



Holy Cross College (Autonomous)

Affiliated to Bharathidasan University
Nationally Accredited (4th Cycle) with A++ Grade (CGPA 3.75/4) by NAAC
College with Potential for Excellence
Tiruchirappalli - 620 002, Tamilnadu, India.

ACTIVITIES OF THE IQAC FOR THE YEAR 2023-2024

The Management of Holy Cross College organized two-day staff orientation program for the academic year 2023-2024 on 14th and 15th June 2023. It was held in our Lady's Hall. The first day orientation program commenced with an inspiring prayer service by Dr.I.Antonitte Vinoline and Dr.J.Merline Vinotha from the Department of Mathematics, Holy Cross College, Tiruchirappalli.

Mother Superior, Rev. Sr. Lilly Mary David introduced the new Principal Rev. Sr. Dr. Isabella Rajakumari who took charge from this academic year. Rev.Sr. Dr. Anne Xavier, the Secretary of Holy Cross College, Tiruchirappalli, welcomed the new Principal Rev. Dr. Sr. Isabella Rajakumari, with a bouquet.

“A bouquet of flowers is our way of expressing our gratitude and respect”. Sister Principal welcomed the new Dean of Research, Dr. W. Ritha, Asst. Prof. of Mathematics and thanked the former Dean of Research, Dr. Swarnakumari, Asso. Prof. of Rehabilitation Science, with bouquets of flowers.

The session began with the welcome address given by Dr.M. Mary Mejrullo Merlin, HoD of Mathematics.Dr. F. Sagayaraj Francis, Professor, Department of Computer Science and Engineering, Head, Department of Management Studies, Puducherry was the Resource Person for the orientation program.

He delivered a speech on “Changing and Challenging Education Scenario in India”. He enlightened the staff on the importance and development of Higher Education. According to him, teachers play an incredible role in world development, so every teacher should be aware of and work towards producing the significance of our future world and that change is the only permanent thing, so feel it.He explained the system for evaluating higher education between 2014 and 2020.

In his presentation, he explained the differences between Bloom's Taxonomy and Outcome-Based Education, since both are two different frameworks with two different goals.

As a result of attending the session, all staff gained a better understanding of Bloom's Taxonomy and Outcome-Based Education.After the vote of thanks given by Ms.Jone Jayashree, Asst. Prof. of Mathematics, the meeting came to an end.

The second day of the orientation for staff was held on 15th June 2023 at 9.30 a. m in Our Lady's Hall. Our Secretary, Dr. (Sr). Anne Xavier and the Principal Dr. (Sr.) Isabella Rajakumari were present. The orientation started with a prayer. Ms. Benita, Assistant Professor of English delivered the Welcome Address.

The chief guest of the morning session Dr. Joseph Durai Raj, Professor of English, Gandhigram Rural Institute (Deemed to be University), Gandhigram, Dindigul addressed the gathering. He gave a detailed lecture on Disciplinary, Interdisciplinary, Multidisciplinary and Trans-disciplinary aspects for integrated research. He insisted that either the syllabus or the students must do interdisciplinary projects or courses for the improvement of collaborative learning. The staff members dispersed for a short break.



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In the second session, Prof. Joseph Durai Raj enlightened the staff members on academic integrity and research ethics. He listed 25 ways in which the researchers are committing plagiarism and suggested methods to promote academic integrity. The morning session ended at 1.00 p.m with the Vote of Thanks proposed by Dr. Eileen Brisha, Assistant Professor of English.

The afternoon session commenced with the prayer song followed by the welcome address delivered by Dr. V. Priya, Assistant Professor of Chemistry. The resource person for the afternoon session was Dr. Gnanakumar, Head, Department of Physical Chemistry and Additional Coordinator of RUSA – 2.0, Madurai Kamaraj University, Madurai. He gave an enlightening talk on the topic “Intricacies and their solutions for advancing the innovative technology research initiatives”.

He emphasized the importance of environmentally benign energy devices and their applications. He clearly explained innovation management and how to convert basic research into applied research with the help of fuel cells. He also provided insight into the usage of updated technology in research and evolution of innovative technologies. He briefed them on the various funding agencies available for research. The programme ended with the vote of thanks proposed by Dr. M. Stella Bharathy, Assistant Professor of Chemistry.

An Invited lecture on “Resilience” was given on 25th August 2023 between 9 am and 12.30 pm for the teaching staff in the age group 45 to 60 years. The meeting began with a prayer led by the staff of Zoology department. Dr Avila Jerley, Assistant Professor of Zoology welcomed the distinguishing gathering.

The resource person of the lecture was Antony M Dsouza, President, DNV Americas, Houston, Texas. He began his lecture by congratulating all the scientists who contributed to the successful launch of Chandrayaan 3 in the south pole of the moon. Next, he shared his journey from SIT, Tiruchirappalli to DNV, Houston, with the gathering. The speaker briefed the audience about the qualities of a good leader; he emphasized that the leader’s focus should be to lose himself in the service of others. The speaker said, when one gets up in the morning, one should get up with a purpose; have a mission and vision for one’s life.

He added that as a teacher, one should master the subject, influence the students entrusted to oneself by winning their trust through the character, competence and compassion of the teacher. He pointed out that what our students need in today’s situation is equity and not equality, we should show equity depending upon the need of every student in the class. He supported his statements through powerful videos and animations. He concluded by saying resilience is the cumulation of wellbeing (physical, social and mental) and motivation (autonomy, mastery and purpose) in an individual’s life. The lecture came to an end with the vote of thanks by Dr. Sujatha Ilangovan, Assistant Professor of Zoology.



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| 5. | Sr. Lizy | Controller of Examination | |
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| 9. | Dr. Senthamarai. S | Dean of Management Studies | |
| 10. | Dr. Prema. M | Dean of Humanities | |
| 11. | Dr. Shanthi. P | Dean of Life Sciences | |
| 12. | Dr. Leena. H.M | Dean of Mathematical Computation Sciences | |
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Orientation Program for New Staff

On 8th September 2023, the IQAC Coordinator, along with the Academic Deans, organized an orientation program for the newly recruited staff. The orientation program began with a prayer, followed by the welcome address by Dr. Horne Iona Averal, IQAC Coordinator, who welcomed all the Deans and Teachers.

The first session was conducted by Dr. Joicey P. Manickam, Dean of Rehabilitation and Behavioral Sciences, who provided an orientation on Revised Bloom's Taxonomy and action verbs. This session also highlighted the different levels of cognition and included examples of how to frame questions using the verbs in the six levels of cognition.

The second session was led by Dr. Margaret Suganthi, Dean of Media Studies and Fashion Design, who discussed various dimensions in framing questions using RBT and emphasized common mistakes to be avoided while framing questions.

The third session was conducted by Dr. Inigomary Rita, Dean of Physical Sciences, who provided guidance on methodologies for creating question banks and question papers. The session also covered the organization of questions into sections and provided an understanding of the letters and numbers used in subject codes. The fourth session was facilitated by Dr. Shanthi, Dean of Life Sciences, who focused on Program Outcomes, Course Outcomes, and the calculation of CO attainment levels.

The final session was handled by Dr. Leena, Dean of Mathematical and Computation Sciences. This session highlighted the importance of formatting a question paper and offered solutions to common mistakes made by teachers. At the end of the orientation program, a discussion platform was created, and all the teachers actively participated in clarifying their doubts.



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A Faculty Development Programme was organized by the management of the College for professors with less than 5 years of teaching experience on the 29th of September 2023, between 8:30 a.m. and 12:30 p.m in Our Lady's Hall. The guest speaker of the day was Rev. Fr. V. Joseph Xavier SJ, Executive Director, St. Joseph's College Tiruchirappalli.

The FDP began with a prayer service lead by the Department of Commerce. Ms. A. Ann Esther Shiny, Assistant Professor, PG & Research Department of English delivered the Welcome Address. The first session was on the topic, **"Students and Parents – Problems and Possible Solutions"** Fr. Joseph enlightened the faculty on how students should be the focus of any educational institution that seeks to create a new world order by educating its young minds. He spoke on the difficulties of students' phase of life because their outlook is different from that of the parents and teachers.

Fr. Joseph stressed on the importance of understanding and compassion on the part of the parents and teachers, to ensure a student's holistic development. He made the faculty contemplate on why students have to learn from teachers if they can more comfortably learn from the internet. So he taught the faculty not to be teachers but to be compassionate facilitators.

He made the faculty understand the four different types of student problems: Academic, Health, Personal or Family and Developmental Problems. He reinforced the ideology that a teacher should not work towards the completion of the syllabus, but towards the understanding of each student in his/her class.

The session resumed after a brief recess of 15 minutes and Fr. Joseph enlightened the faculty on the topic **"Ubuntuism in the Classroom"** – an African native ideology that promotes cooperation and collaboration in place of competition. He threw light on the fact that interdependence, inclusivity and intersubjectivity mark to be the pillars of any benchmark teacher. He opined that, teachers should motivate students to transcend their self-centeredness and find joy in shared success.

Fr. Joseph taught the dictum: "I am Because you are" which focuses on the fact that every human being has a part to play in the complex web of relationships through humane qualities like, compassion, trust, empathy, respect, tolerance and cooperation. He posited that the attitude:

"We are brothers and we forgive each other" seems to be missing in modern pedagogy. A teacher must employ an attitude in class which facilitates students who excel in different fields to come together and share their expertise in their respective fields, to entail holistic development and growing together.

The session was then open for queries which Fr. Joseph gladly answered. Around 100 faculty benefitted from the FDP, in which the Principal, Secretary, and the Vice-Principals took active part. The Vote of Thanks was delivered by Ms. Jayalakshmi, N, Assistant Professor, Department of Physics and the FDP came to a fruitful close.



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Training of I UG students on 7thOctober, 2023

On 7th October, 2023, the IQAC and the Deans of various Schools at Holy Cross College (Autonomous), Tiruchirappalli-2, conducted an orientation and training session for our 1st-year undergraduate students. The primary focus of this session was to enlighten the students about the various cognitive levels associated with the Revised Bloom's Taxonomy (RBT), ranging from K1 to K6. This initiative was undertaken for the welfare and benefit of our students, with the aim of enhancing their understanding of cognitive processes and equipping them with essential tools for their academic journey. By grasping the different cognitive levels defined by RBT, our students will be better prepared to engage in critical thinking, problem-solving and higher-order cognitive activities across their academic pursuits. We appreciate the efforts of our dedicated Deans in organizing this valuable session and their commitment to the holistic development of our students. This orientation and training on RBT cognitive levels marks a significant step toward providing our students with a solid educational foundation and empowering them for success in their academic endeavors.



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Orientation program was held on Thursday, 7th September 2023 for newly recruited staff

The orientation program was held on Thursday, 7th September 2023, from 1:45 p.m. to 3:45 p.m. at Holy Cross College (Autonomous), Tiruchirappalli. The program aimed to provide essential training on setting questions at the RBT (Remembering, Understanding, Applying, Analyzing, Evaluating, Creating) cognitive level and to outline the rules and regulations for creating a question bank and uploading it through the ERP (Enterprise Resource Planning) system.

The event was started by the IQAC and the Deans of their respective Schools. They emphasized the importance of setting high-quality questions and adhering to established guidelines to maintain academic standards within the institution.

The key highlights of the orientation program included:

RBT Cognitive Level Training: Participants were provided with a comprehensive understanding of the RBT framework, which helps in categorizing questions based on cognitive complexity. This knowledge is crucial for crafting assessments that effectively measure students' skills and knowledge.

Question Bank Setting: The program delved into the procedures for creating and organizing a question bank, ensuring that it meets the academic requirements of Holy Cross College. This included discussions on formatting, structure and curating a diverse set of questions. **ERP Uploading:** The session also covered the step-by-step process of uploading questions to the college's ERP system. The importance of accurate and efficient data entry was emphasized to facilitate smooth academic operations. The orientation program was well-received by the new recruits, who found the information valuable for their roles within the college. Their active participation and engagement demonstrated their commitment to maintaining academic excellence. For further guidance and support, participants were encouraged to reach out to the IQAC and their respective department Deans. Additionally, periodic follow-up sessions and support will be provided to ensure a successful transition and ongoing compliance with college policies. The program concluded at 3:45 p.m. The event was considered a valuable initiative for student welfare, contributing to the enhancement of the educational experience at Holy Cross College.



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General (Triennial) Inspection Commission

On 17th October 2023, the General (Triennial) Inspection Commission convened at Holy Cross College (Autonomous) in Tiruchirappalli-2.

The commission was composed of the following experts:

- Dr. S. Sekar, Principal of Meenaakshi Ramasamy Arts & Science College, Thathanur, who served as the Chairman.
- Dr. S. Senthilnathan, a Professor in the Department of Educational Technology at Bharathidasan University, Khajamalai Campus, as a Member.
- Dr. A. Ilangovan, a Professor in the Department of Chemistry at Bharathidasan University, also a Member.
- Mr. R. Nandakumar, Section Officer in the Registrar's Office (SC/ST Cell) at Bharathidasan University, as an administrative staff.

The program commenced with a prayer, followed by the welcome address by Dr. Sr. Isabella Rajakumari P. Principal of Holy Cross College (Autonomous) Tiruchirappalli-2. The IQAC Coordinator presented data spanning the period from 2016 to the current year 2023. The RESCAPES coordinator explained the activities conducted in the adopted villages in Manachanallur, Tiruchirappalli.

The commission members then toured various departments and facilities, with a particular emphasis on the college's well-established infrastructure. These included the Holy Cross College Media House, Language Lab, Herbal Garden, Mushroom Cultivation Centre, Rapha Heal @10 Health Centre, Common Instrumentation Centre, Bioinformatics Centre, Holy Cross Blossoms Special School, Occupational Therapy Centre, HCIICT, Gym, Sports Facilities and the Central Library of the College.

The inspection came to an end and the members expressed their appreciation for the hard work and dedication of the staff, particularly highlighting the excellence of the college infrastructure.



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Lecture by Dr. Parasarthy , NIT

On 11th October 2023, Dr. R Parthasarathy, Assistant Professor Grade-II at the Department of Electronics and Communication Engineering, National Institute of Technology, Tiruchirappalli, addressed the teaching staff of Holy Cross College (Autonomous), Tiruchirappalli-2. The lecture focused on Outcome-Based Education (OBE) and elaborated on Program Outcomes (POs), Program Specific Outcomes (PSOs), Course Outcomes (COs) and the mapping of these elements. Dr. Parthasarathy also emphasized the importance of faculty members maintaining course files.

The lecture covered various aspects of Outcome-Based Education. Dr. Parthasarathy began by explaining the significance of OBE in the academic context. He emphasized the need for clear understanding and implementation of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) to ensure the quality of education.

Furthermore, Dr. Parthasarathy highlighted the process of mapping these outcomes, emphasizing how it aids in aligning teaching and assessment methods with the intended learning outcomes. He provided practical insights on how to effectively design and implement this mapping process.

In addition to discussing the theoretical aspects of OBE, Dr. Parthasarathy stressed the importance of faculty members maintaining course files. He highlighted that course files serve as a valuable resource for documenting the curriculum, lesson plans, teaching methodologies, assessment strategies and student performance data. These files are vital for ensuring transparency and accountability in education.

The lecture provided valuable insights into Outcome-Based Education and the associated elements such as POs, PSOs, COs and their mapping, while also emphasizing the essential role of course file maintenance by faculty members. Dr. Parthasarathy's presentation was well-received by the teaching staff of Holy Cross College and it served as a resourceful session for enhancing the quality of education at the institution.



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FDP on "Preparing Teaching Dossier: Making Teaching Visible"

The Faculty of Humanities and Social Sciences at Daffodil Smart City, Daffodil International University, conducted a highly enriching Faculty Development Program (FDP) on "Preparing Teaching Dossier: Making Teaching Visible" from 11th to 15th December 2023.

The FDP was graced by the exemplary presence of Dr. Liza Sharmin, Professor and Dean, as a distinguished resource person. This report encapsulates the insightful contributions and exemplary role of Dr. Liza Sharmin throughout the program.

Dr. Liza Sharmin illuminated the intricacies of effective teaching practices by emphasizing a teaching philosophy centered on student empowerment, critical thinking and lifelong learning. Her approach highlighted the adaptation of pedagogical approaches to diverse learning styles, fostering collaborative classroom communities and integrating real-world applications into the curriculum.

An integral part of Dr. Liza Sharmin's discourse was the detailed exploration of course design and innovation. She elucidated the incorporation of active learning strategies, integration of technology for enhanced instruction and the development of assessments aligning with critical thinking and problem-solving skills.

Transparent assessment practices were a focal point in Dr. Liza Sharmin's discussions. The report reflects on the various assessment methods she detailed, the rationale behind them, and the feedback mechanisms implemented to guide student improvement. The emphasis on the alignment between learning objectives, assessments and feedback for a cohesive learning experience was evident.

Dr. Liza Sharmin passionately outlined strategies for fostering an inclusive and diverse learning environment. The report underscores her commitment to creating a classroom culture that respects and celebrates diversity, promotes equity and encourages open dialogue. This includes incorporating diverse perspectives in curriculum design and implementing inclusive teaching practices.

The report showcases Dr. Liza Sharmin's dedication to ongoing professional development. Whether through workshops, conferences, or collaborative projects, her commitment to staying abreast of educational advancements and refining teaching methodologies was evident, serving as an inspiring example for all participants.

Dr. Liza Sharmin's contributions provided a compelling narrative of how teaching practices contribute to the development of skills, knowledge acquisition and overall academic success. This report serves as a comprehensive testament to Dr. Liza Sharmin's exemplary role as a resource person during the Faculty Development Program. By weaving together elements of philosophy, course design, assessment, inclusivity, professional development and student outcomes, she offered a holistic view of the teaching journey. The document not only provides a retrospective analysis but also serves as a roadmap for continuous improvement and the pursuit of excellence in education.



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Internal Audit

The internal audit for various Schools within our institution Holy Cross College- Tiruchirappalli- 2 was conducted from 24th to 30th November 2023. The audit aimed to assess the financial, operational and academic processes of each school to ensure compliance with established policies and procedures.

The audit team, comprised of Dr. Sr. Anne Xavier Secretary, Dr. Sr. Isabella Rajakumari, Principal, Dr. Sr. Sarguna, Finance Officer, the Deans of various Schools and the IQAC Coordinator, diligently examined each school's activities.

The internal audit revealed both strengths and areas for improvement across the Schools:

Financial Compliance:

Generally, financial transactions were well-documented and in compliance with established policies.

Academic Processes:

Most schools demonstrated effective academic program management. Some discrepancies in faculty records were identified and require rectification.

Infrastructure and Resources:

Facilities and resources in various schools were generally adequate. Minor issues were noted in the maintenance of certain laboratory equipment.

Regulatory Compliance:

Schools demonstrated a commitment to compliance with regulatory requirements, but some schools need to streamline their processes further.

Communication and Collaboration:

Inter-departmental communication and collaboration were identified as areas for enhancement.

Recommendations:

Implement a standardized system for faculty record-keeping to ensure accuracy and completeness. Conduct regular maintenance checks on laboratory equipment to prevent operational disruptions. Strengthen inter-departmental communication channels to foster collaboration and information sharing. Provide additional training on regulatory compliance to relevant staff members. Thus the internal audit served as a comprehensive evaluation of our institution's Schools, identifying strengths and areas for improvement. The recommendations provided aim to enhance overall efficiency, compliance and collaboration. The audit team appreciates the cooperation of all stakeholders during the evaluation process. This report is submitted in adherence to the principles of transparency, accountability and continuous improvement within our institution.



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On 29th January 2024, Dr. Lourdusamy, the Academic Advisor of St. Xavier's College (Autonomous) in Palayamkottai, meticulously reviewed the data pertaining to NIRF and AQAR for the years 2022-2023. The comprehensive analysis took place in the conference hall from 10:00 a.m. to 6:00 p.m. The thorough examination aimed to assess and enhance the institution's performance in various academic aspects. Dr. A. Lourdusamy, not only shared valuable insights but also provided insightful suggestions that enriched the comprehensive review of NIRF and AQAR for the academic year 2022-2023. His guidance brought a new dimension to the process, creating an atmosphere conducive to continuous improvement and scholarly refinement. The meeting echoed a collaborative spirit, highlighting the fusion of wisdom and teamwork.

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A screening and evaluation session for the Career Advancement Scheme of the faculty in Physics, Chemistry, Botany, Zoology, Mathematics, Tamil, Hindi, English, History, Economics and Rehabilitation Science was held at Shanthi's Hall on 29th& 30th January 2024, with two distinct groups evaluated on separate dates. In total, 22 experts from Universities and colleges, including Associate Professors and Professors, participated, with two experts assigned for evaluation in each department.

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Orientation Programme on Revisiting Program Outcomes (POs), Programme Specific Outcomes (PSOs), Course Outcomes (COs), and Mapping of POs and COs with Attainment of COs

An orientation programme was conducted on 9th March 2024, at Our Lady's Hall, commencing with a prayer and welcoming Dr. Evelyn Brindha, a distinguished Professor in Electrical and Electronic Engineering (EEE) from Karunaya Institute of Science and Technology, Coimbatore. Dr. Brindha's discourse primarily focused on the proper formulation of Course Outcomes (COs) for academic courses, emphasizing the essential guidelines and best practices.

She advocated for a refinement in the formulation of Program Outcomes (POs) tailored to specific departments and the creation of distinct Programme Specific Outcomes (PSOs) relevant to the institution's unique identity. Dr. Brindha underscored the necessity for continual evolution in these aspects to ensure alignment with contemporary educational paradigms.

Throughout the session, Dr. Brindha emphasized the importance of incorporating scientific terminology and precise language in defining COs, thereby enhancing clarity and measurability. She articulated the significance of accurate mapping between POs and COs to facilitate the assessment and attainment of intended learning outcomes. Additionally, she underscored the imperative of regular review and adaptation of these outcomes to keep pace with advancements in the field, ensuring the relevance and effectiveness of educational programmes.

The orientation programme provided valuable insights into the strategic refinement of POs, PSOs, and COs, and their alignment with the overarching goals of academic programmes. Dr. Brindha's expertise and guidance have undoubtedly contributed to fostering a culture of excellence and continuous improvement in curriculum development and educational practices within the institution.



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Dr. N.V. Varghese's Presentation on NEP

On Saturday, 16th March 2024, from 4:00 to 5:00 p.m., Dr. N.V. Varghese, Distinguished Visiting Professor at the Indian Institute of Technology (IIT), Bombay; a former Vice Chancellor of the National University of Educational Planning and Administration, New Delhi, the founding Director of the Centre for Policy Research in Higher Education (CPRHE/NIEPA), New Delhi delivered a comprehensive talk on the National Education Policy (NEP) to an audience comprising Deans from various schools, Coordinators of the seven NAAC Criteria, Dean of students, Dean of extension, IQAC Co-ordinator and the Principal. The meeting was organized by the Internal Quality Assurance Cell (IQAC) of Holy Cross College(Autonomous) Tiruchirappalli-2.

During the session, Dr. Varghese elucidated the origins of the NEP and its evolving role in shaping the educational landscape. He delved into its significance, highlighting its implications for educational institutions, stakeholders and the broader society.

Additionally, Dr. Varghese discussed key points within the NEP, including provisions for promoting holistic education, fostering innovation and research, enhancing teacher training and professional development and promoting equity and inclusion in education.

The presentation was highly informative and engaging, providing valuable insights into the transformative potential of the NEP for the Indian education system. Participants gained a deeper understanding of the policy's objectives, strategies and expected outcomes.

Overall, Dr. N.V. Varghese's talk on the NEP proved to be a stimulating discourse, fostering dialogue and reflection among attendees on the future trajectory of education in India.



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Orientation on Invigilation Procedures and Vigilance Processes for Teaching Staff with Less Than 5 Years of Experience

On 26th March 2024, in Regina's Hall, Holy Cross College (Autonomous), Tiruchirappalli, an orientation session was conducted by the Internal Quality Assurance Cell (IQAC) Coordinator, Dr. Horne Iona Averal, Holy Cross College(Autonomous) Tiruchirappalli to educate teaching staff with less than five years of experience about invigilation procedures and vigilance processes. The session aimed to enhance their understanding and adherence to academic integrity standards during examination periods.

Invigilation Procedures:

The invigilator must arrive at the examination venue at least 15minutes before the scheduled start time. Invigilators should familiarize themselves with the examination rules and regulations set by the institution.

Ensure the seating arrangement is appropriate and there are no unauthorized materials on the desks.

Maintain vigilance throughout the examination to prevent any form of malpractice.

Handle any disturbances or irregularities promptly and professionally.

Collect and secure examination materials after the allotted time has elapsed.

Vigilance Processes:

Monitor students' behavior and activities during the examination to detect any signs of cheating or misconduct.

Report any suspicious behavior or incidents to the appropriate authorities immediately.

Refrain from engaging in any form of favoritism or bias towards any student.

Maintain confidentiality regarding examination content and student performance.

Cooperate with fellow invigilators and examination administrators to ensure a smooth and fair examination process.

Do's and Don'ts for Teaching Staff:

Do's:

Familiarize yourself with the examination procedures and guidelines provided by the institution.

Arrive at the examination venue on time and prepared to fulfill your invigilation duties.

Maintain a professional and vigilant demeanor throughout the examination period.

Report any irregularities or breaches of examination protocol promptly.

Cooperate with colleagues and examination administrators to ensure the integrity of the examination process.

Don'ts:

Do not leave the examination venue unattended during the examination period.

Do not disclose examination content or discuss student performance with unauthorized individuals.

Avoid engaging in any form of conversation or interaction with students during the examination.

Do not show favoritism or bias towards any student during invigilation.

Refrain from using electronic devices or engaging in any activities that may distract you from your invigilation duties.

The orientation session provided valuable insights into invigilation procedures and vigilance processes for teaching staff with less than five years of experience. By adhering to the guidelines and principles outlined, teaching staff can contribute to maintaining the integrity and fairness of the examination process, ultimately upholding the academic standards of the institution.



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External Academic Audit

Holy Cross College (Autonomous), Tiruchirappalli-2, organized an External Academic Audit through its Internal Quality Assurance Cell (IQAC) for the period from June 2023 to March 2024. The audit took place on 3rd and 4th April 2024, encompassing various schools within the institution.

The primary aim of the audit was to evaluate and ensure the academic quality, effectiveness and adherence to standards across the different schools within Holy Cross College. By engaging in this external audit process, the institution sought to enhance its academic standards, instructional methodologies and overall educational outcomes.

The External Academic Audit was conducted meticulously by a panel of esteemed academic experts and professionals from external institutions (**List Attached Below**) The audit encompassed a comprehensive review of various aspects, including curriculum design, teaching methodologies, assessment practices, research activities, infrastructure, student support services and administrative processes.

The External Academic Audit conducted by Holy Cross College (Autonomous) served as a valuable exercise in assessing and enhancing the academic quality and standards of the institution. The audit findings and recommendations will guide the institution in its continuous efforts towards academic excellence and holistic student development. Holy Cross College remains committed to upholding the highest standards of education and looks forward to implementing the recommendations for the betterment of its academic community.

| S. No | School | Date and time | Experts |
|-------|--|----------------------------------|---|
| 1 | School of Management Studies | 3 rd April 10:30 a.m. | 1. Dr. K Padhmanaban, Professor & Dy. Director Alumni Relations Department of Commerce, Annamalai University, Cuddalore 2 .Dr.Aloysius Edward J. Dean, Faculty of Commerce & Management & Professor, School of Management and Director, IQAC Kristu Jayanti College, Autonomous Bengaluru Karnataka |
| 2 | School of Life Sciences | 3 rd April 10:30 a.m. | 1.Dr.G.Mathan, Professor and Head, Department of Biomedical Science, Bharathidasan University, Tiruchirappalli- 24. 2. Dr. R. Azhaguraj Assistant Professor, Department of Zoology, St. Xavier's College, (Autonomous) Palayamkottai. 627002. |
| 3 | School of Media Studies and Fashion Design | 3 rd April 10:30 a.m. | 1. Dr. A. Poorani Assistant Professor and Head, Department of Visual Communication Government Arts College Tiruchirappalli 620 022 2. Dr. M. Ramya, Department of Fashion, Design and Arts, Hindustan Institute of |



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|---|---|----------------------------------|--|
| | | | Technology and Science, 1, Rajiv Gandhi Salai (OMR), Padur, Chennai – 603103 |
| 4 | School of Physical Sciences | 3 rd April 10:30 a.m. | <ol style="list-style-type: none">1. Dr. S. Beer Mohamed, Dean School of Technology, HOD, Department of Materials Science, School of Technology, Central University of Tamil Nadu Thiruvarur-610101.2. Dr. M. Baby Mariyatra, Assistant Professor of Chemistry, (Autonomous) Palayamkottai. 627002. |
| 5 | School of Rehabilitation and Behavioural Sciences | 3 rd April 10:30 a.m. | <ol style="list-style-type: none">1. Dr. K. Somasundaram, Associate Professor and Head, Dept. of Sociology, Annamalai University, Cuddalore.2. Dr. N. Annalakshmi Professor & Head Department of Psychology, Bharathiar University, Coimbatore. |
| 6 | School of Humanities | 4 th April 10:30a.m. | <ol style="list-style-type: none">1. Dr. S. Chitra, Professor & Head, Department of Tamil, Bharathiar University, Coimbatore.2. Mr. D. Francis Xavier, Assistant Professor, School of Languages, Dept. of English, Loyola College(Autonomous), Chennai. |
| 7 | School of Mathematical Computation Sciences | 4 th April 10:30a.m. | <ol style="list-style-type: none">1. Dr. Karthikeyan S S Associate Professor Department of ECE NIT Tiruchirappalli2. Krishnamurthy Ramanujam Assistant Professor, Department of ECE, Indian Institute of Information Technology, Tiruchirappalli |



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