



HOLY CROSS

Institute of Management & Technology
Affiliated To University Of Calicut
Nadakkave, Calicut

ANNUAL REPORT

INTERNAL QUALITY

ASSURANCE CELL

2019-2020



Report of the Activities of Internal Quality Assurance Cell (IQAC)

PROFESSIONAL DEVELOPMENT SEMINAR FOR TEACHERS LEADERSHIP INTENSIVE WORKSHOP

7th JUNE 2019

Teacher leadership is a powerful strategy to promote collaborative efforts and effective teaching practices that lead to improved decision-making through distributive leadership. A One day Faculty workshop on “Leadership for Teachers” was organized by the IQAC of Holy Cross Institute of Management & Technology on 7th June 2019. The main objectives of this workshop were to improve leadership skills, to enhance good communication, interpersonal skills for the overall personality development and to formulate and implement effective leadership strategies. The workshop was started by a prayer song followed by inauguration by the dignitaries on dais. The resource person for the workshop was Mr Leo Fernandez, the CEO and Co-founder of TalentEase. He was also a Partner/Managing Director with Accenture, Singapore running outsourcing businesses across the Asia Pacific region. Sr Lincy Cherian, Manager HCIMT, in her welcome speech suggested several ways and means to become a good teacher. Dr. Sr Shiny George, Principal, HCIMT, gave an overview of the programme. The session helped our teachers to build strong and positive relationships with their colleagues and complete team projects smoothly and effectively. The session was more informative and inspirational.



**WORKSHOP FOR TEACHERS ON IMPORTANCE OF MENTORING FOR
STUDENTS AND THE PROCESS OF DOCUMENTING**

8th JUNE 2019

The Internal Quality Assurance Cell organized a workshop for teachers on the importance of mentoring for students and the process of maintaining records of mentoring. Sr. Lincy Cherian, Manager and Dr. Sr. Shiny George, Principal were the key speakers. The speakers emphasized that mentoring is a learning relationship between students and teachers who collaborate and share mutual responsibility and accountability which provides an opportunity for mutual growth & development. Mentoring support is provided to students in academic and co curricular activities and for emotional support for students. IQAC Coordinator Ms. Rajasree discussed the process of keeping record of mentoring. The mentors need to maintain a personal profile and diary for each student and update the information of the mentoring processes regularly. The mentor can seek the support of the trained counselor of the college in case any psychological needs arise for any mentee out of the mentoring process. Apart from the academic information, the personal information of the mentee should be kept strictly confidential and can be disclosed to higher authorities (with the permission of the mentee) only in times of additional support.



**ORIENTATION FOR TEACHERS AND NON TEACHING STAFF ON REVISED
GUIDELINES FOR NAAC ACCREDITATION**

22nd JUNE 2019

The Internal Quality Assurance Cell organized a one day orientation for teaching and non teaching staff on the revised guidelines for NAAC accreditation on 22nd June 2019. The programme was intended to provide a brief understanding to the teachers on the process of systematic management of teaching learning processes, documentation of activities and the need for involving and participation of all stakeholders in the teaching learning process. The IQAC Coordinator gave a general orientation to the revisions in the guidelines and the criterion coordinators explained the various parameters under their respective criterion to the participants.



PERSONALITY GROOMING SESSION:- “ENKINDLE THE MINDS”
FOR UG STUDENTS
9th & 10th JULY 2019

Understanding one’s own personality and nurturing it well enables one to be a fine human being and an effective professional. A personality development programme, '*Enkindle the Minds*' was organized by the Internal Quality Assurance Cell for all UG students on 9th & 10th July 2019. The programme was conducted in three sessions: - Morning session of 9th July was for First year UG students and the afternoon session was for second year UG students. Finally the morning session on 10th July was attended by Final year students. Enkindle means to arouse and the session really exploded the thoughts of our students. The session was led by Rev. Fr. Santi. He spoke about how we should build personality through education and set an example for others to follow. The session was focused on the topics - Goal Setting, Time Management, Correcting the way, Listening Skills, Team Work etc. At the end of the session all the students gave feedback about the session. Few students shared their experience of the sessions. The class urged the participants to at least practice one or two activities that were taught in the session to improve oneself, and for the development of the Nation.



**SEMINAR FOR PARENTS & STUDENTS OF I YEAR UG PROGRAMME:
HOW TO PREPARE YOUR CHILD FOR TODAY'S HIGH EXPOSURE WORLD**

13th JULY 2019

Parental seminars help parents deepen their connection to their children and foster self-love, responsibility, resilience and self-esteem. Encouraged by the wide acceptance and response from parents of last academic years, every year Holy Cross College organizes a seminar for parents and students of the I year UG programme. A seminar on 'How to prepare your child for today's high exposure world' was conducted by the Internal Quality Assurance Cell in the Open Auditorium by Dr Lambert Kishore, Associate Professor, PG & Research Dept. of Zoology, MCC. Mr Tom Jose, HoD, Dept. of English delivered the Welcome Speech. Presidential Address was by our Manager, Sr Lincy Cherian and Dr Sr Shiny George, Principal felicitated the function. The parents took very keen interest and they were stuck to learn the ways to enhance the personality and character of their ward through various tips enumerated in the seminar.



WORKSHOP FOR TEACHERS ON COURSE PLANNING

18th September 2019

The Internal Quality Assurance Cell (IQAC) organized a one day workshop on course planning for teachers of the college on 18th September 2019. The programme was inaugurated by the Principal Dr. Sr. Shiny George, Ms. Rajasree, Coordinator, IQAC was the resource person for the programme. The resource person explained about the significance of outcome based education and the need for proper course planning for better teaching learning outcomes.



Workshop on IFRS

3rd & 4th october 2019

The Department of Commerce and Management in association with IQAC organized a workshop on the topic “International Financial Reporting Standards” which was conducted on 3rd & 4th October 2019, by a very prominent personality Mr. Linto Narayanan, who is a talented tutor and you tuber. The workshop mainly focused on the relevance of the International Financial Reporting Standards in the present dynamic business scenario. The class also helped the students to get acquainted with each section and their uses. The two day workshop was divided into seven technical sessions. The first day had four technical sessions where the students were introduced to the IFRS and also discussed various sections that include liability based standards, income tax and employee benefits. Day 2 began by recalling the learning of the previous day. The remaining three sessions were continued which included accounting for government grants, accounting for lease and share based payments. This session was more interactive and included more practical calculations. The way the topics were taught exhibited his experience and talent in teaching and was also easily understandable by the students. The workshop came to an end with the valedictory function after which the students’ representatives from each class shared their experience about the workshop. The participants were provided with certificates later during the regular classes.



“ENKINDLE THE MINDS”: FOLLOW UP WORKSHOP OF PERSONALITY DEVELOPMENT PROGRAMME FOR UG STUDENTS

13th & 14th November 2019

A personality development programme, '*Enkindle the Minds*' was organized by the Internal Quality Assurance Cell for all UG students on 9th & 10th July 2019 which focused on the topics - Goal Setting, Time Management, Correcting the way, Listening Skills, Team Work etc. by Rev. Fr. Santi. A follow up session on the workshop was organized by IQAC on 13th and 14th November for the same students. The session mainly focussed on the changes in their lifestyle and skills adopted by the students after the initial workshop. The session was mainly conducted through group activities and self reflection exercises. Few students shared their experience of the sessions.



Workshop on SPSS for Final year PG Students **24/01/2020**

The Internal Quality Assurance Cell (IQAC) organized a one day workshop on Statistical Package for Social Science (SPSS) for final year PG students on 24th January 2020 at the mini auditorium. Mr. M T Shihabudheen, Asst Professor, Dept of Economics, Farook College (Autonomous) was the resource person for the workshop. The workshop began at 9:30 am and concluded by 4:00 pm. The programme provided a brief introduction about the software, use of the software in research data analysis. The resource person explained in detail about data coding, data entry and application of various statistical tests using the software and its application in research.



Faculty Orientation Programme on NAAC Accreditation and its relevance in Quality Enhancement

20-02-2020

The Internal Quality Assurance Cell organized a faculty orientation programme on NAAC Accreditation and its relevance in quality Enhancement on 20-02-2020 for all teaching and non-teaching staff of Holy Cross College. The orientation was conducted as part of UGC PARAMARSH Scheme in collaboration with St. Joseph's College (autonomous) Devagiri. The programme was officially inaugurated by Dr. Jose John Mallissery. The Resource person of the programme was Mr. Limseer ali P A, Asst. Prof, Dept. of political science, MES College, Ponnani. All the teaching and non-teaching staff participated in the programme. The resource person detailed the relevance of NAAC accreditation in improving the systems and quality of teaching learning in the institution.



“LMS FOR EMPOWERING EDUCATORS”
CLASS ON LINWAYS SOFTWARE USAGE FOR TEACHING AND
NONTEACHING STAFF

10th MARCH 2020

The Internal Quality Assurance Cell of the college arranged a one day workshop on College Management Software for the Teaching and Non-teaching staff on 10th March 2020. One of the most important things that we need to consider is how to help the staff simplify their processes and create better learning outcomes. Hence it was found in great need to orient the teaching and non- teaching staff about the Linways College ERP system. Mr Raghuvver P T, Senior Developer, Linways Technologies Pvt. Ltd was the Resource person of the Day. The topics covered during the training programme included -College Management Software, attendance marking, work adjustment , conducting of exams using the software, internal mark entry, Admission entry, students details and fee entry etc. They were also trained on how to install the app in their mobile and to mark attendance using the app through mobile and desktops/laptops. Various features of the app were also introduced. The resource persons were able to give a crispy and elaborate view regarding the usage of software and other aspects of the administrative and academic activities. Around 60 Teachers and non-teaching staff attended the session.

