



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.

Holy Cross College (Autonomous), Tiruchirappalli – 620 002

IQAC – Annual Report 2022-2023

Three days staff orientation was held on 29th & 30th June & 1st July 2022 for the faculty members with less than 5 years of experience. The Orientation commenced on 29th June, 2022 in Our Lady's Hall. Dr. Sr. A. Christina Bridget, Principal, Holy Cross College, Tiruchirappalli began the first session with a game. She explained the history of the College and the services of the sisters for the welfare of women's education. She highlighted the achievements of the college in NIRF ranking and NAAC Accreditation from the beginning till date. She explained the meaning of mission and vision of the College and asked the staff members to imbibe it in their life. She advised the staff members to teach the moral and social values to the students in their classes.

She asked them to identify the talent of the students and encourage them to achieve it. She further explained that the staff members should motivate the students to be change makers. She insisted on conversing in English within the campus and to follow the rules and regulations of the College strictly. She encouraged the staff members to visit various Colleges as Resource persons and also to attend short term courses, workshops and conferences in foreign countries. The first session came to an end with the feedback from the staff members. One of the staff members suggested that the collaboration of staff and students research must be encouraged. In order to develop the reading habit of the students and for updating the day to day affairs, Sister Principal promised the staff members to provide newspapers to the concerned departments.

The Resource person for the second session was Dr. Senthamilselvi, Head, PG and Research Department of Library and Information Science, Holy Cross College, Tiruchirappalli. She explained how to use the web resources that are available in HCC library. She elaborated on various online research platforms like Web OPAC, NList, DELNET, Rare book society in India, SCOPUS, Springer, Sage Publications, National Digital Library of India and SWAYAM. She explained how to update the articles in Google scholar manually. She requested all the staff members to register ORCID ID, Researcher ID and publon ID. She asked all the staff members to create an account in E- vidwan which is mandatory as per UGC guidelines.



The Second day Orientation for the faculty members commenced on 30th June 2022 in Our Lady's Hall. Dr. M. Mary Mejrullo Merlin, Head & Assistant Professor of Mathematics, Holy Cross College (Autonomous), Tiruchirappalli began the first session on Revised Bloom's Taxonomy. She explained the history of RBT and their cognitive levels, Curriculum development, Pedagogy, and Assessment. She highlighted the Ranking quality by NAAC, NIRF, and NBA (National Board of Accreditation). She insisted that Outcomes-based learning is an educational model in which Curriculum, Pedagogy, and Assessment are all focused on student learning and outcomes and on Student-centered instruction models that focus on measuring student performance through outcomes. She further explained Factual knowledge, Conceptual knowledge, and Procedural knowledge.

The Resource person for the second session was Dr. Horne Iona Averal, IQAC Coordinator, Associate Professor of Zoology, Holy Cross College (Autonomous), Tiruchirappalli. She delivered a speech on an Overview of LOCF (Learning outcomes-based curriculum framework). She mentioned that its focus remains on the evolution of outcomes of the program by stating the knowledge, skills and behavior a graduate is expected to attain upon completion of a program after 3 years. She mentioned about the current education system in India which is teacher-centric-right from the course curriculum to assessment and also the need to improve students' passion for learning new skills and adopting an innovative mindset that the student as an active learner, teacher a good facilitator and together they lay the foundation for lifelong learning.

She explained briefly the objectives of LOCF, Key outcomes of LOCF, the Learning cycle of the LOCF, Students' expected learning outcomes, Graduate attributes, Qualification descriptors, Programme learning outcomes(PLOs)/ Programme Outcomes(POs) 12 in number, Programme Specific outcomes (PSO's)3 in number. She mentioned the phase II Execution and responsibilities of a faculty member, a compendium of the teaching-learning process, and also explained the six factors to be considered while working out an appropriate evaluation mix, and rubrics method. She insisted on the direct and indirect attainment, CO-PO calculation, question-wise student performance, and yearly attainment measurement steps involved in LOCF. Finally, all the department staff were requested to prepare the questions in K1, K2, K3, K4, K5, and K6 levels for their respective syllabi. The questions were evaluated and appreciated by the Resource persons.



The third day of orientation for staff with less than 5 years teaching experience was held on 1st July 2022 and it was conducted by Dr. M. Mary Jayanthi, Dean of International Affairs, Assistant Professor of English, Holy Cross College (Autonomous), Tiruchirappalli. She elucidated on “Creating a Positive Narrative in the Classroom” to understand the need for a paradigm shift in classroom communication. She explained the different types of students and their mental abilities. She also revealed the power of words through different stories. In the next session, she enlightened them on the topic “Time Management is Life Management”. She explained in detail the process and tools that are involved in time management. She demonstrated qualities of professionalism on campus and conducted many hands-on sessions to understand the concept of time management. All the teachers actively participated and gained a fruitful experience of how to engage the students positively.

Two days Orientation Program for the Teaching Staff of Holy Cross College, with more than 5 years teaching experience was conducted on 30th June 2022 and 1st July 2022. The Program began with a prayer at 10 a.m. Dr. Senthamilselvi, Head and Assistant Professor, Department of Library and Information Science, Holy Cross College, Tiruchirappalli welcomed the gathering. The resource person was Dr. J. Arumugam, librarian, PSG College of Technology, Coimbatore. The session began with the topic “Academic Profile Management System”. The resource person insisted on the various IDs to be created and maintained by academicians. He explained and demonstrated the process of creating an orchid ID, vidwan ID and irins and it’s uses.

Sir also spoke on the tools to promote research and the various research sharing tools. He insisted on maximizing research work. Sir gave various tips to use these tools for promoting research. He also spoke on the importance to publish papers in high impact journals and he showed the staff how to identify the fake journals. The afternoon session started with an innovative method to create mind maps, it’s features and benefits. Open resource tools like free mind, free plane, google and many more were shared, and a trial was done. Sir also spoke on the reference management tools.

It was indeed an interactive session, and the resource person clarified all the queries of the staff. The session came to an end at 4 pm. Dr. RajathiModilal, Assistant Professor of Zoology, Holy Cross College, Trichy proposed the vote of thanks.



On the second day of the orientation Ms.JoneJayashree, Assistant Professor, Department of Mathematics, Holy Cross College, Tiruchirappalli welcomed the esteemed resource person Dr.Surulinathi, Assistant Professor, Department of Library and Information Science, Chairperson, School of Performing Arts and Head of the Department of Prose, Music and Drama, Bharathidasan University, Tiruchirappalli. The resource person highlighted the importance and usage of Search Techniques and online Databases. He motivated the Professors to upgrade their skills in using e-resources. He insisted on the staff to make use of Google Search Engines, Web of Science, Scopus Indicators and to create their own free websites.

The session aimed at enabling the staff to make better use of various online technologies for their academic pursuits. Dr. Kavitha. R , Assistant Professor of Botany, Holy Cross College, Trichy proposed the Vote of Thanks.

Dr.DaisyRani.V, Assistant Professor, Department of Social Work, Holy Cross College, Trichy welcomed the gathering for the afternoon session. The resource person was Dr. R.Balasubramani, Associate Professor, Department of Library and Information Science, Bharathidasan University, Tiruchirappalli. Sir encouraged the staff to publish many papers in Scopus and UGC Care Listed Journals. He suggested some useful software for Researchers, various Plagiarism tools and the current situation of Publication Output. Sir suggested the different online tools like Journal Finder that provides Journal recommendations for researchers. The session ended at 4 pm. Ms.AngelSelvaraj, Assistant Professor of Rehabilitation Science, Holy Cross College, Trichy, proposed the Vote of Thanks. A Feedback form was circulated by the Vice Principals and the staff gave their valuable feedback and suggestions.

Orientation on Writing Standard Operating Procedure (SOP)

An Orientation Program for the Deans and Heads of the various Departments of Holy Cross College was conducted on 13th July, 2022 in Our Lady's Hall at 10a.m. The Program began with a prayer by the staff of the Department of Computer Science. Dr. Senthamilselvi, Head & Assistant Professor, Department of Library and Information Science, Holy Cross College, Tiruchirappalli welcomed the gathering. The resource person Dr. Selvaraju, Lead Auditor & Management Consultant, Tiruchirappalli began defining what SOPs are (and aren't), highlighting the benefits of SOPs, outlining steps for writing the SOP, sharing best practices



and real-world examples. The staff were divided into groups to write SOPs for the academic part. Later the session came to an end with discussion on the SOP written.

An Orientation Program for the Administrative Staff of Holy Cross College was conducted on 13th July, 2022 in the Conference Hall at 2 p.m. This is in continuation of the programme conducted in the morning for the Deans and Heads of the various Departments. The resource person Dr. Selvaraju, Lead Auditor & Management Consultant, Tiruchirappalli began defining what SOPs are. He said a standard operating procedure (SOP) is essentially a step-by-step set of instructions or guidelines that businesses use to carry out routine tasks. Employees and teams within an organization refer to the standard operating procedure to run specific company operations in a smooth and consistent manner. The intent and purpose of an SOP is to maintain a uniform yet superior quality output, and as such, they are designed to improve the performance of tasks. When institutions make use of standard operating procedures, they essentially reduce the time taken to complete varied tasks. This is because entities implementing the SOP already have material to go back to if they have questions regarding what their daily tasks look like, how they should go about it, what are the tools they would need to complete said tasks, and so on. The staff understood the crux of the matter.

He later addressed the burning question - how to write a clear and effective standard operating procedure that the College can benefit from? He also pointed out that there isn't a hard and fast rule that SOPs have to be written in a certain way. He gave some crucial points that need to be kept in mind while writing one. The staff were then divided into groups to write SOPs for the administrative part. Later the session came to an end with discussion on the SOP written.

An Orientation Program for the Administrative Staff of the Office of Controller of Examinations and the staff of Holy Cross College was conducted on 14th July, 2022 in the Library, Holy Cross College, Tiruchirappalli at 10 a.m. The resource person Dr. Selvaraju, Lead Auditor & Management Consultant, Tiruchirappalli began defining what SOPs are. He said to lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal. He asked the team to write SOPs on Membership of Library, Roles and Responsibilities of the Librarian, Processing of the Books/ CDs/DVDs, Procedure for borrowing of Books, Issue of Books to Final Year Final Semester Students during Examination, Accounting of fine, Annual Stock Verification and Dealing with Losses



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etc. Parallel sessions on writing SOP for the staff of the Controller of Examinations office was conducted in the same hall. He asked the group to write SOP for all necessary arrangements of holding and conduct of examinations. He later on discussed the SOP of the team. He explained the importance of having an SOP. When institutions make use of standard operating procedures, they essentially reduce the time taken to complete varied tasks. Later the session came to an end with discussion on the SOP written.

