



HOLY CROSS COLLEGE (Autonomous)
Affiliated to Bharathidasan University
Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC
College with Potential for Excellence
Tiruchirappalli.

Action Taken Report

2018-2019

The action taken by the Internal Quality Assurance Cell (IQAC) as suggested by the IQAC Coordinator and other Administrators (Principal, Deans, Vice Principals, and Heads of the Departments) and suggestions were implemented and appropriate actions were taken as recommended in the meetings held on 3rd June, 10th September, 12th December 2018 and 7th March, 22nd April, 29th May and 28th June 2019. With the approval of the Principal - The Chair Person of IQAC, the following achievements and outcomes were sustained to improvise the quality of Holy Cross College, Tiruchirappalli.

Plan of Action	Achievements / Outcomes
Orientation Programmes (Students & Staff)	Two Days – Student Council Members, Fine Arts and Sports Secretaries ; 11 th and 12 th June 2018, Beneficiaries – 64
	Three Day Workshop – Faculty with less than 5 years Experience; 12 th to 14 th June 2018, Beneficiaries – 87
To organize an orientation programme for the teaching staff at the beginning of the Academic year 2017 – 2018 (Shifts I & II)	Conducted on 15 th and 16 th June 2018 on 1. NAAC Process 2. Whole Person Education Staff Benefitted: 233
To plan and consolidate SSR to be submitted to NAAC for the 4 th Cycle of Accreditation.	The Sub-committees according to NAAC Criteria consolidated the data from the year 2014 to 2019 according to the IIQA & SSR format.
Academic Reforms	➤ Internship was made mandatory for all UG and PG Courses and was given extra credit ➤ Programme outcomes have been drafted for all the programmes offered
	➤ Dissertations submitted by PG, M.Phil, Ph.D students are subjected to plagiarism checks using the software 'Urkund- Commercial Package'. Beneficiaries - 983



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Tiruchirappalli-620 002



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To participate in Conferences/ Workshops and Seminars at National/ Regional level – 76 staff participated during this year	
Among them 13 staff attended programs related to NAAC accreditation and themes on Higher education	
26 th & 27 th October 2018	Dr.P.Shanthi and Dr. Josephine Lourdes De Rose participated in the two day workshop on Revised NAAC Norms and Procedures held at Bharathiar University , Coimbatore
26 th & 27 th October 2018	Dr. Merline Vinotha. J and Dr. Suganthi. K attended a two day Faculty Development Workshop on “Outcome Based Education” organized by IQAC, DonBosco College, Yelagiri Hills, Vellore District
23 rd & 24 th November 2018	Dr. A.Turin Martina and Dr. Ruby Merlin -attended a National Conference on Excellence in Higher Education organized by IQAC Loyola College, Chennai
30 th and 31 st January, 2019	Dr.Umera Begam and Ms. Maria Camilla participated in a two day National Seminar on Best Practices of top NAAC Accredited Institutions jointly organised by Department of Physics, Annamalai University and NAAC, Bangalore
2 nd February 2019	Dr. Felicita Florence and Dr. Ruby Merlin participated in a one day Workshop on Successful NAAC Accreditation with A/A+/A++ Grade organised by AASSAAN Educare Foundation, Chennai
14 th and 15 th February, 2019	Dr. Paulin Edwidge Mary and Dr. Cresenta Shakila participated in NAAC sponsored 2 day Workshop on Benchmarking the Best practices in Teaching & Learning in Higher education organised by IQAC, Bishop Heber College
1 st and 2 nd March 2019	Dr. Horne Iona Averal and Dr. Mary Sandra Quintal participated in UGC-Sponsored Workshop For Professional Development of Academic Administrators on "Institutional Assessment & Accreditation"
4 th & 5 th March 2019	Dr. L. Jenitra, Associate Professor of Commerce and Vice Principal, Dr. A. Turin Martina, Associate Professor of Rehabilitation Science and IQAC coordinator and Dr. Ruby Merlin, Assistant Professor of English attended a two day national colloquium on Autonomous Institutions Marching towards University Status, held at St. Joseph's College, Trichy.



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20 th to 22 nd June 2019	Dr. Ruby Merlin, Assistant Professor in English, and Dr. Felicita Florence, Assistant Professor in Chemistry, attended a three day National workshop on Documentation and Preparedness for NAAC, organized by Xavier Board for Higher Education in India in collaboration with St. Agnes College, Mangaluru	
To participate in the National Institutional Ranking Framework (NIRF 2019)	The Institutional data was submitted in DCS of NIRF Website on 7 th December 2018 and obtained 85 th Rank at National Level among Arts & Science Colleges	
To orient staff towards various parameters of NAAC for forthcoming 4 th Cycle of Assessment and Accreditation	Each sub-committee met on various days since January 2019 onwards and prepared the SSR Report and the Corresponding Data Templates for the Assessment Period 2014-2015 to 2018 – 2019	
To conduct Training Programmes and Workshops for the Faculty on SSR Report Preparation for forthcoming 4 th Cycle of Assessment and Accreditation based on the Revised Accreditation Framework	10th to 28th Sept. 2018	NAAC SSR Preparation – Presentation and Review Meeting – Committee Members – Faculty - 80
	11th September 2018	Curriculum
	13th September 2018	Teaching Learning and Evaluation
	15th September 2018	Research and Consultancy
	17th September 2018	Infrastructure and Learning Resources
	19th September 2018	Student Support and Progression
	21 September 2018	Governance, Leadership and Management
	24 September 2018	Institutional Values and Best Practices
	28th September 2018	Reporting on the various Parameters
	8th October 2018	Session on Inter-mapping of Data for NAAC – SSR
	17th December 2018	Review on the revised New Framework of NAAC for Teaching Faculty – Beneficiaries – 263
	7th to 11th January 2019	NAAC SSR Preparation – Presentation and Review Meeting – Committee Members – Faculty – 80
		2nd February 2019



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	27th and 28th April 2019	Analysis of Data collected for SSR submission for 4th Cycle NAAC Assessment and Accreditation – Committee Members – 80 Faculty
	24th to 28th May 2019	NAAC SSR Preparation – Presentation and Review Meeting – Committee Members – Faculty – 80
	4th June to 7th June 2019	Presentation of SSR by NAAC Criterion Coordinators – Core Committee members - 80
	To send proposal to NAAC, for organizing a sponsored workshop in the month March 2019	NAAC Sponsored National Workshop on Comprehension & Interpretation of the New Framework of NAAC, 29th March 2019
	To collect Feedback from Students, Alumni, Parents and Employers	Collected periodically from various stakeholders and the responses were consolidated
	8th December 2018 & 9th February 2019	Collection and Consolidation of feedback from Alumni
	12th January 2019	Parent Forum Meet was organized and feedback was collected from 200 parents and consolidated
Green Audit	Conducted by PG& Research Department of Botany during the month of February 2019.	
Energy Audit	Conducted by TSP Engineers and Consultants Trichy, during the month of June 2019.	
Organization of Workshops and Seminars on Quality related themes for Faculty, Administrative Staff and Students in the Institution		
Orientation Programmes	Topics: Work – Life Balance, Introduction to E-Content Development and Campus Automation Within 1 year experience – Faculty - 132 Within 2 to 5 years experience – Faculty – 87	
Staff Orientation Programme - 10 th & 11 th June 2019		
Staff Orientation Programme for Faculty within 5 Years of Experience on 12 th June 2019	Game of Teaching – Beneficiaries - 129	
Administrative Staff	Training on Uploading, Maintenance of Databases & Documentation for administrative staff on 8 th April 2019, Beneficiaries – 22	
	Training on Documentation in Libraries for Library staff on 15 th May 2019 – Beneficiaries -14	
	Orientation Programme for Non-Teaching Staff – Simple Secrets of Happy Living – Beneficiaries – 124 - 12 th June 2019	



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Faculty	Faculty Development Programme (FDP) - Building Bridges – Beneficiaries – 267 - 13 th June 2019
	Capacity Building Programme on Outcome Based Learning and Assessment for the Teaching Faculty - 17 th October 2018 –Beneficiaries - 233
	Programme on Joy of Teaching - varied aspects - 29 th June 2019s- Beneficiaries – 88
Students	Library Usage – I UG and I PG Students 2 – 4 th July 2018 – Beneficiaries – 1462
	Two Day Training on being a Holy Cross Leader of Excellence – 11 th &12 th June 2019 – Student Council Members, Sports & Fine Arts Secretaries – 64
To conduct Academic Administrative Audit for the Departments of Arts and Science	Academic Administrative Audit was conducted by ICARE – Indian Centre for Academic Rankings & Excellence, Chennai – January 2019
	Academic - Syllabi Audit by Field Experts was conducted in the month of March 2019
	Academic Audit was conducted by External Assessors for Arts and Science Departments separately on 27 th June 2019
Submission of annual plans of Departments 2019 - 2020 and review of the activities of the year 2018 - 2019	Head of the Departments presented the Proposed Plans for the Year 2019 – 2020 on 21 st June 2019 and reviewed the achievements of the Previous Year plans and presented the reasons for those not accomplished.
Submission of AQAR 2018 – 2019	Online submission to NAAC and upload the same in the College Website

A. Lirin Martina

Signature of the IQAC Co-ordinator

Co-Ordinator
IQAC

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Monem

Signature of the Principal

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