



## **ANNUAL REPORT 2018 – 2019**

In continuation with its initiative to identify new benchmarks to achieve a leap in the Institutional Quality Systems, the IQAC promoted the processes for quality enhancement for all its stakeholders at various levels. Need based programs were organized for staff, Quality Initiatives in Curriculum, Teaching and Learning, Evaluation Techniques for newly recruited staff, Software and E-content development training programme, Becoming a Teacher of Excellence, Orientation for new recruits and in-charge of SBE I & II on newly framed syllabus, Networking and Team Management, Ethical Teaching, Introduction to School Systems, Revised NAAC New Framework and Whole Person Education.

The rigorous preparation for NAAC Accreditation fourth cycle in various phases and the processes of data collection and documentation based on the different parameters namely Curriculum, Teaching, Learning and Evaluation, Research, Consultancy and Innovation, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices

Orientation Programmes were conducted at various levels since 11<sup>th</sup> June to 16<sup>th</sup> June 2018.

Two days orientation programme was conducted for Student Council Members, Fine Arts and Sports secretaries on 11<sup>th</sup> and 12<sup>th</sup> June 2018.

An Orientation Programme on 11<sup>th</sup> June 2018 – for the faculty with 5 to 10 years' Experience (65 members) on Staff profile to be an Holy Crossian by Dr. (Sr.) Rosy, Former Principal of Holy Cross College, Tiruchirappalli and Provincial, Sisters of Cross, Trichy Province.

As a Quality Initiative the Internal and External Marks are statistically correlated and the Reports are communicated to the Departments for every semester. Z values are calculated comparing the marks of I and Final semester for U.G. programmes and I and Final semester for P.G. programmes. The Reports are communicated to the Departments.

Three Day Workshop - 12<sup>th</sup> to 14<sup>th</sup> June 2018 – Faculty (110) with less than 5 years' experience on Professional Ethics by Dr. (Sr.) Christina Bridget, Principal of Holy Cross College, Tiruchirppalli; Simple Secrets of Happy Life & Emotional Intelligence by Ms. Leema Peter, Psychologist and Counsellor; Time Management by Dr. Mary Jayanthi.

Two Day workshop 15th and 16th June 2018- To organize an orientation programme for the teaching staff (233) at the beginning of the Academic year 2017 – 2018 (Shifts I & II) NAAC Process by Dr. B.S. Ponmudiraj, Deputy Adviser NAAC, Bengaluru and Whole Person Education by Dr. Evelyn Brindha, Head, Karunya Competency Development Centre, Karunya University, Coimbatore.

From 21<sup>st</sup> June to 10<sup>th</sup> July, 2018, IQAC conducted various meetings for Documenting and Consolidating of AQAR 2017 – 2018 and submitted the same on 10<sup>th</sup> July 2018, in the College Website.

Submission of annual plan of Departments and review of the activities of the previous year and checked for alliance with the proposed one and to accommodate the new trends and developments from 2<sup>nd</sup> – 4<sup>th</sup> July, 2018.

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Initiation of NAAC process begun from July 2018 and data collection of various parameters started since 2<sup>nd</sup> week of July in alliance with revised framework of NAAC. Several workshops and meetings among the individual parameter core and department representatives were conducted and updation was held with the IQAC team from 10<sup>th</sup> to 28<sup>th</sup> September, 2018 and the various criterion coordinators reported to IQAC on 28<sup>th</sup> September 2018. Meanwhile, the IQAC core team worked out the Inter-mapping of Data - Draft - 1 on 8<sup>th</sup> October 2018 and the same was sent to the Coordinators for their usage and in the process of data collection and to avoid repetition.

Holy Cross College, Tiruchirappalli, Registered for India Rankings-2019 (NIRF) on 17<sup>th</sup> September 2018. The data was uploaded in the DCS under the category of Arts and Science College, and updated in our website on 7<sup>th</sup> December, 2018 and obtained 85<sup>th</sup> Rank at National Level among Arts & Science Colleges.

On 17<sup>th</sup> October 2018 an Orientation Programme was conducted for the faculty on Outcome Based Learning and Assessment. Fr. (Dr.) Joe Arun, Joseph's Institute of Management, Tiruchirappalli was the resource person.

Dr. M.G. Sethuraman, Professor of Chemistry, Gandhigram Rural Institute (Deemed to be University), oriented our faculty on NAAC New Framework on 17<sup>th</sup> December 2018.

From 4<sup>th</sup> Jan 2018 to 10<sup>th</sup> Jan 2019, Core Committee of individual NAAC parameter presented the collected data as per the NAAC New Frame Work and suggestions provided by the Core Committee was amended by the team and ready for 2<sup>nd</sup> Draft.

Training on the data templates and Standard operating Procedures for Autonomous College was held for the core Committee members to correct and ratify the data collected with the help of Dr. M.G. Sethuraman, Professor of Chemistry, Gandhigram Rural Institute (Deemed to be University), on 2<sup>nd</sup> February, 2019. The programme begun with prayer service and Dr. Suganthi, Assistant Professor, Department of English welcomed the gathering. Resource person, Dr. M.G. Sethuraman, Professor of Chemistry, Gandhigram Rural Institute (Deemed to be University), moderated the presentations done by the Co-ordinators. The workshop came to an end by thanks giving note by Dr. H.D. Subashini, Assistant Professor, Department of Botany. Review meeting and presentation was done by the committee members for the NAAC SSR preparation from 7<sup>th</sup> to 11<sup>th</sup> January 2019. On 27<sup>th</sup> and 28<sup>th</sup> April 2019, the core committee members met for analysing the data collected for SSR submission for the 4<sup>th</sup> cycle NAAC Assessment and Accreditation. From 24<sup>th</sup> to 28<sup>th</sup> May 2019, the core committee members presented and reviewed the data collected for the Qualitative and Quantitative Metrics for Self Study Report. NAAC Criterion coordinators presented the data in the SSR format with proof documents from 4<sup>th</sup> June to 7<sup>th</sup> June 2019.

A proposal sent to NAAC for conducting a National Workshop on "Comprehension & Interpretation of the New Framework of NAAC" was sanctioned and it was organized by IQAC of Holy Cross College (Autonomous), Tiruchirappalli on 29<sup>th</sup> March 2019.

There were four eminent speakers, who enlightened nearly 60 participants – 18 from various colleges, in and around Tamil Nadu, 2 from Pondicherry and others from the host institution.

Dr. S. Sivasubramanian, Former Vice Chancellor, Bharathiyar University and N. I University elaborated on “NAAC – Revised Framework – A Paradigm Shift”. He emphasized that the shift was from qualitative peer judgement to data based quantitative indicator evaluation and further it is ICT enabled, objective, transparent, scalable and robust. He also stressed upon students feedback and presentation of authentic data for DVV.

The topic on ‘changes and challenges in the revised NAAC Framework’ was dealt by Dr. Umesh Samuel, Associate Professor, Department of Social Work & Nodal Officer – NIRF, Bishop Heber College, Trichy. He stressed on the Correlation of NIRF, IIQA, AQAR with SSR. He further appraised the participants about the two window system online submission of SSR (70%) and the Peer Team visit (30%). He emphasised on the maintenance of College Website.

Dr. G. Sethuraman, Associate Professor of Chemistry, Gandhigram Rural Institute (Deemed to be University) Dindigul, conducted a session on ‘Preparation of Self-Study Report’ for NAAC Accreditation. He also enlightened the participants on the nuances of the New NAAC Framework especially about the preparation of the SSR. He clarified the doubts and queries raised by the staff.

Dr. S. Senthilnathan, Director (FAC) – UGC – HRDC Bharathidasan University, Trichy, emphasized the 3 gradients of teaching with technology, i.e. augmented with the classrooms, blended learning & online learning. He also encouraged to adopt teaching & use of portals like Swayam, MOOC, e-Pathshala, Hot Potatoes, etc. The day was completely covered by four erudite resource persons & enthusiastic participants carry back very valuable information for the benefit of student’s community and their Institutions, which was much reflected in the feedback session.

The programme came to an end by the formal vote of thanks by Dr. A. Turin Martina, IQAC-Co-ordinator, Holy Cross College, Tiruchirappalli.

Feedback was collected periodically from students, alumnae, parents and employers and the responses were consolidated and analysed. Performance Appraisal was done by both teaching and

administrative staff. The IQAC was instrumental in initiating the conduct of Green and Energy Audit during the months of February and June 2019.

**Our faculty attended various Quality related seminars / workshops on at different Institutions during this Academic Year**

Dr.P. Shanthi and Dr. Josephine Lourdes De Rose participated in the two day workshop on Revised NAAC Norms and Procedures held during 26-27 October 2018 at Bharathiar University, Coimbatore

Dr. Merline Vinotha. J and Dr. Suganthi. K attended a two day Faculty Development Workshop on “Outcome Based Education” organized by IQAC, Don Bosco College, Yelagiri Hills, Vellore Dt. from 26<sup>th</sup> & 27<sup>th</sup> Oct 2018

Dr. A.Turin Martina and Dr. Ruby Merlin attended National Conference on Excellence in Higher Education organized by IQAC Loyola College, Chennai, on 23<sup>rd</sup> & 24<sup>th</sup> November, 2018 and presented a paper on “The need for Professional Development of Teachers in Higher Education – Way forward jointly with Mr. Antony Stephen, Assistant Professor in Social Work.

Dr.Umera Begum 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 on 30<sup>th</sup> and 31<sup>st</sup> January, 2019

Dr. Felicita Florence and Dr. Ruby Merlin participated in a one day Workshop on Successful NAAC Accreditation with A/A+/A++ Grade on 2 February 2019 organised by AASSAAN Educare Foundation, Chennai

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 on 14<sup>th</sup> and 15<sup>th</sup> February, 2019

Dr. P. Nagalakshmi participated UGC-Sponsored Workshop for Principals on “Institutional Accreditation and Ranking: National and Global Perspectives” on 23<sup>rd</sup> February, 2019 organized by UGC- HRDC and CCCD & IQAC of Bharathidasan University

Dr. Horne Iona Averal and Dr. Mary Sandra Quintal participated UGC-Sponsored Workshop for Professional Development of Academic Administrators on "Institutional Assessment & Accreditation" on 1<sup>st</sup> and 2<sup>nd</sup> 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, Trichirappalli, on 4<sup>th</sup> & 5<sup>th</sup> March 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, from 20<sup>th</sup> to 22<sup>nd</sup> June 2019

Academic Syllabi Audit by Field Experts was recommended by IQAC, which was done in all the Departments during the month of March 2019, to strengthen & validate the course content, by sending the Syllabi of the various programmes to the External Subject Experts. As a follow-up measure their recommendations are analyzed and suggestions are incorporated into the syllabi and presented in the respective Board of Studies.

Performance Audit was conducted by IQAC on 27<sup>th</sup> June 2018, with External Experts as planned in the Staff Council to evaluate the performance of every department in terms of achievements and progress made by the Students, Staff and Department as a whole. The guidelines and the format for the Academic Audit was framed by IQAC and sent to the Department Heads through Intranet. The Experts for the Audit were decided in consultation with the Principal and Dr. A. Umesh Samuel, Dean (Research & Development), Associate Professor, PG and Research Department of Social Work, Bishop Heber College (Autonomous), Tiruchirappalli, and Mr. S. Suresh Kumar, Managing Director, NEWWORK, Thillai Nagar, Tiruchirappalli, were the Assessors for the Arts Departments and Dr. Kadalmani, Assistant Professor in Zoology, Department of Animal Science, Bharathidasan University, Tiruchirappalli and Dr. P. Rajaguru, Professor, Department of Biotechnology, BIT, Anna University, Tiruchirappalli, for the Science departments respectively. The schedule for the visit was prepared and displayed on the Staff notice board and sent to the departments through intranet. The HoD and the Department Staff compiled their respective data in the prescribed format and submitted to the Principal. On the day of the Academic Audit the

Assessors visited the Departments. The Experts accompanied by the Deans of Arts and Science conducted the academic audit as per schedule reviewed their syllabi and interacted with the staff. They gave constructive suggestions for improvement based on the guidelines and format given department wise.

The IQAC took responsibility for planning and conducting the academic audit and provided a Feedback about the Academic Audit to the Principal and was informed to the Staff Council Members. The Experts expressed their Appreciation for some of the activities of the Departments of Arts and Science, such as Mentor / Mentee System for Student Progress, Remedial measures for slow learners to come on par with the others.

Exhibitions conducted at Department level were also commended along with training programmes for Parents, Students and Self-help groups. Then Google classes and alumnae contribution to Department Book Banks was appreciated. They also stated that the last semester only for PG projects in few Departments was noteworthy.

They also suggested some areas for improvement – the need to include outcomes in the MoUs, Publications in Scopus Index Journals and Web of Science, CSIR and NET Coaching to continue for Student support at Department Level. It was decided to give an award for the Best Department in Arts and Science based on the Academic Audit Report of the Departments. Another important decision was made to have a subject Expert conduct the Academic Audit for each Department individually on specified Dates and HoD will give a brief presentation based on the programmes and courses offered by the Department and highlighting the achievements of the students and staffs and special activities of the Department. As a follow-up measures the appreciations and the constructive suggestions for improvement were consolidated and analyzed. The HoDs incorporated these suggestions in their annual plan for the next academic year & presented in staff council.



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