughout the history. The college celebrates international Yoga Day in the assembly and makes all students and staff to take part in yoga activity.

For inculcating the importance of environment, the college celebrates Environment Day and for creating Cleanliness Awareness College organizes extension activities. For inculcating values among students and employees for being responsible citizens institution conducts various activities such as contributing for needed people, seed distribution and tree plantation program. The Human Rights Cell and Consumer Club also organises guest lectures awareness program 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 | http://hchsc.com/holy/entry/PDF/sensitization%20programe%2021-22.pdf |
| 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 | View File |
| 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 | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

Institution celebrates national and international commemorative days, events and festivals with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.

Republic day- The institution celebrates Republic day on 26th January. The chief guest was Dr. Guru Vasuki, Assistant Professor V.O.C. (B.Ed) College.

Independence Day is celebrated on 15th of August, Mrs. Josephin Renuga, Head of Tamil Department was the chief guest.

Gandhi Jayanti is celebrated on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff.

International Yoga day is celebrated on 21st June. The yoga Instructor Dr. P. Judy Ivan rehabilitation physiotherapist was the chief Guest, organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfillment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen

Religious festivals like Diwali, Christmas, Pongal are celebrated every year to bring students together and make them more friendly and happy. They share their thoughts, feelings and experiences to focus on cultural destinations.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| 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.

Title of the Practice: Crossian Mastry Hub

Objectives of the Practice:

- To enhance the employability skills of the student and prepare her to face the competitive world.
- To enhance the ability and readiness to develop, organize and run a business enterprise, along with any of its uncertainties in order to make a profit.

Involve the students' right from the first year to the final year to understand the importance of career building, industrial jobs and entrepreneurship.

Title of the Practice: Crossian KalaiKulu

Objectives of the Practice:

- To revive folk art, the heritage of Indian culture
- To encourage the sustenance
- To deepen self-identity and better understanding of cultural differences.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://hchsc.com/holy/entry/PDF/best%20practices%2021-22.pdf |
| Any other relevant information | Nil |

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

The distinctive features of the institution are self-sufficient and liberated young women, with cultural values and integrity, who will be instruments of social change in their families and society. From the date of establishment the college strives with the vision to fashion the perfect woman through great planning. The day to day activities of the institution are designed in such a way to equip its students with deep knowledge and globally accepted skills. The college puts its prime focus on the intellectual, physical, social and spiritual wellbeing of the students, to frame them as intellectually responsible, socially committed, morally upright and spiritually aimed. The college follows a well designed plan for teaching, Peer teaching and cross-teaching. Departments are equipped with LCD projectors. syllabus based interactive sessions, Group study; group discussions etc. are conducted to encourage learning. Adequate support is provided for the average and below average students to scale academic heights. Special classes are conducted for slow learners. Meritorious students are encouraged with awards. Regular and periodic counseling, remedial classes, mentoring, career guidance etc. are provided. National seminars, invited talks are provided

for the students to excel in their academics. Add on and Certificate courses are conducted for the students to enable them to acquire additional knowledge and skills in different spheres of study. Regular sports training is given to students in games such as basketball, Shuttle, throw ball and volley ball.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- To extend eco friendly environment and sustain eco consciousness in all activities.
- To plant more trees and plants for the greenery and beautification of campus.
- To introduce new vocational courses.
- To encourage online courses.
- To make efforts for financial support from various government and non government funding agencies for the betterment of academic, research and physical facilities in the institution.
- To develop the personality of the students by inculcating core values among them through value based education. To enhance social compatibility of students by giving better opportunity of social interaction through activities of NSS, sports and cultural activities.
- To enhance infrastructural facilities
- To enhance e-books, journals, e-journals and magazines.
- To provide more sports opportunities for students
- To setup many new smart classroom.
- To encourage staff and students for research activities
- To increase the number of solar lights, rain harvesting capacity and vermi composite pits to make the campus eco friendly.
- To sign MOUs with various agencies or institutions
- To improve academic credibility via publishing books, chapters and awards.
- To organize inter college sports competitions.
- To organize more extension activities for students and staff.
- To organize inter collegiate cultural events in college campus.
- To enhance entrepreneurship through by active Crossian

Mastery Hub.