

Nazareth College of Arts and Science

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2014-2015

I. 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

600062

Institution e-mail address

Info@ncas.in

Contact Nos.

044-26380203,26380549

Name of the Head of the Institution:

Dr. Hemalatha Thyagarajan

Tel. No. with STD Code:

044-26380203

Mobile:

09952940385

Name of the IQAC Co-ordinator: Mrs Shibe Rlmo

Mobile: 9840675790

IQAC e-mail address: iqac@ncas.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) TNCOGN18053

OR

1.4 NAAC Executive Committee No. & Date: EC (SC)/01/A&A/014 dated 5.5.2014
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.ncas.in

Web-link of the AQAR: www.ncas.in/AQAR 2014-2015.doc

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 20.06.2012

1.8 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)

- ✓ AQAR _____ NOT APPLICABLE _____ (DD/MM/YYYY)
- ✓ AQAR _____ (DD/MM/YYYY)
- ✓ AQAR _____ (DD/MM/YYYY)
- ✓ AQAR _____ (DD/MM/YYYY)

1.9 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

(eg. AICTE, BCI, MCI, PCI, NCI)

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

. Social Work

1.11 Name of the Affiliating University (for the Colleges)

University of Madras

1.12 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 | 3 |

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

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

- Started Nazareth Centre for Faculty Excellence
- Started a PA system for effective communication.
- Initiated Library Management System
- Initiated the process for Shift II
- Automate issue of Transfer Certificate

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 |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • To start a centre for faculty excellence. • To install a Public | <ul style="list-style-type: none"> • Nazareth Centre for Faculty Excellence (NCFE) was established. • Public Address system to the class rooms were |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Announcement system</p> <ul style="list-style-type: none"> • To install Library Management Software • To upgrade online lesson plan • To automate issue of Transfer Certificate • To subscribe to the University News Journal • To initiate the process for Shift II • To conduct certificate courses in CA and ICWA. • To conduct a workshop on English Enhancement | <p>installed for quicker and effective communication.</p> <ul style="list-style-type: none"> • Library Management Software was installed in the library. • An upgraded version of Online Lesson Plan Management system has been implemented. • An In-house software program was developed to generate Transfer Certificate. • Subscription of University News Journal was done. • Affiliation process for establishment of Shift II was initiated. • A certificate course in CA, ICWA was offered to the interested students in the Commerce and Business Administration stream. • A three day workshop on English Enhancement program for better communication skills was conducted specifically for the Tamil medium students. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

** List of activities attached as Annexure II. Handbook attached as a separate file*

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 kept for approval in the Management Council Meeting and in the IQAC meeting where approval and suggestions were sought.

Part – B

Criterion – I

I. 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 | 1 | 1 | | |
| UG | 6 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | 2 |
| Others | | | | 2 |
| Total | 7 | 1 | | 4 |

| | | | | |
|-------------------|--|--|--|--|
| Interdisciplinary | | | | |
| Innovative | | | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 8 |
| 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 curriculum for BBA, B. Sc Maths for the academic year 2015-2016. Few new subjects have been incorporated to update the curriculum to meet the requirements of the industry.

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

Nazareth Centre for Faculty Excellence was established to create a platform for the faculty members to excel in their field of teaching and personality development.

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 50 | 50 | | | |

2.2 No. of permanent faculty with Ph.D.

2

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 | 0 | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

1.

-

-

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | - | 3 | - |
| Presented papers | 8 | 12 | - |
| Resource Persons | - | - | - |

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

- The institution has adopted Online Lesson Plan system for the effective implementation of Teaching and Learning process.
- The college has started a Question and Answer Support system where every faculty member prepares answers to different questions in their subjects they teach and the library is equipped with the same for reference of the students.

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

165

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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 % |
| BCom | 440 | 7% | 27% | 9% | - | |
| B.Sc Comp Sc | 160 | 57 | 57 | 9 | - | 43.3 |
| BCA | 304 | 29 | 68 | 6 | - | 34% |
| BA Eng | 47 | - | 15 | 16 | 1 | 33% |
| B. Sc Maths | 63 | 15 | 25 | 10 | - | |
| BBA | 165 | 1% | 25% | 17% | 12% | 33% |

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

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 clear their arrears.

2.13 Initiatives undertaken towards faculty development -

- The IQAC in coordination with the research committee has conducted a training program on SPSS Package under the banner of NCFE.
- IQAC has organised various workshops for Faculty Development.

| <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. | 1. Workshop on SPSS Package , June 2014 – 23 Faculty members 2. Workshop on Effective Classroom teaching strategies , June 2014– 50 Faculty members 3. Workshop on Research and Development and Overseas Partnerships , Jan 2015- 50 Faculty members |
| Others | Outbound Development Programme, Aug 2014 – 50 Faculty members |

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 | 26 | 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

NCFE had conducted training on SPSS Package for the faculty members during the academic year 2014-15

3.2 Details regarding major projects - NIL

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

3.3 Details regarding minor projects - NIL

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

3.4 Details on research publications - NIL

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 2 | | |
| Non-Peer Review Journals | | | |
| e-Journals | 2 | | |
| Conference proceedings | 8 | 12 | |

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 | - | - | - | - | - |
| Sponsoring agencies | - | - | - | - | - |

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 International level

3.22 No. of students participated in NCC events: -NIL

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:

NIL

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

1. Establishment of Rotaract Club of Nazareth College
2. Empowerment of Self Help Group in manufacture of News Paper Bags.
3. Promotion of Organic farming & mushroom vegetation.
4. Various awareness programs on drugs / tobacco use

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 | - | | - |
| Class rooms | 23 | 3 | Management | |
| Laboratories | 3 | | | |
| Seminar Halls | 1 | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | 40 | Management | 40 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 10,00,000 | | |
| Others | | | | |

4.2 Computerization of administration and library

The college office uses MS Office for all administrative work. The college has also developed software for library management which has been implemented in a phased manner. The college has given email ids for all faculty members and for all other administrative purposes. All official communications are made through these official email ids.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|-------------------------------|----------|----------|-------------|--------|-------|----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 2670 | 4,70,467 | 200 | 34,188 | 2870 | 5,04,655 |
| Reference Books | 88 | 57,951 | 19 | 13,388 | 107 | 71,339 |
| e-Books | | | | | | |
| Journals | 20 | 33,420 | 3 | 5800 | 23 | 39,220 |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | 316 | | | | 316 | |
| Others (specify) Magazines | 39 | 13,083 | 4 | 605 | 43 | 13,688 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 150 | 3 | - | - | - | 4 | - | - |
| Added | 40 | - | - | - | - | 1 | 6 | - |
| Total | 190 | 3 | - | - | - | 5 | 6 | - |

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

Training has been given to the faculty members for SPSS and Online Lesson Plan for the academic year 2014-2015. 23 faculty members were trained in SPSS package. Up gradation of Online Lesson Plan Management was also done.

4.6 Amount spent on maintenance in lakhs:

| | |
|------------------------------------------|--------------------|
| i) ICT | 5,00,000/- approx |
| ii) Campus Infrastructure and facilities | 50,00,000/- approx |
| iii) Equipments | 10,00,000/- approx |
| iv) Others | - |
| Total: | 65,00,000/- approx |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has ensured the effective functioning of women’s cell “Nirbhaya” to address the issues related with women. It has also taken measures to strengthen the alumni of the college. It has also initiated the inception of Rotaract club through which many leadership programs were organised for the year 2014-2015.

5.2 Efforts made by the institution for tracking the progression

The institution organises Alumni meet to track the progress of the students. The institution has a facebook page and motivates the alumni to interact and keep a track of their progression.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1327 | 22 | | |

(b) No. of students outside the state

6

(c) No. of international students

-

| | | | | | |
|-----|-------------------|---|-------|-------------------|---|
| Men | No | % | Women | No | % |
| | UG- 744 PG - 7 | | | UG- 583 PG- 15 | |

| Last Year 2013-2014 | | | | | | This Year(2014-2015) | | | | | |
|--------------------------|-----|----|-----|--------------------------|-------|----------------------|-----|----|-----|--------------------------|-------|
| General OC,OBC ,FC | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 51 | 345 | 6 | 681 | | 1083 | 75 | 411 | 8 | 855 | (1) | 1349 |

Demand ratio - 28.3%

Dropout % - 1.2 %

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

The department of Mathematics conducts Aptitude Training for the final year students who are aspiring for various competitive exams for employment/ higher studies.

No. of students beneficiaries

338

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The Student counseling and career guidance cell of the college addresses the issues of the students as and when it arises. The final year students go through a career guidance process to enable them to choose right pathway for better future. The Student Study Cell has organised a certificate courses on CA and ICWA

No. of students benefitted

Career Guidance & Counselling - 75%
Student Study Cell - 10

5.7 Details of campus placement

| Details of Placement Activities for 2014-2015 - On Campus | | | |
|------------------------------------------------------------------|--------------------------------|---------------------------------|---------------------------|
| Sl No | Name of the Company | Number of Students Participated | Number of Students Placed |
| 1 | AAGNA BUSINESS SOLUTIONS | 238 | 119 |
| 2 | SERCO INTERNATIONAL | 51 | 17 |
| 3 | INFOSYS | 123 | 40 |
| 4 | TCS | 48 | 26 |
| 5 | SCIENTIFIC PUBLISHING SERVICES | 23 | 6 |
| 6 | POLARIS | 182 | 113 |
| 7 | ICICI PRUDENTIAL BANK | 59 | 29 |
| 8 | CAPGEMINI | 32 | 17 |
| 9 | SUTHERLAND BUSINESS SERVICES | 42 | 4 |
| Details of Placement Activities for 2014-2015- Off Campus | | | |
| 1 | IGATE | 31 | 1 |
| 2 | ASPIRE | 21 | 0 |

5.8 Details of gender sensitization programmes

Women's Cell of the college had organised a program on "Women Empowerment" on 7.3.2015

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 | 84 | 5,82,000 |
| Financial support from government | 103 | 5,96,000 |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

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:

1. Grievance on the number of drinking water points was resolved by increasing the number of water points.
2. A new boy's toilet has been constructed based on the requirement from the student council members.

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:

1. To provide the best resources to impart the highest quality of education.
2. To provide opportunities that emphasizes the student's practical exposure to meet the challenge of global competency.
3. To provide creativity, leadership training and value based education.

6.2 Does the Institution has a management Information System

Yes, the college office keeps track of all students in student database file maintained by the administrative staff.

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 and the principal and a senior faculty of the institution represent the University as academic council member of the college participates in the meetings organised by the university.

6.3.2 Teaching and Learning

The Online Lesson Plan software was upgraded during the academic year 2014-15 to include more features. Question and Answer support system has been created to help the slow learners. An arrear clearance cell was started to help the students to clear their arrears. This cell also does a comparative analysis of the results of the students which also helps the management to understand the areas which needs attention.

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.

6.3.4 Research and Development

The college has given training on SPSS package for the faculty members during the year 2014-15 through Nazareth Center For Faculty Excellence. 40 systems have been installed with SPSS Software for research oriented activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library Automation system has been implemented.
- Infrastructures for three rooms have been created.
- 20 micro processor and digital kits have been added.
- Virtualisation of 40 systems.
- Installation of In house Prime Health Centre.

6.3.6 Human Resource Management

The college has revised the HR Policy and Procedure manual to manage additional work for staff members, enabling them to enhance their academic excellence.

6.3.7 Faculty and Staff recruitment

The college adopts a structured process of recruitment. Every staff member goes through selection criteria as per the University of Madras norms and qualification approval has been sort from them.

6.3.8 Industry Interaction / Collaboration

The College Industry Interaction cell gives the students a platform to interact with the industrial experts. The college has proposed various collaborative programs with Nantong University, China.

6.3.9 Admission of Students

Admission committee monitors the admission process and necessary changes have been brought according to the norms of the State Government and demands of the courses. The admission has introduced a new strategy of admitting students based on the rank list.

6.4 Welfare schemes for

| | |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teaching | <ul style="list-style-type: none"> • An increment for additional research degree. • Seed money is paid to faculty members for presenting research paper / publication of the same. • An increment is paid for paper presentation / publication. • Leave salary is paid for the accumulated CL to the teaching faculty. |
| Non teaching | <ul style="list-style-type: none"> • Ten days paid holidays. • Free lunch and tea for administrative staff. • Advance payment of salary on need basis. |
| Students | <ul style="list-style-type: none"> • Free transport for sports students. • Permission for late attendance. • Biometric card for student health centre. • |

6.5 Total corpus fund generated

Rs. 20, 00, 000

6.6 Whether annual financial audit has been done Yes

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | - | - | Yes | IQAC |
| Administrative | - | - | Yes | IQAC |

6.8 Does the University/ Autonomous College declare 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 meets every year. Alumni students of the college continue to support one of the students by paying the fees.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Meeting is organised every semester to update the performance of the students. The feedback from the parents is considered and implemented if need be.

6.13 Development programmes for support staff

Administrative staffs were given an outbound training on team building and development on their cognitive skills by IQAC.

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

Nazareth Business Centre has started organic farming. It sells the produce to the students and staff of the college.

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.

- The Arrear Clearance Cell has helped to increase student pass percentile.
- Establishment of Nazareth Centre for Faculty Excellence supports the IQAC in conducting various programs for faculty excellence.
- Question and Answer Support system has helped the students to score better marks.

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

- Nazareth Centre for Faculty Excellence was established in July 2014 and the following activities were conducted – an FDP program, an outreach program , training on SPSS package.
- Public Address system to the class rooms were installed for quicker and effective communication
- Library Management Software was installed in the library.
- An upgraded version of Online Lesson Plan Management system has been implemented.
- An In-house software program was developed to generate Transfer Certificate.
- Subscription of University News Journal was done.
- Additional post graduate course MA English Literature was established
- Additional section (3rd) in Commerce was also started.
- Affiliation process for establishment of Shift II was initiated.
- A certificate course in CA, ICWA was offered to the interested students in the Commerce and Business Administration stream.
- A three day workshop on English Enhancement program for better communication skills was conducted specifically for the Tamil medium

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

- The Rotaract Club of the college has organised various Leadership Programs for the students.
- Q and A support system has supported the students in clearing their arrear papers and in scoring better marks.

(Details enclosed as annexure IV)

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

7.4 Contribution to environmental awareness / protection

- An awareness program “Wealth out of Waste” was organised on the necessity of environmental protection “Go Green” in the month of September.
- 200 saplings were planted in the neighbourhood village on 24.2.2015.
- College has established a small Organic Farm within the campus to produce Greens and vegetables.
- A rally to create awareness on “Smokeless Bhogi” was conducted on 12.1.2015 before the celebration of pongal.

7.5 Whether environmental audit was conducted? Yes No

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

-

8. Plans of institution for next year

Plan for the Academic Year 2015-2016

- Qualification Approval of Faculty members in the year 2015-2016
- Permanent Affiliation of the college
- To start NCC as a co-curricular activity
- To start Nazareth Centre for Skill Development (NCSD) and to introduce vocational courses
- To start Nazareth Centre for Distance Education to incorporate the distance education programs of various reputed universities.
- To conduct a State Level Inter collegiate Program for English and a National Level Workshop on Cloud Computing
- To start Nazareth Journal of Commerce and Management – a Peer Reviewed Journal

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Signature of the Coordinator, IQAC

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Principal

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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 2014-2015

| SI No | Month | Date of the Events | Events |
|-------|-----------|--------------------|-------------------------------------------------------------------------|
| 1. | July | 17.7.2014 | Talents Day |
| | | 18.7.2014 | Wealth out of waste in Arts and Science – Eco Club |
| | | 26.7.2014 | Dental Camp – NSS |
| | | 27.7.2014 | Wealth out of waste in Nazareth School – Eco Club |
| | | 28.7.2014 | Sudoku Competition- Maths Dept |
| | | 31.7.2014 | Nazareth Green Club – Eco Club |
| | | | |
| 2 | August | 6.8.2014 | Product Designing – Commerce Dept |
| | | 13.8.2014 | Marketing Case study – BBA |
| | | 21.8.2014 | Eng Dept Fest |
| | | 22.8.2014 | Merx 2014 – Intercollegiate Program by Commerce Dept |
| | | | |
| 3 | September | 6.9.2014 | LaCorsa – CS &CA Intercollegiate Dept program |
| | | 12.9.2014 | Seminar on Consumer Awareness -CCC |
| | | 13.9.2014 | Paper Presentation- Computer Science |
| | | 17.9.2014 | Seminar on Leadership Qualities – BBA |
| | | 19.9.2014 | 1. Hindi Inter- Department Program 2. Best Sales Man – Commerce Dept |
| | | 20.9.2014 | 1. Seminar- Maths Dept |

| | | | |
|---|----------|--------------------------|----------------------------------------------------------|
| | | | 2. ED Program – Commerce Dept |
| | | 22.9.2014 - 26.9.2014 | Visit to the Company – MSW |
| | | | |
| 4 | October | 1.10.2014 | Photography Contest- BBA |
| | | 13.10.2014 | Seminar –MSW |
| | | | |
| 5 | December | 13.12.2014 | Food Festival |
| | | 23.12.2014 | Christmas Program |
| | | | |
| 6 | January | 7.1.2015 | 1. Course on Spoken Eng –Eng Dept 2. ED Program – MSW |
| | | 8.1.2015 | Course on Spoken Eng –Eng Dept |
| | | 9.1.2015 | Course on Spoken Eng –Eng Dept |
| | | 12.1.2015 | Smokeless Boggi – rally |
| | | 13.1.2015 | Pongal Celebration |
| | | 19.1.2015 | State Level Inter-School Tournament |
| | | 29.1.2015 | Quiz Program – Commerce Dept |
| | | 31.1.2015 | Seminar for 1& 2 yrs – MSW |
| | | | |
| 7 | February | 7.2.2015 | Ad film Program – Commerce Dept |
| | | 13.2.2015 | Staff Tour |
| | | 24.2.2015 | Sapling Plantation |
| | | 27.2.2015 | Interdepartmental Competition – Eng Dept |
| | | | |
| 8 | March | 11.3.2015 | Sports Farewell |

| | | | |
|---|-------|----------|---------------------------|
| | | | |
| 9 | April | 6.4.2015 | Final year Farewell Party |
| | | | |

ANNEXURE III

Nazareth College of Arts and Science

Academic Year 2014-2015

Parents Feedback Report

Nazareth College of Arts and Science provide quality education. The feedback has got from the parents based on various activities of the college which includes curriculum, teaching methodology, placement cell, various facilities like lab, library, internet, infrastructure, canteen etc. The collected feedback is presented in the form of pie chart for clear understanding of the parents view with the calculations supporting the report.

Three aspects have been taken for calculation which is considered as most important for the students. They are

1. Lecture effort which includes teaching methodology and approach towards the students.
2. Infra structure facilities like lab, internet, library, and canteen.
3. Placement cell.

The analysis shows that

- ❖ Nearly **60%** of the parents are highly satisfied with the College and the Lecturer effort towards Students which promotes the student's performance in the Education system.
- ❖ **64%** of the parents are highly satisfied with the college physical infrastructural facilities like library, lab, and canteen which promotes learning situations.
- ❖ Almost **60%** of the parents are satisfied with the placement provided by the college.

The result concludes that the parents are satisfied with the efforts of the lecturer in the college for the best performance of the students in the academic and extracurricular activities which means their teaching methodology, attention towards the week students through remedial classes, seminar, and assignment etc. are satisfactory. Generally the College atmosphere is dependent with the student's learning situations which reflect in their performances. The parents are highly satisfied with the college infra structure which facilitates students learning.

As far as placement is concerned, the parents felt that the placement is very active and they are aware of the fact that maximum number of students are placed in well known companies through placement cell.

Therefore the college has obtained a positive feedback from the parents regarding the various aspects of the college.

CALCULATION

I AIM: The College and the Lecturer effort towards Students promote the student’s performance in the Education system.

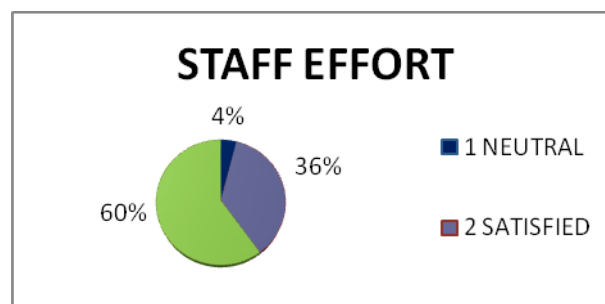
Hypothesis:

H0: The College and the Lecturer effort towards Students are independent with the student’s performance in the Education system.

H1: The College and the Lecturer effort towards Students are dependent with the student’s performance in the Education system.

EDUCATION SYSTEM * COLLEGE LECTURER EFFORT

CROSS TABULATION COUNT



| SATISFACTION LEVEL | | Total |
|--------------------|------------------|-------|
| EDUCATION SYSTEM | NEUTRAL | 1 |
| | SATISFIED | 9 |
| | HIGHLY SATISFIED | 15 |
| Total | | 25 |

Chi-Square Tests

| | Value | df | Asymp. Sig. (2-sided) |
|---------------------------------|---------------------|----|--------------------------|
| Pearson Chi-Square | 16.296 ^a | 8 | .038 |
| Likelihood Ratio | 19.720 | 8 | .011 |
| Linear-by-Linear Association | 13.203 | 1 | .000 |
| N of Valid Cases | 25 | | |

a. 15 cells (100.0%) have expected count less than 5. The minimum expected count is .04.

Inference:

Since **P=.038** value is less than 0.05, hence H0 is rejected and H1 is accepted. Therefore from the above calculation, the result concludes that the College and the Lecturer effort towards Students are dependent with the student's performance in the Education system .i.e., the parents are satisfied with the lecturer effort in the college for the best performance of the students in the academic.

II. The college atmosphere provides various facilities like library, lab, canteen, others which promotes learning situations.

AIM: The college atmosphere provides various facilities like library, lab, and canteen, others which promotes learning situations.

Hypothesis:

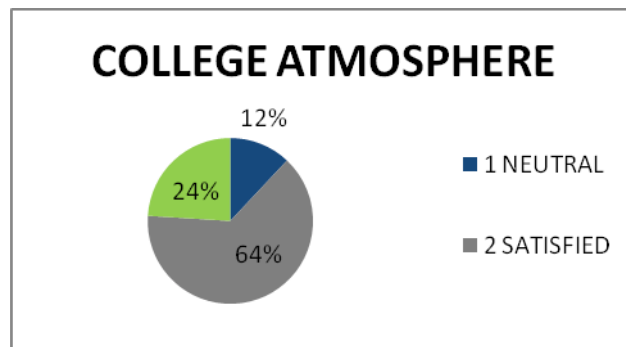
H0: The College atmospheres are independent with the student's learning situations.

H1: The College atmospheres are dependent with the student's learning situations.

COLLEGE ATMOSPHERE * COLLEGE INFRA STRUCTURE FACILITIES

CROSS TABULATION COUNT

| | | College Infrastructure Facilities | | | Total | Percentage |
|--------------------|------------------|-----------------------------------|----|----|-------|------------|
| | | 22 | 23 | 25 | | |
| COLLEGE ATMOSPHERE | NEUTRAL | 0 | 0 | 3 | 3 | 12% |
| | SATISFIED | 0 | 1 | 0 | 16 | 24% |
| | HIGHLY SATISFIED | 2 | 0 | 0 | 6 | 64% |
| Total | | 2 | 1 | 3 | 25 | |



| | Value | df | Asymp. Sig. (2-sided) |
|--|-------|----|-----------------------|
| | | | |

| | | | |
|------------------------------|---------------------|----|------|
| Pearson Chi-Square | 34.940 ^a | 14 | .002 |
| Likelihood Ratio | 29.022 | 14 | .010 |
| Linear-by-Linear Association | 2.114 | 1 | .146 |
| N of Valid Cases | 25 | | |

24 cells (100.0%) have expected count less than 5. The minimum expected count is .12.

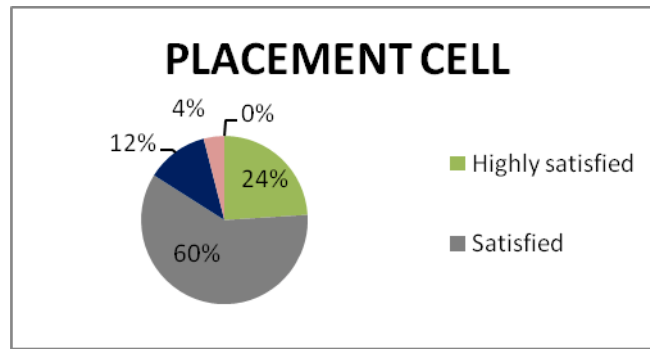
INFERENCE:

Since $P=.002$ value is less than 0.05, hence H_0 is rejected and H_1 is accepted. i.e., The College atmospheres are dependent with the student's learning situations. Therefore from the above calculation, the result concludes that the parents are highly satisfied with the college infra structure which facilitates students learning.

III. The college placement cell is very active and ensures good placement for students.

| Sno | Remarks | Percentage |
|-----|---------------------|------------|
| 1 | Highly satisfied | 24% |
| 2 | Satisfied | 60% |
| 3 | Neutral | 12% |
| 4 | Dissatisfied | 4% |
| 5 | Highly dissatisfied | 0% |

GRAPH



INFERENCE:

1. Nearly 60% of the parents are satisfied with the effectiveness of the placement cell.
 2. Parents of 24% are highly satisfied with the active participation of the placement cell.
 3. 4% of them are neither satisfied nor dissatisfied with the placement cell.
 4. The above graph shows that the placement cell is very active and ensures good placement for students.
-

ANNEXURE IV

BEST PRACTICES –(I)

CRITERIA II: Teaching and Learning Process

TITLE OF PRACTICE:

Academic support for students through Arrear Clearance Cell (ACC) and Question & Answer Support System (QASS).

Goal:

The aim of this practice is to make students prepare their subjects more effectively and systematically for university examinations.

Objectives:

- To help students to prepare systematically for university examinations.
- To help the students focus on topics of importance.
- To help students score better marks.
- To help students clear arrear and perform better.
- To help the slow learners to cope with their lessons.

Context:

The College admits students from diverse background having different learning capabilities. The college admits students from both Tamil and English medium. As the students admitted from the Tamil medium find difficulty in coping with the syllabus and even fail in the university examination; it was proposed to create an Arrear Clearance Cell and Question & Answer support system which would help them to graduate their course.

The Practice:

The college management and the IQAC scrutinize the outcome of the effectiveness of teaching learning process continuously. It has been observed over time, the decline in the performance of Tamil medium students who are unable to cope up with their studies. This resulted in more number of arrears and to resolve this issue Arrear Clearance Cell has been established to focus on helping the students to clear the arrear papers. To support this cell, the Question and Answer support system has been implemented to help the students with questions and answers for each subject. The subject expert prepares the questions and answers carefully in alignment with the syllabus and the previous year's question papers. Repeated questions are given more importance but the subject expert ensures that the whole syllabus is covered for the question and answer system.

Evidence of success:

The Arrear Clearance cell has been implemented in the month of July 2014 and since then there was a positive response from both the students and the faculty members. The monthly tests performance was reviewed in the initial period and based on the results it was decided to take this system as a practice. A comparative result analysis was carried out in the month of January and it was found that there was a sharp positive difference in the university results compared to that of the previous years.

Problems encountered and resources required:

The system was implemented for the benefit of the students. The subject experts take additional time to focus on the creation of question and answer bank and distribute the same among the students. Though this requires additional time and effort, it has been yielding positive results.

Notes: Impact of practice:

This system has had an impact on the student's performance in the University examinations. It has resulted in the students scoring better marks and it has helped them to focus more on their studies.

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BEST PRACTICES- (II)**CRITERIA VII: Innovations and Best Practices**

TITLE OF PRACTICE:

Platform for development of Leadership & Professional skills for personal growth through establishment of Rotaract Club Nazareth College.

Goal:

The aim of this practice is to help students develop their leadership and professional skills.

Objectives:

- To change the young adults into responsible citizens.
- To help the students to focus on shaping their leadership and professional qualities.
- To facilitate the students in contributing towards community services.
- To assist the students in socializing with the community with better standards of communication and social skills.
- To open up avenues for students in the international forum.

Context:

The college has continuously strived towards excellence in education and in providing the best resources for personality development. The need of the hour is to identify and create an arena for the students to excel in their professional and leadership skills which will make them better citizens of India. This resulted in the need to initiate Rotaract Club to help on the overall development of the students.

The Practice:

The interested students of the college, who enrol themselves in Rotaract, actively take part in the activities of the Club. The Rotaract club has four divisions namely the International service, Community service, Club Service and Professional Service. A student is nominated to hold office as coordinator of the respective division wherein they come up with different projects and execute them with other rotaractors of the club. The Office bearers of the Rotaract Club with the faculty coordinator meet once in every month to review the projects organized by the coordinators and chart out a systematic plan for the development. The office bearers and the members are also provided with different opportunities to engage themselves in various leadership and professional development programs organized by the local / district level / national club.

Evidence of success:

The Rotaract Club of the college has been successfully organizing various programmes which have brought laurels from the International Rotaract Body. It has received four awards namely the Best Debutant club award, Inspiring Vocational Service Project award, Inspiring Innovative Project award and Outstanding Community service award.

Problems encountered and resources required:

As the college is situated in the suburban area, only a small percentage of the students take part in the activities of the club.

Notes: Impact of practice:

There is a commendable change in the attitude of the office bearers of the Rotaract club and a few of the Rotarians who actively get involved in the various activities of the club.

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