

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Holy Cross Home Science College

1.2 Address Line 1

52, New Colony

Address Line 2

Thoothukudi-3

City/Town

Thoothukudi

State

Tamil Nadu

Pin Code

628003

Institution e-mail address

hchsc@rediffmail.com

Contact Nos.

04612328295

Name of the Head of the Institution:

Dr. Sr. Mary Gilda

Tel. No. with STD Code:

0461-2328295,94

Mobile:

9486011639

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

Mobile: 9442759144

IQAC e-mail address: hchsciqac@gmail.com

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

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

1.4 Website address: www.hchsc.com

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

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

1.5 Accreditation Details

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

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

1.7 AQAR for the year (for example 2010-11) 2016-2017

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

Institution was accredited only on 22.02.2017

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Manonmaniam Sundaranar
University-Tirunelveli

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="4"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="6"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="25"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/> Faculty <input type="text" value="4"/>

Non-Teaching Staff /Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Faculty empowered for effective teaching in the classroom
- Quality Enhancement in Accreditation

2.14 Significant Activities and contributions made by IQAC

- Conducts Annual Strategic Plan Meet
- Bi-annual academic audit is conducted by the IQAC to evaluate the activities, functioning and documentation undertaken by the departments
- Preparation for 2nd cycle of Accreditation
- Preparation of Newsletter and Magazine

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
I Curriculum	Feedback was obtained from students and Alumni

To introduce Feedback mechanism for curriculum	
II Teaching-Learning and Evaluation Adopting innovative teaching learning approaches and Faculty Orientation Programme	Progression in the ICT enabled teaching. New learning methods were adopted by the departments –Internships, Field visits, training Programme workshops ,national seminar, symposium and exhibitions .
III Research Consultancy and Extension activity To motivate faculty members in research programme To enhance the extension activity To establish an enhanced language learning centre and Civil Service coaching centre	1 Faculty member was awarded Ph.d 3 Faculty members submitted the research work A survey on ‘Need Based Assessment and Gap Analysis’ A Survey on “Need Based Assessment for Constructing New Homes for Poor People”
IV Student Support To enhance the career opportunity for students	Life Skill Camp-SEE Programme Entrepreneurship Training Programme Government Exam Coaching” classes under Suresh IAS Academy, Thoothukudi.
V Re-accreditation process To conduct academic audit per semester	Bi-annual academic audit is conducted by the IQAC to evaluate the activities, functioning and documentation undertaken by the departments.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

It was approved by the Governing Body

Criterion – I**I. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2	1	3	-
UG	6	-	6	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	-	1	-
Others(Skill Development Courses)	-	-	-	17
Total	9	1	10	17

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	-
Annual	1

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

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

*Please provide an analysis of the feedback in the Annexure

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

Yes.Revision of syllabi by the university for all I UG and I PG courses

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent

Total	Asst. Professors	Associate Professors	Professors	Others (Part-Time)
33	27	6	-	1

faculty

2.2 No. of permanent faculty with Ph.D.

2

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	14
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	12	5
Presented papers	10	9	-
Resource Persons	-	-	1

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

- **Skill based Learning:** All departments have introduced courses with skill based learning components that equip students with requisite skills in the chosen discipline of study.
- **Guest lectures and Seminars:** Updating latest scientific / technical knowledge
- **Research based learning:** At the undergraduate level and post graduate level research projects are carried for the out-going students.
- **ICT Enabled teaching and learning: Exploring and Developing Knowledge**
- **Field visits and Social survey:** Cultivates socio economic and
- cultural understanding
- **Other ongoing innovative processes are:**
 NOURI EXPO-2016
 Internship Training Programme on Bakery and Confectionary
 A Literary REGALIA Exhibition
 Communicative Skill Development Programme
 Workshop on Tally
 Workshop on Terracotta Jewel making
- **Remedial Coaching Programme**

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

180

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

-

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

5

-

-

2.10 Average percentage of attendance of students

87%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.(FSN)	35	23	69	-	-	92
B.Com (C.A)	37	-	76	-	-	76
B.Sc. (F.D)	11	30	61	-	-	93
B.Sc.(C.S)	28	46	47	-	-	93
B.A.(Eng)	45	-	18	64	13	95
B.Com	32	-	19	62		81
M.Sc.(FSN)	08	63	37			100
M.Com.	08	13	50	-	-	63

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

IQAC contribute and monitor teaching learning processes in the following ways

- Evaluates the effective usage of teaching learning methods through students feedback.
- Quality circles cell of the IQAC assess the class room environment and student participation.
- Organise orientation Programme for new faculty members.
- Conducts Programme on teaching learning and evaluation methods.
- IQAC conducts Bi-annual academic audit.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	29
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	-	-	-
Technical Staff	3	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages students and faculty members to undertake research activities.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	8	-
Non-Peer Review Journals	-	-	-
e-Journals	17	-	-
Conference proceedings	8	2	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2 yrs	UGC	1.75 lakhs	-

Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			1.75 lakhs	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			12
Sponsoring agencies		Self			Self

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

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

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

-

-

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

-

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

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level

State level

National level

3

International level

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

1

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS

Social outreach programmes and dept. extension programmes

* Other than regular activities

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

COMMUNITY REACH OUT PROGRAMME (CROP)

- Village adoption for Nutrition and Health Awareness
- Computer Literacy Programme for School Children
- Communicative Skill development Programme for School Children
- Certificate course on tailoring
- Browsing centre was established in adopted village.
- Visiting the Old Aged Home, Orphanage and Leprosy Home

NSS & YRC

- NSS & YRC unit
- A Blood Donation Camp & Blood Group Identification camp
- A tree plantation campaign
- “Youth Awakening Day”
- ‘May I Help You’ in Government Hospital, Thoothukudi.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (acre)	2.06		SELF	2.06
Class rooms	22	2		24
Laboratories	8	-		8
Seminar Halls	3	-		3

No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	8		8
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4,36,350		4,36,350
Others		2,36,564		2,36,564

4.2 Computerization of administration and library

<p>Computerization of Administration: Internet leased line upgraded 8-12 mbps. Campus Wi-Fi access facility extended to library and browsing lab Online Application for admission to UG & PG Courses. System OS upgraded from Windows XP to Windows7 Automation of Student admission, Attendance and generation of TC, course and conduct certificate.</p> <p>Computerization of Library: Provides E-learning through Infilbnet Automation of Book entry, book borrow/return and renewal Access through OPAC system Free Wi-Fi facility</p>
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3723	143562	180	67654	3903	211216
Reference Books	804	51715	61	28585	865	80300
e-Books	-	-	-	-	-	-
Journals	10	13410	3	7310	13	20720
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	45	19	-	18	-	3	4	5
Added	7	-	-	-	-	1	1	5
Total	52	19	-	18	-	4	5	10

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

- The staff and students can access e-journals, e-books and resources from the library and from the internet facilities available in the campus
- Language laboratory for learning English

4.6 Amount spent on maintenance in lakhs :

i) ICT	50,000
ii) Campus Infrastructure and facilities	20,21,801
iii) Equipments	1,03,758
iv) Others	-
Total :	24,81,559

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC assists in improving and offering better student support and mentoring activities. The quality circle cell of the IQAC functions as a link between the students and the IQAC. It comprises of Union Members, class representatives and assistant class representatives from every department. They offer suggestions and ideas on student needs, and to enhance student participation in programmes.

IQAC monitors the pass percentage of the students and conducts peer group study for slow learners

IQAC also gathers feedback from stake holders and suggests changes.

IQAC guides and monitors the Discipline Committee, Grievance redressal cell, Anti-Ragging and Anti-sexual harassment Committee activities.

5.2 Efforts made by the institution for tracking the progression

Academic and personal mentoring is made available to the students through a mentoring system to track their progression . Each student has a mentor, whom the students can approach for academic and personal counselling. a mentoring booklet is maintained with the information about personal details, attendance record and academic performance . Mentors offer academic counselling to students and recommend them for remedial coaching, if necessary, and also meet parents of their mentees to update them on their progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
575	48	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	0			100	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
9	37	0	187	0	233	12	35	0	177	0	224

Demand ratio 1:1 Dropout % 6.6

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

“Government Exam Coaching” classes under Suresh IAS Academy, Thoothukudi.

No. of students beneficiaries

34

5.5 No. of students qualified in these examinations

NET 0 SET/SLET 0 GATE 0 0
 IAS/IPS etc 0 State PSC 0 UPSC 0 Others 0

5.6 Details of student counselling and career guidance

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

Career Guidance Cell : It extends counselling assistance to students with academic concerns. Centre for Placements and Corporate Relations provide Career Guidance and Placements

No. of students benefitted

199

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	47	-	17

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	16	67,100
Financial support from government	18	1,34,7000
Financial support from other sources	2	8,000
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Empowered by the self emptying love of God and inspired by our Mother Foundress Claudine Echernier, we the Sisters of the Cross envision a just and harmonious society where all people live life in its fullness.

Mission

Nurturing persons to be well integrated who in turn become agents of societal change.

6.2 Does the Institution has a management Information System

E-governance is incorporated through various processes such as MIS in Attendance, Accounting, Payroll, Library management system and feedback mechanism.

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

6.3.1 Curriculum Development

The college follows the curriculum as per the Manonmaniam Sundaranar University. Faculty members are encouraged to attend seminars and workshops to obtain expertise in contemporary domains. Continuous interaction with the industry, representation by eminent persons and faculty in statutory bodies of autonomy help in providing a comprehensive and relevant outlook on the curriculum.

6.3.2 Teaching and Learning

Quality sustenance and enhancement measures are undertaken to ensure constant upgradation of teaching learning methods through improvements in teacher quality and conduct of FDP, training and workshops.

All the departments are encouraged to clearly state the learning outcome of their programmes by specifying the programme objective. Clear learning outcomes are stated for course/programmes offered by the institution. Learning outcomes achieved at the department level are monitored by the IQAC, Principal and the Management

6.3.3 Examination and Evaluation

The college strictly adheres to the examination schedules prepared and approved by the affiliated university. The results of the examination conducted are published through the affiliated university website .

6.3.4 Research and Development

The institution has a Research committee to promote research and inculcate research culture. The research policy of the college is 'Aspiring towards global competency by creating a conducive physical and intellectual environment that contributes towards transformation of the society'.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution's infrastructure keeps pace with the changing needs and profile of the student population. Further to keep pace with the scientific and technological advancements, parallel expansion of infrastructure in the form of laboratories, library and other learning resources such as computers, e-resources and Wi-Fi facility were created. The user can access the library directly and also through OPAC. The electronic databases INFLIBNET can be accessed by the user in the college campus. Apart from this, free Wi-Fi connectivity in the campus is at the disposal of students and faculty members to access the electronic databases. Faculty members are motivated to prepare and use computer aided teaching-learning material and library resources.

6.3.6 Human Resource Management

The management takes all efforts to create a family atmosphere in the campus. Mutual cooperation and understanding is established by periodical informal get together and meetings.

The institution has an effective welfare mechanism for teaching and nonteaching staff.

6.3.7 Faculty and Staff recruitment

The institution takes sustained interest in recruitment and promotion aspects of the employees. The college management adheres to MS universities policies on recruitment. Well qualified faculty members who are committed to their profession, subject expertise and concerned about student welfare are recruited and trained.

6.3.8 Industry Interaction / Collaboration

The institution conducts department wise workshops and Guest lectures and training programmes. It is an effective harness of the resources, builds self-reliance and talent in the students to facilitate greater career options. Linkages have been established with reputed agencies.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	-

6.5 Total corpus fund generated:

Rs.3,00,903/-

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

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

-

6.11 Activities and support from the Alumni Association

The college has an active alumni association. Annual Alumni Meet was organised on August 13, 2016. The alumni plays a major role in building the brand image of the college and constantly further the placement opportunities by referring potential employers to the Centre for Placement and provided A workshop on life skills “Win your Weakness” was organized by Alumni Association on 20.12.2016 for all the students.

6.12 Activities and support from the Parent – Teacher Association

An orientation programme for the parents of first year students was organized on June 22, 2016 . Parent-Teacher Meeting was conducted on July 30 2016. Meaningful interaction between the teachers and parents on the progress of the students was witnessed in the formal and the informal meet.

A full-fledged campus management system is in place which serves as a platform for the parents to know details on attendance and academic performance. PTA facilitates in arranging resource person and industrial visits.

PTA members play a significant role in the Discipline committee of the college. Parent representative is invited as one of the dignitaries at the college day celebrations. The annual parent–teacher meet facilitates mapping of the future academic prospects of the student.

6.13 Development programmes for support staff

Programmes are organized at various levels to enhance the competency of non-teaching staff such as

- Training on maintenance of Office Equipment
- Training of examination office staff
- Organisational Effectiveness
- Communication Skills and Professional attitude

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

- The Eco club and NSS unit of our institution clean the campus, plant trees inside the campus. They also conduct awareness programs on the campus and off the campus.
- Naming of flora and maintenance of herbal garden in campus.
- Solar photovoltaic panels were installed on the terrace of the hostel building.

Criterion – VII

7. Innovations and Best Practices

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

INNOVATIVE PRACTICE I

Students enriched to empower:

Leaders from the top management of the organization who are well known for their calibre and achievements are invited for interaction with students. These interactions serve as a foundation for nurturing leadership qualities amidst students.

INNOVATIVE PRACTICE II

Strengthening of Extension and Outreach through Community Reach Out Programme (CROP):

- Village adoption for Nutrition and Health Awareness
- Computer Literacy Programme for School Children
- Voice to the voiceless (Spoken English training to the School Students)
- Certificate course on tailoring
- Browsing centre was established in adopted village.
- Visiting the Old Aged Home, Orphanage and Leprosy Home

INNOVATIVE PRACTICE III

Quest for Excellence:

- Nutri -Expo
- Communicative Skill Development Programme
- Library week
- Training Programme on Bakery and Confectionary
- Book Fair
- Intercollegiate Technical Meet

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

- Orientation For Staff
- Orientation for UG and PG (Inter Department)
- Orientation For the Fresher's
- Students Union Election
- Alumni – executive members meet
- Inauguration of Associations
- Festin o' Beat 2016
- Workshop on Self Discovery
- Life Skill Camp
- Workshop on Terracotta Jewel making
- Students Administration Day
- Workshop on Soft and Interview Skills
- Job Mela
- Sports Meet
- Seminar on Digital India
- Workshop on Communication Skills
- Graduation Day
- Nouri-Expo 2016
- Library week
- Training Programme on Bakery and Confectionary
- Book Fair
- Intercollegiate Technical Meet
- Community Reach Out Programme (CROP)

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

BEST PRACTICE I

Life Skill Camp-Student Enriched to Empower

Goal

The programme aims to empower the individual to bring about the prosperity of the society and nation.

Objectives

- To know oneself and empathize with others
- To inculcate creative and critical thinking abilities in life situations
- To build effective communication and interpersonal relationship
- To effectively face problems and take right decisions in life
- To empower students to cope with emotions and stress

Practice

The ‘**Students Enriched to Empower – SEE**’, three days life skill camp was organized for all the final year UG and PG students of our college from 20th October 2016 to 22nd October 2016 in the college premises.

The first session of the day was enlightened by Rtd.P.Sankara Subbu, Director, Rising Stars Academy, Tirunelveli. He motivated the students how to dream about their future and to become an achiever. All the students were encouraged and enjoyed by his valuable speech. The next session was taken over by Dr.X.Rosary Mary, Former Director, Department of Youth Welfare, Manonmaniam,Sundaranar University, Tirunelveli. The resource person highlighted the important facts of life.

The next session was handled by Mr.D.Sugesh Samuel, Director, Suresh IAS Academy, Thoothukudi. He instructed the students how to prepare for the competitive exams like TNPSC, UPSC, SSC and RRB. Mr. Ramachandran, Deputy Commercial tax officer, Thoothukudi and Mr. Antony Patturaj, Inspector were the achievers of Suresh IAS Academy, Thoothukudi and they motivated the students on how to succeed in competitive exams. On 21st October 2016, the first session was handled by Lion.M.Vasikaran, District Reporter, Sun TV, Thoothukudi. He shared valuable information about media and its impact on society. He appreciated the students for their active participation and their interest towards media. The II session was handled by Mrs.Virgin Lolita Fdo, Teacher, Holy Cross Anglo Indian Higher Secondary School, Thoothukudi. She instructed the students on how to develop communication skills. She presented various techniques to expertise in English language.

The III session was handled by Mr.A.Prince, Maria Shipping Agencies, Thoothukudi. The students were given guidance on career opportunities in the field of Shipping and Logistics.

The next session was an **Interactive session on Career Opportunities**. The resource persons were Mrs. Geetha Ramesh, Correspondent, Kiddies World, Thoothukudi, Miss.C.Jothi, Branch Head, TMB Sankaraperi Branch, Thoothukudi, and Mrs.M.P.Gayathri, Child Development Project Officer, Thoothukudi. The resource persons shared their success stories in the motive of helping the students achieve success. They also explained about various career opportunities in their respective fields.

With the blessings of God, the **third day** events were successfully staged on 22nd of October, 2016. Miss. Tiffany, Assistant Professor, Department of Commerce welcomed the gathering. The I session of the day was handled by Rev.Dr.Fr.JohnSelvam, Parish Priest, Alangarathattu, Thoothukudi. He motivated the students towards social commitments. The II session was taken over by Dr.V.Thamodharan, Principal, V.O.C.College of Education, Thoothukudi. He gave an inspirational speech on ‘Youth and Mental Quotient’ touching the young minds. The III session was handled by Mrs. Sornalatha M.A.M.L., Advocate, Commissioner of Oaths, Thoothukudi. She instructed the students about how to overcome the problems faced by the students. She also discussed some real world problems and social issues like cyber-crime, child and women harassment. She gave descriptive information about various laws and rights for women. A training session was also arranged to develop entrepreneurship skill among students. Some skill-based trainings like food processing, beautician course, etc. were given to the students. The trainers were Mrs. C. Sathyalakshmi, Head, Department of Food Science and Nutrition, Mrs. Selvalakshmi, Lawyer and Mr.Joseph, Entrepreneur.

Evidence of Success

- Serves as an effective tool for character building and attitudinal development
- Encourages healthy relationship amidst students, family and institution
- SEE Programme effectively addresses the demands of youth at risk

Problems encountered

- The success of SEE training is witnessed in the attitudinal change of the students which cannot be accurately measured
- In spite of extra effort taken by the Management, the involvement of certain group of students is not fair This challenge is overcome with the consistent efforts of counselor

Resources

- Well equipped experts
- Infrastructure support and ICT tools

BEST PRACTICE II**Goal**

- It aims at capability building in women and children and evolving a mutually enriching college neighbourhood network

Objective

- Engage the students and staff in College-Community Partnership
- Introduce and motivate students towards community service
- Plan and execute suitable extension activity by the departments

Practice

- Village adoption for Nutrition and Health Awareness
- Computer Literacy Programme for School Children
- Voice to the voiceless (Spoken English training to the School Students)
- Certificate course on tailoring
- Browsing centre was established in adopted village.
- Visiting the Old Aged Home, Orphanage and Leprosy Home

Evidence of Success

- The adopted village was satisfied
- The school children gained confidence in communicative skill and computer literacy
- The villagers benefitted from the browsing centre

Problems encountered

- A good rapport developing with villagers was found hard but this was overcome by the effort taken by the faculty and students

Resources

- Supportive management
- Engaging faculty and students in consultancy services

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTH S

- Good Governance
- A holistic educational experience
- Motivating students with multi-faceted talents and good academic performance
- Strong commitment to community, service, social justice, empowerment of women
- Support programmes for slow learners
- Well structured mentoring system
- Entrepreneurship and Skill Development Programmes

WEAKNESSES

- Deficient Research output
- Lack of Placement services in campus
- Inadequate space for further development

OPPORTUNITIES

- Scope to develop research centre
- Expertise of faculty to tap the corporate sector for consultancy
- Establishing with NGO and industry
- Organizing and participating in Institutional Social Responsibility by departments and faculty

CHALLENGES

- Influence of Social Network and impact on Society
- Developing communicative skills and interaction abilities among students.
- Mobilizing of funds for research from various funding agencies.
- Majority of the students from rural and low socio-economic background.

8. Plans of institution for next year

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

Name C.SATHYALAKSHMI

Name Dr.Sr.MARY GILDA

C. Sathyalakshmi

M. Gilda

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



HOLY CROSS HOME SCIENCE COLLEGE, 52, New Colony, Thoonthukudi - 3.

Action Plan for the year 2016 - 2017

Day	2016							2017						
	June	July	August	September	October	November	December	January	February	March	April	Days		
Mon						1. E.M. Seminar - Evening						1. Day - Monday	Mon	
Tue						2						2	Tue	
Wed						3						3	Wed	
Thu						4						4	Thu	
Fri						5						5	Fri	
Sat						6						6	Sat	
Sun						7						7	Sun	
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Sun													Sun	
Mon													Mon	
Tue													Tue	

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
