

Nazareth College of Arts and Science
The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2016-2017

1. Details of the Institution

1.1 Name of the Institution

Nazareth College of Arts and Science

1.2 Address Line 1

Kovilpathagai Main Road

Address Line 2

Kannadapalayam

City/Town

Avadi, Chennai

State

Tamil Nadu

Pin Code

600 062

Institution e-mail address

Info@ncas.in

Contact Nos.

044-26380203, 26380549

Name of the Head of the Institution:

Dr. Mary Angeline Santhosam

Tel. No. with STD Code:

044-26380203

Mobile:

8144374742

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.24	2014	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2014-2015 (11/09/2015)
- ii. AQAR 2015-2016 (12/04/2016)
- iii. AQAR 2016-2017 (21/11/2017)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution: Co-education Men Women

Urban Rural Tribal

Financial Status : Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce

Law PEI (Phys Edu) TEI (Edu)

Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	---		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	-
2.4 No. of Management representatives	1
2.5 No. of Alumni	-
2.6 No. of any other stakeholder and Community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	9
2.10 No. of IQAC meetings held	15

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni

Others Parents

2.12 Has IQAC received any funding from UGC during the year?

If yes, mention the amount Yes No

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Qualification Approval of Faculty members in the year 2016-2017	Qualification approval is in process

To initiate the process of permanent Affiliation of the College	Recognition of college under 2f process has been completed which is required for permanent affiliation
To conduct an international conference for the department of English and a National Level Workshop on cloud Computing in the department of computer science	International Conference was organised by the department of English
To start Nazareth Journal of Commerce and Management -a Peer Reviewed Journal	Started the process for NJCM
To implement department management software	Initiated the process of in house software development
To ensure more effective Functioning of HR management	FDPs focusing on team building have been organised to ensure an effective workforce. Timely dissemination of information is also done effectively
To tie up with coaching centre for IAS and other competitive examinations like railways, state and central exams	MOU Signed up for competitive exams with Aspire Academy

** List of activities attached as Annexure II*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed for approval in the Management Council Meeting and IQAC Meeting
Where approval and suggestions were sought.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	--	-	-
PG	3	1	-	-
UG	6	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	9	1	-	5
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS / Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents
Employers Students

(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

*An analysis of the feedback is attached as Annexure III

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

University of Madras has updated the syllabi last year. Effective implementation of the same took place this year in few departments

1.5 Any new Department/Centre introduced during the year. If yes, give details.

M.com Course was introduced during the academic year 2016-2017

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
56	56	-	-	-

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
13	-	-	-	-	-	-	-	13	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-
2
-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	6	-
Presented papers	17	6	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Online lesson plan system is followed every year. Question and Answer Support System equips the slow learners to adapt to the university pattern of questions. Five years question papers are given to the students to clear their arrears if any.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution

Not Applicable

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1
-
-

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division (%)				
		Distinction %	I %	II %	III %	Pass %
B.com	469	7	30	4	-	42
B.Sc (CS)	146	33.5	8.2	10.9	-	55.4
BCA	252	17.8	25.3	1.9	-	44.4
BA(Eng)	152	6.5	17.7	32.8	3.2	54.6
B.Sc(Maths)	109	22.9	32.11	1.8	-	56.8
BBA	137	3.64	14.5	3.64	-	21.8

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC set benchmarks for monitoring and evaluating system for teaching & learning Process. IQAC ensures that the college implements constructive suggestions received through feedback from parents and students. Moreover, the feedback of the other stakeholders like teaching and non-teaching staff are also recorded through various meetings. Necessary action is also taken based on the feedback. The IQAC also conducts Internal Audit every semester to monitor the quality and progress of the systems adopted. IQAC has initiated an Arrear Clearance Cell for the weak students wherein University question papers of the past five years are given to the students to help them practice the answers to clear their arrears. The college has implemented the lesson plan system wherein all the teaching faculty members have to plan the syllabus online which is verified by the management.

2.13 Initiatives undertaken towards faculty development

- IQAC has organised faculty development programs under Nazareth Centre for Faculty Excellence.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	67

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	Nil	Nil	Nil
Technical Staff	3	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC encourages the faculty members to attend seminars and conferences. Faculty members are also encouraged to publish research papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
[Peer Review Journals	11	10	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	1
Sponsoring agencies	-	-	-	-	Roots International Journal

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

-

-

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level -

National level 2 International level -

3.22 No. of students participated in NCC events:

University level - State level -

National level - International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -

National level - International level -

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Udhavum karangal.
- Camp – Health – Kannadapalayam – 250
- Aftermath Vardha
- Women cell organised Seminar on Breast cancer awareness programme for the girl students

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.11 acres	-	Management	-
Class rooms	29			
Laboratories	3			
Seminar Halls	1			
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	NA			
Value of the equipment purchased during the year (Rs. in Lakhs)	NA			
Others				

4.2 Computerization of administration and library

All Official communications are made through email ids given to faculty members.
Department administration is made easy as each department is given a system and a printer.
Library is also managed by the Library Management Software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3099	5,40,061	171	28,273	3270	568334
Reference Books	147	99,206	29	20,689	176	1,19895
e-Books	Inflibnet Membership for Faculty					
Journals	42	53970	2	7600	44	61570
e-Journals	Inflibnet Membership for Faculty					
Digital Database						
CD & Video						
Subject CD/DVD	177		3		180	
Magazine CD/DVD	158		18		176	
Others (Magazines)	46	1473			46	14,773

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	173	3	7	-	-	5	7	-
Added	-	-	1	-	-	-	-	-
Total	173	-	8	-	-	-	7	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

4.6 Amount spent on maintenance in lakhs:

i) ICT	NA
ii) Campus Infrastructure and facilities	18,61,720
iii) Equipments	NA
iv) Others	19,55,039
Total :	38,16,759

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- College , Department notice boarding
- Public addressing system
- PTM
- SFP, orientation by class teacher
- Association meeting
- Government Scholarship, Fee concession
- Grievance cell, Career Guidance , placement cell
- IQAC collides feedback from students from various support services available in the collage which are considered for enhancement of quality of support services in the college.
- The college has effective system of remedial for students in need of greater academic help done by the peer group and supervised by the HOD

5.2 Efforts made by the institution for tracking the progression

Feedback analysis from Parent, Student and Alumni.

Students Performance Follow-up card

Cumulative Internal Assessment

The data in the student's progression cell is mobilized through Nazareth Placement cell, Alumni office and the respective departments.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
Shift I -1423 Shift II -158	63 19	Nil	Nil

(b) No. of students outside the state

4

(c) No. of international students

Nil

Men	No	%
	911	54.78%

Women

Women	No	%
	752	42.2%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
Shift I 50 Shift II 6	424	9	937	Nil	1423	59	503	10	1091	Nil	1663
	62	1	91		158						

Demand ratio

1:1

Dropout %

4.3%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching classes for Competitive exams and IAS

No. of student's beneficiaries

435

5.5 No. of students qualified in these examinations

NET

Nil

SET/SLET

Nil

GATE

Nil

CAT

Nil

IAS/IPS etc

Nil

State PSC

Nil

UPSC

Nil

Others

Nil

5.6 Details of student counselling and career guidance

- SFP system for all the student counselling for all the students a faculty member is attached to the counselling cell who offers support and guidance to the students who are in need of counselling.
- The counselling cell works on an individual 1 to 1 counselling group counselling and peer counselling students with major behaviour issues are referred to institutions that after to their specific needs.
- The placement cell after pre-placement training, career guidance.
- TNPSC coaching
- Campus Interview

No. of students benefitted

1663

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	2578	349	NIL

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	88	
Financial support from government	184	Approved
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

➤ **VISION OF THE COLLEGE**

To build enriched socially responsible citizens and leaders through quality higher education

➤ **MISSION**

- To provide the best resources to impart the highest quality education
- To provide opportunities to the students for practical exposure to meet the challenges of global competency
- To provide value based education for Nation building
- To provide creativity, leadership training and placement

6.2 Does the Institution has a Management Information System

Each Department maintains the student's database and all records related to the students through the "Student Follow-up" Program. They also document the performance related to each student. The college office also maintain the records related to the students admitted each year

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is framed by the University. The Principal and a senior faculty of the institution represent the university as academic council member of the college and participate in the meetings organized by the University. Remedial classes for slow learner on the basis of performance & observation

6.3.2 Teaching and Learning

- The online lesson plan software helps the faculty to plan their curriculum.
- Arrear clearance cell helps the students to clear their arrears.
- Question and answer support system along with 5 year question papers are given to the students.
- The students performances are monitored through the student follow up programme
- The faculty members are given inflienet membership where they can gain additional knowledge.

6.3.3 Examination and Evaluation

Examination and evaluation is conducted at the university level. However permission is granted to the faculty members to do University paper valuation. Examination committee meet periodically to work out strategies for effective conduct of examinations,

6.3.4 Research and Development

- Faculty Members are encouraged to publish paper and do research work. The staff members are encouraged to write minor projects.
- Seed money is given to the faculty who pursue their Ph.D in the college by the management

6.3.5 Library, ICT and physical infrastructure / instrumentation

Nazareth College has a well-established facility within the campus unique library software Autolib. College campus has been monitored with CCTV facility for vigilance.

6.3.6 Human Resource Management

- The college has a well written HR policy
- The Secretary and Principal of the college with their leadership skills provide effective human resource Management
- Need based training, personality development capacity building
- Welfare programme

6.3.7 Faculty and Staff recruitment

The management of the college strictly abides by the norms of the directorate of collegiate education and UGC for recruiting staff for the vacant position that arise in the college

6.3.8 Industry Interaction / Collaboration

Industry Interaction

- The college brings industries and employers to the campus and arranges interaction with staff and students on a regular basis both at the department level and college level.
- The college interaction cell organizes programme for the students to interact with the industrial experts
- The placement cell brings in corporate for an interaction through pre-placement talk to the students

Collaboration

- MOU have been signed with KDU university, Penang, Malaysia to strength the students' academic
- MSW students were taken to Industrial visit to TVS

6.3.9 Admission of Students

- ✓ Total application received 822 and 524 students were admitted during the academic year 2016-2017.
- ✓ The government reservation policy is strictly adhered.
- ✓ Special preference given to
 - First generation learners
 - Women students
 - Minority communities
 - Differently abled
 - Full autonomy given to department to selected students.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ➤ Loan arrange from salary credited bank ➤ Seed money is paid to staff members for presenting research paper/ publication of the same ➤ Leave encashment for the accumulated CL to the staff. ➤ Fee concession for the wards of the faculty in Nazareth institutions ➤ Free wi-fi connectivity
Non-Teaching	<ul style="list-style-type: none"> ➤ 10 days paid holidays ➤ Loan facility from the management ➤ Fees concession for the wards studying in college and other Nazareth institutions ➤ Free wi-fi connectivity medical aid
Students	<ul style="list-style-type: none"> ➤ Free medical services and first aid clinic through prime clinic ➤ Part time employment oppurtunity ➤ Free transport for sports students. ➤ Fee concession ➤ Full scholarship is given to meritorious sport students ➤ Boarding and lodging is given free for meritorious sport students ➤ An IAS corner for the students has been facilitated in the library

6.5 Total corpus fund generated

20,00,000.00

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. Umesh Samuel, IQAC Dean, Bishop Heber College, Trichy	Yes	IQAC
Administrative	Yes	Dr. Umesh Samuel, IQAC Dean, Bishop Heber College, Trichy	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

We follow the examination reforms of University of Madras

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- The alumni of the college meet every year.
- Prominent alumni are utilized as resource person for various training and motivation programmes to motivate our students.
- Alumni scholarship is given to students excelling in sports every year

6.12 Activities and support from the Parent – Teacher Association

- Department parent teacher meeting is conducted bi -annually and feedback given by parents are considered and fulfilled.
- Parent teacher meet was organized bi annual where teachers give feedback about their wards and also the parent's feedback are taken.

6.13 Development programmes for support staff

Nazareth centre for faculty excellence was started in the year 2014 to cater to the development of both the Teaching and Non-Teaching staff. They attend training programmes on team building, personality development, motivation, leadership skill, effective communication by NCFE. Moreover, games and sports are also incorporated. Supportive staff members are encouraged to do higher studies through distance education.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Nazareth business centre has started organic farming. It sells the products to the students and staff of the college. Rotaract club conducts sapling sale of roses and flowering plants.

- Green campus
- Segregation of garbage by placing bins.
- Organic farming
- Plastic free zone
- Tobacco free campus
- Drug free campus
- Tree plantation within and outside
- Free distribution of sapling
- Solar power campus
- Go green programme inside and outside.
- Swatch Bharath
- Wealth out of waste
- Pure drinking water (RO) facility
- Rain water harvesting system.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. MOU signed with KDU university, Penang Malaysia.
2. Mini research published by staff.
3. English lab classes were being conducted by the faculty of the department of English department in collaboration with Educomp for 1st year under graduate students after college hours.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

- Qualification Approval for the department
- Distance Education programme of Bharathidasan University was Approved
- International Conference for the department of English and a National Level Workshop on Cloud Computing in the department of computer was conducted.
- Initiated the process for NJCM
- MOU Signed up for competitive exams with Aspire Academy
- Initiated the process of in house software development

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

In order to encourage publishing research paper, the research cell initiated mini research publication as a new initiative for the academic year. The research paper was published in special edition with ISBN number.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Sapling was planted in the neighbourhood village of Kannadapalayam by NSS.
- Vegetables produced by the Nazareth Terrace Gardening were sold in the college campus to initiate the use of Terrace gardening.
- Sale of rose sapling and saplings of flowering plants are sold.
- Installation of automatic sanitary napkins incinerator
- Rally on “smokeless boghi”

7.5 Whether environmental audit was conducted?

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

8. Plans of institution for next year

- Qualification approval of faculty members in the year 2018.
- To start a scholarship committee.
- To initiate the process of permanent affiliation of the college and 12B status.
- To conduct an international conference for the department of commerce and national level workshop on research methodology by IQAC.
- To register Alumni association.
- To organize a national level workshop on security of data.
- To initiate establishment of III unit of NSS.
- To establish Navy wing in the campus.
- OPACC system for students
- Registering for minority scholarship
- To start a special school as an extension of Nazareth Institution.
- To increase the admission of differently abled inside the campus.
- To organize special Olympics at the district level by the Department of Physical Education
- Strengthening the infrastructure of the college.
- Development of sports infrastructure.
- Strengthening the placement service for the students.
- Organizing book fair.
- To adopt a village for development.

Name : Dr . S. Smilee Bose

Asst. Professor in Commerce

9841400722

Signature of the Co - ordinator, IQAC

Name : Dr . Mary Angeline Santhosam

Principal

8144374742

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE II

Nazareth College of Arts and Science

List of events / activities for the year 2016-2017

SI No	Month	Date of the Events	Events
1.	June	24 th June 2016	Strategic Management - BBA
		28 th June 2016	Slogan slingers - Commerce
		29 th June 2016 – 2 nd July 2016	Bridge Course for I year students - ENGLISH
2.	July	2 th July 2016	Business games (listening skills) - BBA
		16 th July 2016	Identify the brands and products - BBA
		19 th July 2016	Maths puzzle - Mathematics
		19 th July 2016	Crossword puzzle- Mathematics
		20 th July 2016	Product Planning - Commerce
		21 st July 2016	Collage- Mathematics
		21 st July 2016	Workshop on disaster management - RRC
		30 th July 2016	Tableau and Oratorical Competitions - English
3	August	3 rd August 2016	Debugging – Computer science
		5 th August 2016	Entrepreneurial Development - Commerce
		10 th August 2016	Street play on pasumai Avadi at the college premises
		12 th August 2016	Poster Advertisement- Commerce
		13 rd August 2016	Work shop on Personality Development – Women cell
		16 th August 2016	Miming - BBA

		18 th August 2016	Wealth out of waste – BBA
		19 th August 2016	Wealth out of waste (inter department activity) - BBA
		20 th August 2016	Visual Treat - English
		24 th August 2016	Power point presentation - Computer science
		26 th August 16	Maths quiz - Mathematics
4	September	2 nd September 2016	MERX- Inter collegiate meet - Commerce
		3 rd September 2016	Business quiz - BBA
		7 th September 16	AD-ZAP - Mathematics
		9 th September 16	Business trendy walk - BBA
		17 th September 2016	La Corsa' 16 - Computer science
		19 th September 2016	Libretto - English
		22 nd September 2016	Department function - Prathiba
		28 th September 2016	Seminar on Consumer awareness 2017 - CCC
		28 th September 2016	One-day Seminar - English
5.	October	1 st October 2016	Eco Club inauguration
		1 st October 2016	International day of older person – MSW (Visiting oldage home)
		10 th October 2016	World mental health day – MSW
		15 th October 2016	Sappling distribution in Kanadapalayam village. – ECO Club
		19 th October 2016	One-day Workshop on Research Methodology – English

6	November	21 st November 2016	Access Health services-Placement cell
		29 th November 2016	ICICI Prudential – Placement cell
6	December	19 th December 2016	AGS health – Placement cell
		20 th December 2016	Sutherland global - Placement cell
		21 st December 2016	Christmas day celebration – Cultural committee
		22 th December 2016	Quiz - English
7	January	4 th January 2017	Infosys – Placement cell
		5 th January 2017	Zone Tech solutions – Placement cell
		6 th January 2017	IQ Bank office – Placement cell
		11 th January 2017	Sales promotion
		12 th January 2017	Awareness programme – Women cell
		13 th January 2017	Pongal celebration – Cultural committee
		20 th January 2017	Cross word puzzle - Mathematics
		20 th January 2017	Mafoi Academy – Placement cell
		24 th January 2017	The school for scandal - English
8	February	4 th February 2017	International conference - English
		9 th February 2017	Paper Presentation - Commerce
		14 th February 2017	Seminar – Computer Science
		15 th February 2017	Green Peace India – Placement cell

		16 th February 2017	Alcance Technonologies – Placement cell
		17 th February 2017	CI-SIAMO 2017 - BBA
		20 th February 2017	Paper presentation – Commerce
		21 st February 2017	Cap Gemini - Placement cell
		22 nd February 2017	Planting a sapling in our college campus – ECO CLUB
		23 rd February 2017	Mukesh Info serve – Placement cell
		25 th February 2017	Seminar on Breast cancer awareness programme for women – Women cell
9	March	3 rd March 2017	Aagna corporate – Placement cell
		1 st and 2 nd March 2017	Arrear counselling session – Placement cell

ANNEXURE-III

STAFF ASSESSMENT REPORT – 2016 TO 2017

The Internal Quality Assurance Cell is one of the systems to assure quality sustenance and enhancement in the college. IQAC organizes feedback mechanism to provide feedback to the management to take appropriate action as indicated by students and parents. Every semester the students give their feedback of the staff members based on three criteria namely Course content, Teaching and Learning process and Evaluation process. This helps the staff members to constantly improve their methodology of imparting the knowledge to the students. The feedback was done by the students manually. The feedback was collected from the students at the end of each semester.

The following table consolidate the overall scores of both shift –I and shift -II staff members.

Rating scale	Shift -I	Shift –I %	Shift -II	Shift – II%	Total	Overall Percentage
Highly Satisfied	45	80.35%	8	61.54%	53	76.81%
Satisfied	8	14.28%	2	15.38%	10	14.49%
Neutral	2	3.57%	1	7.69%	3	4.35%
Dissatisfied	-	-	-	-	-	-
Highly Dissatisfied	1	-	2	15.38%	3	4.35%
Total	56	100%	13	100%	69	100%

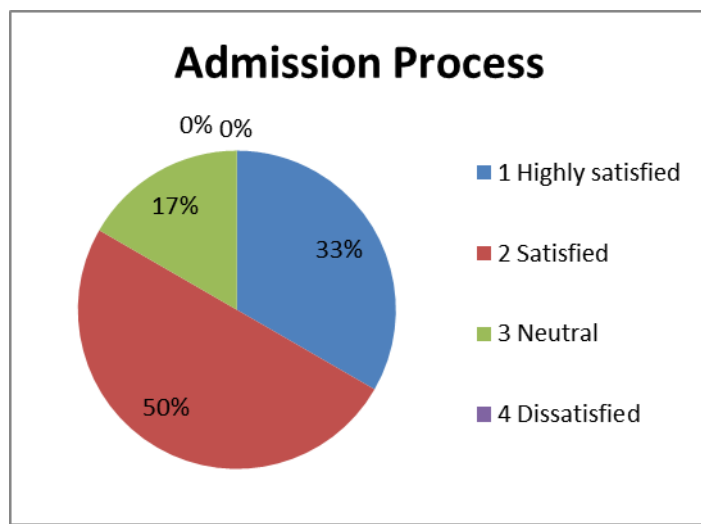
Inference:

- Out off 69 staff of both Shift –I and Shift –II, 53 (76.81%) staff members have been rated under Highly satisfied category.
- Totally 10 (14.49%) staff members have been rated under the category satisfied by the students.
- The overall response of the students towards the staff feedback was good.

ANNEXURE-III
PARENTS FEEDBACK

THE ADMISSION PROCESS OF THE COLLEGE

S.No	Remarks	Response	Percentage
1	Highly satisfied	4	33
2	Satisfied	6	50
3	Neutral	2	17
4	Dissatisfied	0	0
5	Highly dissatisfied	0	0

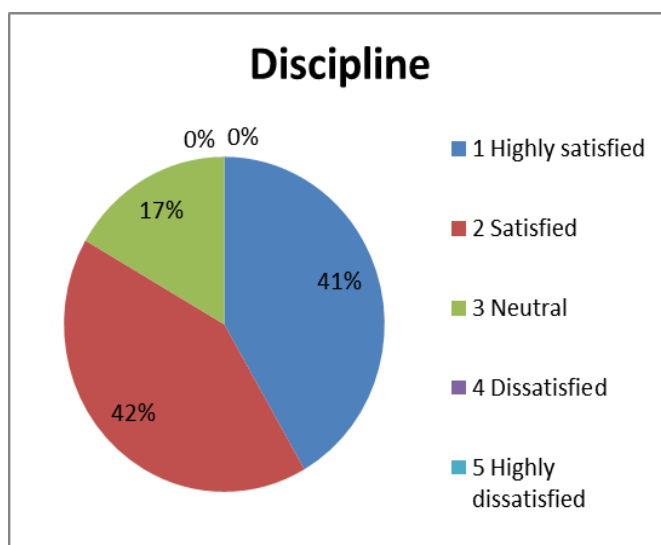


Inference:

- Nearly 33% of the parents are highly satisfied with the admission process.
- 17% of them are in neutral state with respect to the admission process.
- 50% are satisfied with the admission process followed by the College.

DISCIPLINE OF THE COLLEGE

S.No	Remarks	Response	Percentage
1	Highly satisfied	5	42
2	Satisfied	5	42
3	Neutral	2	17
4	Dissatisfied	0	0
5	Highly dissatisfied	0	0

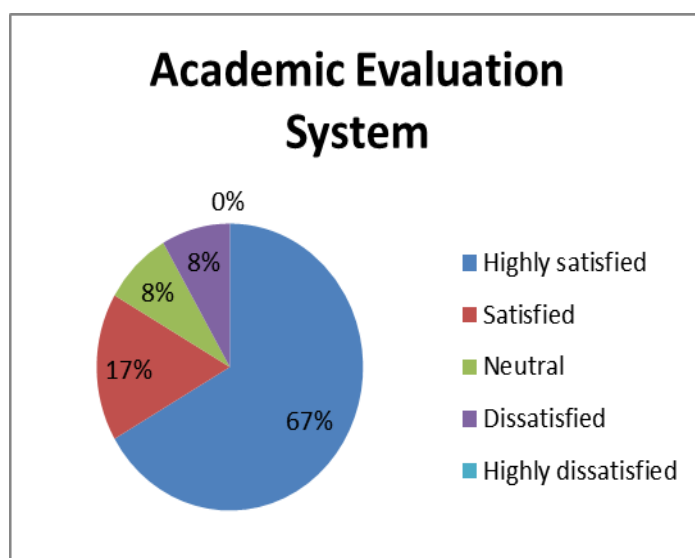


Inference:

- Almost 42% of the parents are highly satisfied with the discipline maintained by the college.
- The disciplines followed in the campus are satisfied to 42% of the parents.
- 17% are under neutral state.

EVALUATION SYSTEM

S.No	Remarks	Response	Percentage
1	Highly satisfied	8	67
2	Satisfied	2	17
3	Neutral	1	8
4	Dissatisfied	1	8
5	Highly dissatisfied	0	0

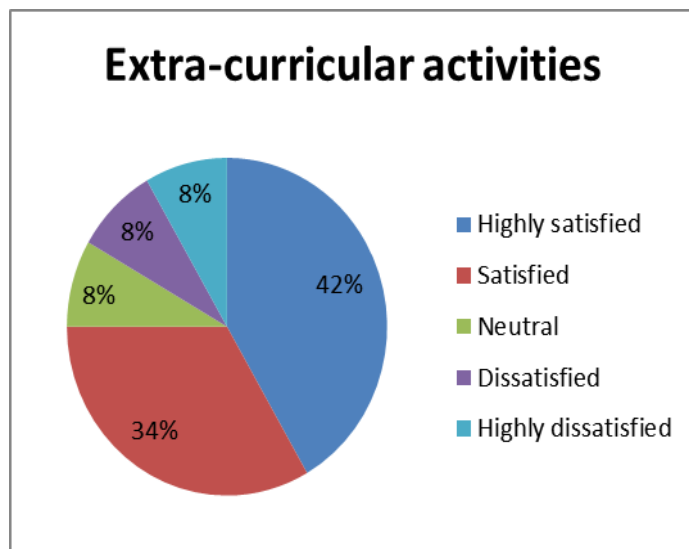


Inference:

- Highly satisfaction level reaches 67% with respect to the evaluation system followed by the college.
- 17% of the parents are satisfied with the evaluation system like seminar, test.
- The pie diagram says that nearly 8% of them are neither satisfied nor dissatisfied.
- 8% is dissatisfied with the evaluation report.

EXTRA CURRICULAR

S.No	Remarks	Response	Percentage
1	Highly satisfied	5	42
2	Satisfied	4	33
3	Neutral	1	8
4	Dissatisfied	1	8
5	Highly dissatisfied	1	8



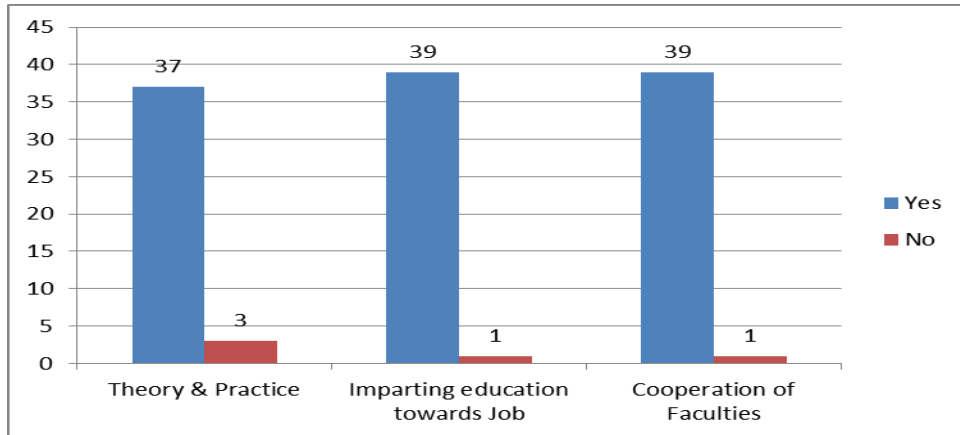
Inference:

- 42% of the parents are highly satisfied with the extra-curricular activities.
- The sports /cultural activities carried out in the college are satisfied to 33% of the parents.
- 8% of them are in neutral state.
- At most 8% of them are dissatisfied with the extracurricular activities.
- Only 8% of them are highly dissatisfied.

ANNEXURE III

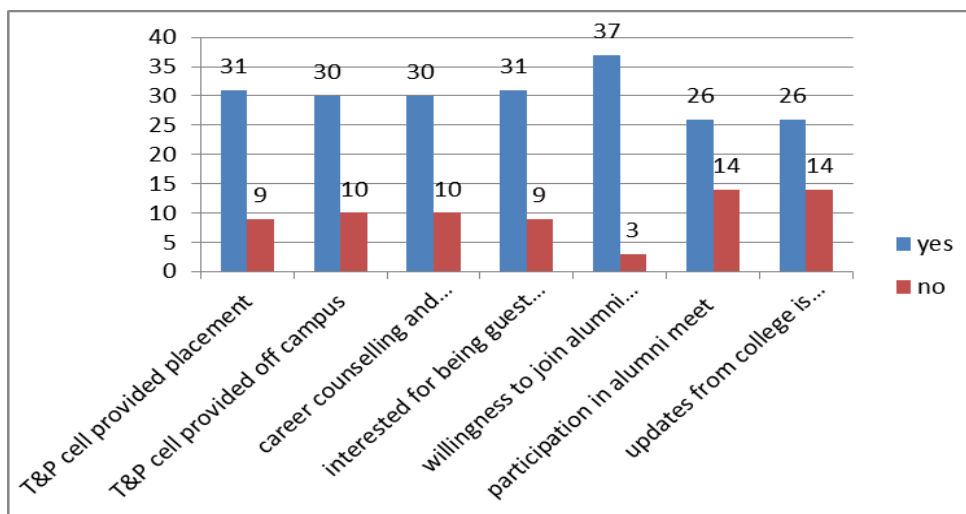
ALUMNI FEEDBACK

DEPARTMENT & FACULTY



The above graph indicates the feedback about the department and faculty. 92.5 percent of the alumni say that they have obtained both theory and practical knowledge at NCAS and 7.5 percent of the alumni say that they have not obtained both theory and practical knowledge at NCAS. 97.5 percent of the alumni feel that education imparted in Nazareth is relevant for current job market and 2.5 percent of the alumni feel that education imparted in Nazareth is irrelevant for current job market. 97.5 percent of the alumni say that the HOD'S and faculties are cooperative and 2.5 percent of the alumni say that the HOD'S and faculties are not cooperative.

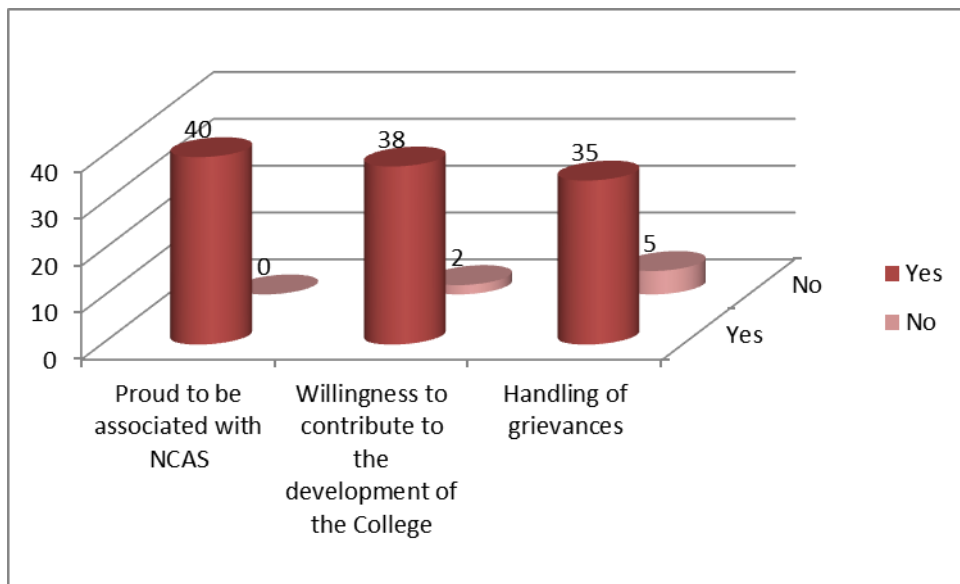
TRAINING AND PLACEMENT CELL



The above graph indicates the feedback about training and placement cell. 77.5 percent of the alumni said that the training and placement cell provided placement, 22.5 percent of the alumni said that they are not

provided any placement. It is observed that 75 percent of the alumni are provided off campus and the rest 25 percent are not provided off campus. It is observed that 75 percent of the alumni are provided career counseling and 25 percent are not provided career counseling. It is observed that 77.5 percent of the alumni are interested to be the guest and 22.5 percent are not interested. It is observed that 92.5 percent are willing to join as alumni and 7.5 percent are not willing. It is observed that 65 percent are interested to participate in alumni meet and 35 percent are not interested. It is observed that 65 percent said that they get updates from the college and 35 percent said that they don't get any updates.

ABOUT COLLEGE



The above graph indicates the overall feedback about the college. All the (100 percent) alumni feel proud to be associated with NCAS, 95 percent of the alumni are willing to contribute towards the development of college and 5 percent of the alumni are not willing to contribute towards the development of college. It is observed that 87.5 percent of the alumni say that the grievances are handled properly in the college and 12.5 percent of the alumni say that the grievances were not handled properly in the college.

ANNEXURE i

BEST PRACTICES

TITLE OF PRACTICE:

Youth employability initiatives for developing the employability skills of the students.

Goal:

The aim of the practice is to prepare the students to face the challenges of making themselves employable.

Objectives:

- To prepare the students to develop their employability skills.
- To give additional knowledge to benefit their employment.
- To help the students to find the best resources to gain practical knowledge.

Context:

The college focuses on imparting knowledge based learning combined with the necessary skills to equip them to face the challenges of employability. The mere knowledge of the students does not result in placing themselves in the employment market. The college understands the need of the industry and takes effort to provide industry oriented skills and training to the students. In this regard as youth employability initiative, the students are trained under various organisations like Ma Foi foundation and Mukesh Info Services.

The Practice:

The college provides placement to the students during their final year. Personality Development class are conducted to the final year students to train them and to improve their skills. The placement cell of the college has been very active in bringing well reputed companies to the college for the placement. 85% of the students who attend the interview are placed in various organisations. In addition to this, the placement cell found the need to give the students additional knowledge on skill oriented courses. Based on this need interested students were sent to Ma Foi foundation for training on employability skills and Mukesh Info Services for SAP course.

Evidence of success:

Youth employability initiatives were taken in the year 2016 and few students were placed in Mukesh Info Services after the training on SAP course. Many students were benefited from these employability skills training and were placed in reputed organisations.

Problems encountered and resources required:

Though the college wanted to focus on all the final year students, many students opted out due to lack of interest and time. More motivational classes are being organised to persuade the students to take these kinds of courses to benefit them in their placement

Notes: Impact of practice:

This initiative had a positive impact on the student's level of confidence in attending the interviews and getting themselves placed in reputed companies.

ANNEXURE ii
BEST PRACTICES

Title of the practice:

Creation of a database of Project Research Papers.

Goal

The aim of this is to help faculty and the students to get their secondary data for their research.

Objective

- To extend the secondary data for young researchers to view the literature.
- To encourage student to facilitate the research.
- To build young research scholars.

Context

The college promotes research Excellence and provides platform for faculty and students to excel in their research pursuits. The beneficiaries of the initiative are final year students of all department and all reaching faculty. The students have been trained at the department level on writing for research projects.

The Practice

- The students are motivated to make use of the available opportunities to engage themselves in research activities.
- The students are guided to do research papers and publish them in reputed International/National Journal.

Evidence of Success

Since this initiative was rolled out the students gained more knowledge in the process of doing research they were able to make use of the secondary data available in the library for their review of literature.

- 50 PG students
- 55 UG Student

Problems Encountered and Resource Required

Accommodating all the hard copy of the research projects was the major disadvantage

Impact of Practice:

The faculty were benefited by the data base in publishing their research paper. The students developed an interest in research and were willing to publish paper based on secondary data