

21/04/2018

INTERNAL QUALITY ASSURANCE CELL

HOLY CROSS COLLEGE, TRICHY- 620 002

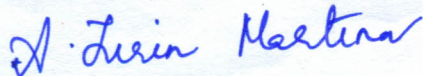
We are pleased to inform you that there will be an IQAC meeting on 3rd June 2018 at 10.00 a.m. in the Conference Room. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures.

Agenda

- Orientation programmes for Staff and Students
- Institutional Annual Plans 2018 - 2019

Thanking you,

Yours sincerely,



IQAC Coordinator

**Co-Ordinator
IQAC**

**Holy Cross College (Autonomous)
Tiruchirappalli - 620 002**



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

Minutes of IQAC meeting

Date: 3rd June 2018

Venue: Conference Hall

Agenda of the Meeting

- Orientation programmes for Staff and Students
- Institutional Annual Plans 2018 - 2019

Minutes

The meeting began with a short prayer.

The Core team discussed on the topics and dates for the conduct of the orientation programme and it was decided that the staff would be categorized into three groups. One group with less than 5 years of experience would be oriented on professional ethics, Time Management and Simple Secrets of Happy living. The Second group with 5 to 10 years of experience on improving their staff profile as a Holy crossian and all the staff will be oriented on NAAC process and Whole person education. The orientation programme would be scheduled between 11th to 15th June 2018.

The training programme for the newly elected Student council leaders, Fine Arts and Sports secretaries, was to be conducted on 11th and 12th June 2018.

The Heads of the various Departments will present a review of the Annual Plans for the year 2017 -2018 and also present the proposed Annual Plans for the Academic Year 2018 – 2019, on 11th July 2018.

A. Lirin Martena

Signature of the IQAC Coordinator

**Co-Ordinator
IQAC**

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Teppakulam post

Tiruchirappalli-620 002

30/09/2018

INTERNAL QUALITY ASSURANCE CELL
HOLY CROSS COLLEGE, TRICHY- 620 002

We are pleased to inform you that there will be an IQAC meeting on 10th September 2018 at 10.00 a.m. in the Conference Room. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures.

Agenda

- NAAC Process
- E-content
- Quality in Research

Thanking you,

Yours sincerely,



IQAC Coordinator

Co-Ordinator
IQAC

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Minutes of IQAC meeting

Date: 10th September 2018

Venue: Conference Hall

Agenda of the Meeting

- NAAC Process
- Strengthening Curriculum
- E-content
- Quality in Research

Minutes

The meeting began with a short prayer.

The Committee prepared the schedule to work on NAAC Criteria. Coordinators of the different criterion presented the progress made in the NAAC process.

The academic deans presented the suggested reforms to strengthen the curriculum. Decision to include internship as a mandatory component for UG and PG programmes, was mentioned in the committee.

The coordinator of E-Content said that a workshop is planned for Accessing E-resources.

The External Experts expressed the need for quality assurance in Research and Publications. This was followed by a discussion on wide spread threat of Plagiarism in Research. Suggestion was made for Dean of Research to take adequate measures to prevent Plagiarism at the Institutional level. The committee decided to have a workshop on plagiarism.

D. Jovin Martina

Signature of the IQAC Coordinator

**Co-Ordinator
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30/11/2018

INTERNAL QUALITY ASSURANCE CELL

HOLY CROSS COLLEGE, TRICHY- 620 002

We are pleased to inform you that there will be an IQAC meeting on 12th December 2018 at 2.00 p.m. in the Conference Room. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures.

Agenda

- Orientation for New Framework of NAAC
- Workshop on Publication Integrity and IPR
- NAAC – SSR Preparation Assessment

Thanking you,

Yours sincerely,

A. Lwin Martina

IQAC Coordinator

Co-Ordinator
IQAC

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Minutes of IQAC meeting

Date: 12th December 2018

Venue: Conference Hall

Agenda of the Meeting

- Orientation for New Framework of NAAC
- Workshop on Publication Integrity and IPR
- NAAC – SSR Preparation Assessment

Minutes

The meeting began with a short prayer.

The committee assessed the problems and difficulties encountered by the various criterion committees in preparing the SSR according to the Revised Accreditation Format. Considering these aspects the committee took a decision to organize an orientation programme on the revised new NAAC framework for Autonomous Colleges.

As a follow-up to the discussion on plagiarism in the previous IQAC meeting, decision was taken to arrange a training programme on Integrity in Research and publication. Dean of Research also expressed the need for having training in IPR related issues.

A. Lwin. Martina

Signature of the IQAC Coordinator

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Tiruchirappalli-620 002

04/03/2019

INTERNAL QUALITY ASSURANCE CELL

HOLY CROSS COLLEGE, TRICHY- 620 002

We are pleased to inform you that there will be an IQAC meeting on 7th March 2019 at 2.00 p.m. in the Conference Room. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures.

Agenda

Review of the actions taken on the items identified from the Peer team report and stakeholders feedback

- To Strengthen the Curriculum in line with the changing trends
- To train the faculty for ICT Lesson preparation as a move towards offering online courses
- To start a centre for E-content development
- To equip classrooms with Smart Boards
- To initiate process to create Wi-Fi facility in the campus
- To promote research activities among staff members
- To explore the possibilities of Staff and Student exchange programmes
- To improvise the canteen facility

Thanking you,

Yours sincerely,

A. Jeeva Martina

IQAC Coordinator

Co-Ordinator

IQAC

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Minutes of IQAC meeting

Date: 7th March 2019

Venue: Conference Hall

Agenda of the Meeting

Review of the actions taken on the items identified from the Peer team report and stakeholders feedback

Minutes

The meeting began with a short prayer.

The IQAC Coordinator, welcomed the committee members. The coordinators of the respective committees presented on the items identified after the 3rd cycle of Accreditation. The Academic Deans, presented the various quality initiatives undertaken to strengthen the curriculum. The Coordinator of the E-content development centre briefed on their functioning to reach maximum online beneficiaries through sharing staff expertise through e-contents and video lessons. The Dean of Research highlighted the measures taken to strengthen Research in the Campus. The Initiative of Signing MoUs to facilitate staff and student exchange was elaborated by the Public Relations Officer and it was reported that 25 MoUs have been signed at the State, National and International Level between Holy Cross College and various Firms, Organizations and Institutions.

A. Lucia Martina

Signature of the IQAC Coordinator

Co-Ordinator
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05/04/2019

INTERNAL QUALITY ASSURANCE CELL

HOLY CROSS COLLEGE, TRICHY- 620 002

We are pleased to inform you that there will be an IQAC meeting on 22nd April 2019 at 10.00 a.m. in the Library of the Department of Library. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures.

Agenda

- Review of the developments and accomplishments related to Curriculum, E-content Development, Research and Innovation, Outreach and Extension activities during the last five years since 2014 to 2019.

Thanking you,

Yours sincerely,

A. Lurina Martina

IQAC Coordinator

**Co-Ordinator
IQAC
Holy Cross College (Autonomous)
Tiruchirappalli - 620 002**



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Minutes of IQAC meeting

Date: 22nd April 2019

Venue: Conference Hall

Agenda of the Meeting

Review of the developments and accomplishments related to Curriculum, E-content Development, Research and Innovation, Outreach and Extension activities during the last five years since 2014 to 2019.

Minutes

The meeting began with a short prayer.

The Principal Dr. Sr. Christina Bridget welcomed the committee members. The coordinators of the respective committees presented an assessment report of the activities accomplished for the last five years 2014 to 2019.

The Research criterion Core Committee member Dr. M. Rajalakshmi presented the developments in the area of Research and Innovation for the past five years

Holy Cross College (Autonomous), Tiruchirappalli, has been producing challenging research for more than a decade with a cluster of high intellectual and analytical expertise. Our novel ideas and techniques in diversified fields lead us to reach many achievements through well-equipped laboratories.

Center for Research and Development (CRD) of our Institution acts as driving force for a paradigm shift of basic research into innovative applied research and transfer of knowledge. A blend of CRD, **Crossian Institute for Collaborative Research and Sustainable Development (CICRS D)**, **Innovation and Entrepreneurial Cell (IEC)**” creates a common podium for sharing innovative ideas and discussing the mode of implementation. We have 13 recognized Research centers and mobilized nearly 3.9 crores of funds through various projects and schemes.



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We have recently received one more patent for novel phyto-compound along with the process, published four patent ideas on, "Public Transport Tracker, Automatic Accident Detector and Life Saver, IOT Based Coal Mine Safety Monitoring System with GPS Tracking and Smart Bio-degradable and Non- Bio Degradable Waste Management " and developed a database called *DaiCee*. We follow a code ethics for research & publications with below 12% Plagiarism through URKUND software. 59 research supervisors in 13 disciplines are mentoring for Ph D and produced 62 Doctorates. We have 832 publications in reputed Journals which enhance the citation index and h index of the Institution and 546 Books/Chapters/Proceedings.

Seed grant has been provided to the Management Staff for an amount of Rs. 4, 24, 200/- to 69 Staff members during this assessment period to enable them to pursue quality research and publish their research findings in Web of Science and Scopus indexed Journals.

We have established Research Endowment award namely Late Dr P Daisy Gold medal oration award for 2 lakh rupees where the awardee will be given a citation and a gold medal and Dr. Sr. Dona Best Researcher Award for the Outstanding Faculty and Research Scholar, every academic year. The protocol developed by our students and scholars was got selected in Smart India Hackathon (SIH) 2019 and in BDU-AIU, Students Research Convention at Bharathidasan University.

Our next five year road map on research would lead us to establish nodal centers for research and Institution would become *Centre for Excellence*.

The Alumnae Representative Ms. G. Praveena Carmel, on listening to the presentation by Dr. M. Rajalakshmi suggested that Research Projects can also be collaborated with Special Education focusing on Children with Autism. Several mini projects were identified to be done by both the Faculty of Biological and Rehabilitation Science.

The CSR Personnel Dr. Y. Joe, also highlighted the need for a social Audit to make the projects relevant and focus on collaborative Research with peer reviewed research institutions and those of National repute like CCMB, IISC, BIOCON, Tata Institute of Social Sciences and Azim Premji foundation.

Dr. Horne Iona Averal, the Dean of Science presented the highlights of the Curriculum Criterion with the changes and updates in the Curriculum since 2014, and the curriculum structure and pattern which included papers on Gender Studies, Environmental Sustainability and Professional Ethics offered in the various programmes.

Dr. Y. Joe, the External Expert and CSR Personnel suggested to include courses on digital technology and also to add contents like climate change, global warming and mitigation adaptations. With regard to curriculum Sir, enforced the fact to set quantitative outcome indicators. He stressed the importance of processing from Baseline Objectives to move towards

the Output (Marks) and finally the outcome which facilitated the student progression to higher studies of employment.

Dr. Sujatha Ilangovan made a presentation on the Extension Programme – RESCAPES of our College with regard to its origin operative Mechanism, Objectives, Milestones, Activities and Achievements since 2014 – 2019.

The Expert Dr. C.D. Lethi suggested to plan out check out mechanisms and establish linkages with accredited laboratories for adapting screening procedures in children and adults of adopted villages. Different target groups to be included and the areas like Education, Sanitation, Malnourishment, Nutrition aspects also to be included in the community awareness and intervention programmes. All facets of the village community to be focused to develop a Holy Cross Model village in the Intervention Process of the RESCAPES Project were agreed by all the members present.

The External Experts expressed the importance of identifying and mobilizing local resources and build on them to evolve community participation among the village population.

The Experts also suggested developing the seasonal resources available in the community and awareness to be given based on the prevalence of seasonal diseases and infections and Educational materials to be prepared by the college students and distributed based on the need and occurrence of diseases etc.

Dr. Mary Mejrullo Merlin, the Coordinator of the E-Content Development Center briefed us about the advancements in E-Content development focusing on preparation of Video and E-Lessons by the faculty. The various workshops and training programmes organized to train the faculty for ICT mode of teaching was outlined and she also presented

Those 11 E-content proposals have been sent. The experts suggested that Faculty Blogs can be developed where they can post the academic writing, E-content and Video lessons. Text books with Quick Reference (QR) code were to be included and interactive software to be made use of in the Teaching Learning Process, which will be of great benefit to the student community.

Dr. A. Turin Martina, the IQAC Coordinator thanked the Experts, Alumnae Representative and Committee members for their active participation and valuable suggestions, involvement and commitment in the academic progress of the various initiatives undertaken for Quality Enhancement in the College.



Signature of the IQAC Coordinator

Co-Ordinator
IQAC
Holy Cross College (Autonomous)
Tiruchirappalli - 620 002

24/05/2019

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We are pleased to inform you that there will be an IQAC meeting on 29th May 2019 at 10.00 a.m. in the Conference Hall. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures.

Agenda

- Discussion on Orientation Programmes for the staff with varying years of experience to be conducted in the beginning of the coming academic year.

Thanking you,

Yours sincerely,

A. Lucia Martina

IQAC Coordinator

**Co-Ordinator
IQAC**

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Minutes of IQAC meeting

Date: 29th May 2019

Venue: Conference Hall

Agenda of the Meeting

Discussion on Orientation Program for the staff with varying years of experience to be conducted in the beginning of the coming academic year.

Minutes

The meeting began with a short prayer.

The IQAC Coordinator welcomed the committee members. The discussion began with the topics to be focused during the orientation programs planned for the staff with varying years of experience. The principal Dr. Sr. Christina Bridget elaborated on the focus of the theme of the coming academic year as "Building Bridges". Sister also briefed the members on the proposed schedule of orientation programme and the corresponding Resource Persons as follows-

Date(s): 10th June 2019 to 14th June 2019

Date and Time	Venue	Resource Person	Topic	Target Faculty	
10.06.2019 9.30 am	Ours Lady's Hall	Dr. Sr. Rosy	Faculty Orientation Program	Faculty- 0-1 Year Experience	Batch 1
10.06.2019 9.30 am to 11.00 am	Sophie's hall	Dr. Sr. Christina Bridget	Faculty Orientation Program	Faculty - 2-5 years Experience	Batch II
11.15 am to 1.00 pm		Dr. Mary Jayanthi	Work – Life Balance		
2.00 pm to 3.30 pm		Dr. Mary Merjurullo Merlin	Introduction to E- Content Development and Campus Automation		
11.06.2019	Our Lady's Hall	Dr. Sr. Rosy	Part II	Faculty - 2-5 years Experience	Batch II



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9.30am. to 11.00am.	Sophie's Hall	Dr. Sr. Christina Birdget	Part II	Faculty 0-1 Year Experience	Batch I
11.15am. to 1.00 pm.		Dr. Mary Jayanthi	Work – Life Balance		
2.00pm. to 3.30pm.		Dr. Mary Mejurullo Merlin	Introduction to E-Content Development and Campus Automation		
12.06.2019	9.30 am.	Fr. Suresh	Game of Teaching	Faculty 0-5 Years Experience	All
13.06.2019	9.30 am.	Mr. Leo	Building Bridges	All	All
14.06.2019	9.30 am.	Dr. Deepa Balan, Kerala	Intellectual Property Rights and its Related Concepts	All	All

Programme	Date	Faculty Attended
Staff Orientation Programme On “Work – Life Balance”	10 th June 2019 & 11 th June 2019	Within 1 year experience – 57 Faculty
Staff Orientation Programme on “Introduction to E-Content Development and Campus Automation”	10 th June 2019 & 11 th June 2019	Within 2 to 5 years experience – 77 Faculty
Staff Orientation Programme – Game of Teaching	12 th June 2019	134
Orientation Programme on Simple Secrets of Happy Living	12 th June 2019	Non-Teaching Staff – 124
Staff Orientation Programme – Building Bridges	13 th June 2019	Faculty Members - 271
Staff Orientation Programme – IPR, Patent and Copyright –	14 th June 2019	Faculty Members - 271

The timings and the venue for the different programmes was decided and responsibilities for the conduct of the programmes were distributed among the members.

A. Lavin Martina

Co-Ordinator
IQAC

Holy Cross College (Autonomous)
Tiruchirappalli - 620 002

20/06/2019

INTERNAL QUALITY ASSURANCE CELL

HOLY CROSS COLLEGE, TRICHY- 620 002

We are pleased to inform you that there will be an IQAC meeting on 28th June 2019 at 2.00 p.m. in the Conference Hall. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures.

Agenda

- Discussion on AQAR for the year 2018 – 2019

Thanking you,

Yours sincerely,

A. Jeeva Martina

IQAC Coordinator

Co-Ordinator
IQAC

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Minutes of IQAC meeting

Date: 28th June 2019

Venue: Conference Hall

Agenda of the Meeting

- Discussion on AQAR for the year 2018-19

Minutes

The meeting began with a short prayer.

The IQAC Coordinator welcomed the committee members and informed that the institution AQAR for the year 2018- 2019 had to be sent in the new format. The various NAAC Criterion Coordinators were requested to submit the data in the prescribed format as per the new NAAC guidelines for submission of AQAR. It was also discussed that the AQAR must be placed in the Statutory body and hence it was decided by the Chairperson Dr. Sr. Christina Bridget , The Principal, that the staff council meeting will be called for on 23rd July 2019 at Conference Hall at 12.30 pm. The IQAC coordinator along with the NAAC Criterion coordinators would make a presentation of the AQAR of Holy Cross College for the year 2018-2019 in the staff council. Various issues pertaining to submission of AQAR regarding Data to be linked in the website as per the new guidelines was also discussed

A. Lavin Martina

Co-Ordinator
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