

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)

2015-2016

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 Thiagarajan

Tel. No. with STD Code:

044-26380203

Mobile:

09952940385

Name of the IQAC Co-ordinator: Mrs Shibe Rimo

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 2015-2016.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 Submitted to NAAC on 11- 09- 2016
- ✓ 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 (*Specify*)

-

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

2

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

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"> • Qualification Approval of Faculty members in the year 2015-2016 • College to be included in 2f under the UGC Act • To start NCC as a co-curricular activity • To start Nazareth Centre for Skill Development (NCSD) and to introduce vocational courses 	<ul style="list-style-type: none"> • Qualification approval was completed for the Department of Indian languages, Mathematics and Master of Social Work • Recognition of college under 2f process has been initiated • Application for approval to start NCC is under process. • Nazareth Centre for Skill Development has been started with Government approved catering classes as its first course

<ul style="list-style-type: none"> • 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 • Permanent Affiliation of the college 	<ul style="list-style-type: none"> • Application form to start distance education courses of Barathidasan University has been submitted to the university along with the required deposit and fees. • Postponed to the next academic year due to lack of time (natural calamities in the month of Nov - Dec floods in chennai) • Application under process
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** 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 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	2	1	3	
UG	6		6	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				2
Others				4
Total	8	1	9	6
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 and General English 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.

B.Com, BBA and BCA were started in Shift II

Nazareth Centre for Skill Development was started to conduct skill oriented programs. Government certified catering classes are being conducted for the students.

Nazareth Centre for Business Forum was started for the students of Business Administration to interact with business people. This is a platform where students are given an opportunity to meet the entrepreneurs and interact with them.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	63	61			2

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
	18								18	-

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	6	-
Presented papers	17	6	-
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 online lesson plan software has been modified to be user friendly.
- 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. This study material is revised every

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

171

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	128	6.32	27.5	11.4	1	48.16
B.Sc Comp Sc	56	37.5	16.1	-	-	54
BCA	115	39.3	43.5	34	-	58.5
BA Eng	28	1	14	4	-	30.6
B. Sc Maths	22	4	4	-	-	36.3
BBA	50	8	32	6	-	46

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 practice the answers to clear their arrears. Moreover the college has implemented the lesson plan system wherein all the teaching faculty members have to plan their syllabus online which is verified by the management at random.

2.13 Initiatives undertaken towards faculty development

- IQAC has organised faculty development programs under the banner of NCFE involving guest speakers.

<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	61

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 - 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 -

	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	-	-	-	-	-
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	<input type="text"/>	College forum	<input type="text" value="2"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="7"/>	Any other	<input type="text"/>

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

1. Consumer Citizen Club organised an awareness program to educate the public on consumer laws and acts passed by governments.
2. NSS organised various awareness programs on Aids, use of helmets, waste management, election awareness, empowering the weaker sections, nation building, ill effects of tobacco etc.
3. Saplings were planted by NSS in the neighbouring places.
4. YRC organised a one day awareness program on “Contribution of Youth for building better India”.
5. The college had tied with NERF, an NGO to help the flood victims during the floods in November 2016. The student and staff volunteers of the college distributed food to many places.
6. The college students and staff had also donated money to the orphanages during Christmas and during floods.
7. Women’s cell organised awareness program on breast cancer and rubella vaccination.
8. Rotaract Club organised the following programs for the year 2015-2016
 - a. Anti- Drug awareness rally in the college neighbourhood
 - b. Sponsored money to cancer patients
 - c. Blood donation camp was organised
 - d. Visit to orphanage in Arakonnam
 - e. Conducted an essay writing on women harassment
 - f. Provided food to flood affected area
 - g. Conducted a medical camp for the residents of kattapakkam and amman nagar with NERF, an NGO
 - h. Tailoring Unit was started to equip the neighbourhood women for a livelihood.
 - i. Chennai Gardeners Meet was organised.
 - j. 250 bags of various vegetables were gathered from the Nazareth Terrace garden.
 - k. An awareness program was organised to motivate the terrace gardening at home and community farming
 - l. Organised a training nest for the differently abled children
 - m. Rotaract club also organised various programs on Friendship Day, Onam, Christmas and on Holi
 - n. Conducted an awareness program on freedom from violence and exploitation in collaboration with an NGO- Christian children’s fund of Canada (CCFC- India)
 - o. Started a certificate course in type writing under professional service avenue for the students of Nazareth
 - p. 1300 kg of waste paper materials like notebooks, boxes, tickets etc were collected and sent to ITC for recycling
 - q. Entrepreneur Engagement Programme was organised for NBLC and Rotaract.

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	26	5	Management	
Laboratories	3			
Seminar Halls	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Lab and electronic equipments, computers, & Air Conditioner	Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		8,00,300		
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 Management software was implemented last year and is efficiently working.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2870	504655	229	35406	3099	540061
Reference Books	107	71339	40	27867	147	99206
e-Books	Inflibnet Membership for Faculty					
Journals	23	39220	19	14750	42	53970
e-Journals	Inflibnet Membership for Faculty					
Digital Database						
CD & Video	316		19		335	
Others (specify) Magazines	43	13688	3	1085	46	14773

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	3	-	-	-	5	6	-
Added	10	-	-	-	-	-	1	-
Total	173	3	-	-	-	5	7	-

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

A training program was organised by Educomp to train the English language faculty members to conduct English e-lab. The students were also given a training by Educomp for the same.

4.6 Amount spent on maintenance in lakhs:

i) ICT	As below
ii) Campus Infrastructure and facilities	As below
iii) Equipments	As below
iv) Others	15,70,634
Total:	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

All the departments, cells and associations organise many programmes for the active participation of the students. IQAC has ensured the active participation of the students in various cells and association activities by motivating the faculty and students.

5.2 Efforts made by the institution for tracking the progression

Alumni association and the college facebook site track the progression of the passed out students. The college has also initiated the students follow up program where the progressions of the current students are closely monitored and necessary action taken as and when required.

UG	PG	Ph. D.	Others
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1398	43	-	-
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5.3 (a) Total Number of students

(b) No. of students outside the state

5

(c) No. of international students

nil

Men	No	%	Women	No	%
	UG- 738 PG - 9			UG- 660 PG- 34	

Last Year 2014-2015						This Year(2015-2016)					
General OC,OBC ,FC	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
75	411	8	855	1	1349	49	424	7	961	-	1441

Demand ratio – 6.81%

Dropout % - 1.6 %

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

435

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 counselling cell caters to the needs of the students as and when it arises. Moreover the college has also taken measures to extend the support of the faculty through student mentoring system. Through this system the classes in-charge and the mentors are able to track the progress of the students, counsel and guide them in the appropriate manner. The faculty members also spend time for counselling and special classes after the college hours. The placement and career guidance cell conducts the personality development classes for the final year students and also gives training to them for placement.

No. of students benefitted

Career Guidance - 435
Counselling - 1441

5.7 Details of campus placement

Details of Placement Activities for 2015-2016 - On Campus			
Sl No	Name of the Company	Number of Students Participated	Number of Students Placed
1	SUTHERLAND Global Services	60	33
2	TECHNOSOFT Global Services (p) Ltd.	60	11
3	INFOSYS	200	131
4	TCS	100	72
5	SCIENTIFIC PUBLISHING SERVICES	10	6
6	AAGNA Corporate Services pvt. Ltd	150	105
7	SKYYREACH CAREERS	30	17
8	CAPGEMINI	100	46
9	SERCO INTERNATIONAL	75	50

5.8 Details of gender sensitization programmes

-

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	43	4,30,300
Financial support from government	152	2,33,850
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

10

5.13 Major grievances of students (if any) redressed:

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

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 maintains 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 organised by the university.

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 five years question papers are given to the students.
- The students performances are monitored through the "Student Follow-Up" program.
- The faculty members are given Infilbnet 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.

6.3.4 Research and Development

Faculty members are encouraged to publish papers and do research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

All necessary infrastructure has been created and is maintained from time to time

6.3.6 Human Resource Management

The faculty members are guided by the HR policy which is revised from time to time. They are also provided with necessary facilities for the effective functioning of the system. Faculty development programs are organised every semester to rejuvenate them and to equip them to face the changing phase of the teaching community and methodologies.

6.3.7 Faculty and Staff recruitment

The college recruits faculty members as per the selection criteria of the university. Approval of qualification is sort from the university as per the requirements. Requirements were met for additional sections in the department of commerce and for M.Sc. CS in shift II for the academic year 2015-2016.

6.3.8 Industry Interaction / Collaboration

College Industry Interaction Cell organises programs for the students to interact with the industrial experts. The students of Business Administration are taken on industrial visits and they also do projects in companies as a part of the curriculum. The department of Social Work also organises field work and industrial visits for the students.

6.3.9 Admission of Students

The admission process of the college is conducted as per the norms of the university and the government. Every year the admission committee monitors the admission process and ensures the adherence of the rules of the government. The faculty members are also involved in the admission process to scrutinise the admissions of their respective departments.

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.• Leave salary is paid for the accumulated CL to the teaching faculty.• Fee concession for the wards of the faculty in Nazareth School.
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.• Fee concession for the wards in school
Students	<ul style="list-style-type: none">• Free transport for sports students.• Biometric card for student health centre.• Full scholarship is given to meritorious sports students• Boarding and Lodging is given free for meritorious sports students.• An IAS corner for the students has been facilitated in the library

	for the aspiring students.
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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. They are connected to the college through the college facebook and also support the students by providing financial assistance from time to time. They also provide assistance for career opportunities.

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 through the Student Follow Up Program. The feedback from the parents is considered and implemented if need be.

6.13 Development programmes for support staff

Nazareth Centre for Faculty Excellence (NCFE) 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 etc by NCFE. Moreover games and sports are also incorporated for holistic development. Competitions like cooking competition was organised for the teaching and non teaching faculty.

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 from time to time. Saplings were also planted in the campus.

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.

Nazareth Centre for Skill Development has helped the students to gain additional skills.

Nazareth Business Forum has given the students a platform to interact with entrepreneurs.

English Lab classes were are being conducted by the faculty of the department of English 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 departments of Social work and Languages were completed.
- Application and necessary documents have been sent to UGC for the inclusion of the college in 2f
- Application form along with the necessary fees for distance education programme of Barathidasan University has been submitted to the university.
- Catering classes and type writing classes were started in Nazareth Centre for Skill Development.

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

Given in the annexure

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

7.4 Contribution to environmental awareness / protection

- Rotaract club organised program on “Wealth out of Waste”, Waste Management and
- Saplings were planted in the adopted 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 from time to time.

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 2016-2017

- Qualification Approval of Faculty members in the year 2016-2017
- To initiate the process of Permanent Affiliation of the college
- To conduct an International conference for the department of English and a National Level Workshop on Cloud Computing in the department of Computer Science
- To start Nazareth Journal of Commerce and Management – a Peer Reviewed Journal
- To implement department management software.
- To ensure more effective functioning of HR management.
- To tie up with a coaching centre for IAS and other competitive examinations like railways, state and central exams.

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_____***_____

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 2015-2016

SI No	Month	Date of the Events	Events
1.	July	02.07.2015	JAM- English department
		03.07.2015	Quiz - English department
		09.07.2015	Orientation programme-Rotaract club
		13.07.2015	Workshop on research methodology
		14.07.2015	Money sponsored for CANCER patient-NBLC
		16.07.2015	Awareness to reduce stigma and discrimination associated with the infection
		19.07.2015	Wealth out of waste-RC of NCAS tie up with ITC
		22.07.2015	Money sponsored for football-NBLC
		24.07.2015	Awareness campaign on head injury –NSS
		24.07.2015	Shakespeare theatre – English department
		24.07.2015	Aptitude test – Maths department
		29.07.2015	Chart work on organs of speech, phonetic symbols
2	August	01.08.2015	Debate- Commerce
		03.08.2015	Friendship day celebration-NBLC
		04.08.2015	Nazareth typing institute- Rotaract club
		06.08.2015	Holiday fun-Fun program-Rotaract club
		07.08.2015	Entrepreneurial exhibition- Commerce
		11.08.2015	SU-DO-KU - Maths department
		12.08.2015	Contribution of youth for building better India - YRC
		12.08.2015	International youth day celebration -MSW

		13.08.2015	Awareness program on Rubella-Rotaract club
		13.08.2015	Identification card- Rotaract club
		16.08.2015	Free from violence and exploitation-Rotaract club
		18.08.2015	Eat organic and stay healthy food
		21.08.2015	Poesia Ecriture-English department
		21.08.2015	G.D - English department
		21.08.2015	Inter college department function- Commerce
		26.08.2015	Inter department event- Computer science
		27.08.2015	Dumb charade - English department
		28.08.2015	Onam celebration - NBLC
		28.08.2015	Entrepreneurship engagement program- NBLC
		29.05.2015	Guest lecture – M.A - English
		31.08.2015	Quiz – English department
3	September	04.09.2015	Computer model expo- computer science
		07.09.2015	State level competition - MSW
		11.09.2015	Belles letter – English department
		11.09.2015	Product packing - Commerce
		13.09.2015	Rubella vaccination – Women’s cell
		16.09.2015	Debugging – Computer science
		18.09.2015 to 19.09.2015	Entrepreneurship development program - BBA
		18.09.2015	Talent’s day celebration day
		19.09.2015 to	Rural camp and study tour -MSW
		19.09.2015	Enacting a play, Quiz – English department

		19.09.2015	La Corsa 15 – Computer science
		22.09.2015	Hindi department function
		23.09.2015	Rose saplings sale - NBLC
		24.09.2015	Orphanage visit – Rotaract club
		24.09.2015	Drawing competition – Rotaract club
		25.09.2015	Seminar- English department
		25.09.2015	Extempore – English department
		29.09.2015	Blood donation camp – Rotaract club
		29.09.2015	Eureka 2015 – Maths department
		30.09.2015	Employment enhancement program – Rotaract club
4	October	02.10.2015	Word building – B.A
		09.10.2015	World health day-Awareness program- M.S.W
		12.10.2015	Film show – B.A
		12.10.2015 to 18.10.2015	Training in Delhi – Rotaract club
		13.10.2015	G.D – B.A
		28.10.2015	Women harassment program – Rotaract club
		29.10.2015	Wealth out of waste – Rotaract club
		31.10.2015	Faculty development program – M.S.W
5	December	03.12.2015 to 5.12.2015	Food to family affected in the rain – Rotaract club
		09.12.2015	Medical camp for people at Kattapakkam and Amman nagar
		15.12.2015 to 17.12.2015	Project area (i) Flood affected area- Balasubramanian Nagar- Chinna mathur
		19.12.2015	Nazareth organic farming – Rotaract club
		21.12.2015	Kids gardening – Rotaract club

		22.12.2015	Christmas day celebration
6	January	07.01.2016	Terrace gardening and community farming - NBLC
		07.01.2016	Mime – B.A
		10.01.2016	Oceanus and VBS ability training nest - Rotaract
		10.01.2016	Workshop – Computer science
		10.01.2016	HIV Awareness program – N.S.S
		13.01.2016	Distribution of flood relief material in Manali – M.S.W
		13.01.2016	Pongal celebration – Organised by Tamil department
		21.01.2016	Wealth out of waste – B.B.A
		23.01.2016	Nazareth Business Forum – B.B.A
		28.01.2016	PPT – B.A
		28.01.2016	Paper presentation – B.A
		29.01.2016 TO 02.02.2016	National integration camp – N.S.S
		30.01.2016	Creation literature – B.A
		30.01.2016	Debate – B.com
7	February	02.02.2016	Seminar – M.S.W
		02.02.2016	Department sapling plantation activity – M.S.W
		03.02.2016	Think out of box – N.S.S
		03.02.2016	Career development – B.com
		04.02.2016	Tobacco consumption – N.S.S
		04.02.2016	Word hunt – B.com
		06.02.2016	Plant sapling – N.S.S
		06.02.2016	Adzap – B.A

		08.02.2016	Role play – B.A
		10.02.2016	Workshop on web and Java application – Computer Science
		11.02.2016	Namma Ooru thiruvizha – Rotaract club
		11.02.2016	Workshop – Computer Science
		11.02.2016	Campus drive - NBLC
		12.02.2016	Rose sapling – Rotaract club
		16.02.2016	Kaivannam 15 – Rotaract club
		23.02.2016	Kaivannam 15 – Rotaract club
		24.02.2016	Joy home in Arakonam
		26.02.2016	Consumer awareness program - CCC
		29.02.2016	Exhibition – B.A
		30.02.2016	Literary dialogues – B.A
8	March	01.03.2016	Impact on Social media – Rotaract club
		01.03.2016 to 06.03.2016	Department promotion activity – M.S.W
		02.03.2016	Word building – B.A
		03.03.2016	JAM – B.A
		05.03.2016	Breast cancer awareness – Women cell
		07.03.2016	Launch of Nazareth terrace farming – Rotaract club
		12.03.2016	Rose sapling sale – Rotaract club
		15.03.2016 to 18.03.2016	Kaivannam 15 – Rotaract club
		23.03.2016	Holy celebration – Rotaract club
9	April	29.04.2016	Newspaper bag production - NBLC

Annexure III

Nazareth College of Arts and Science Academic Year 2015-2016 Feedback Report

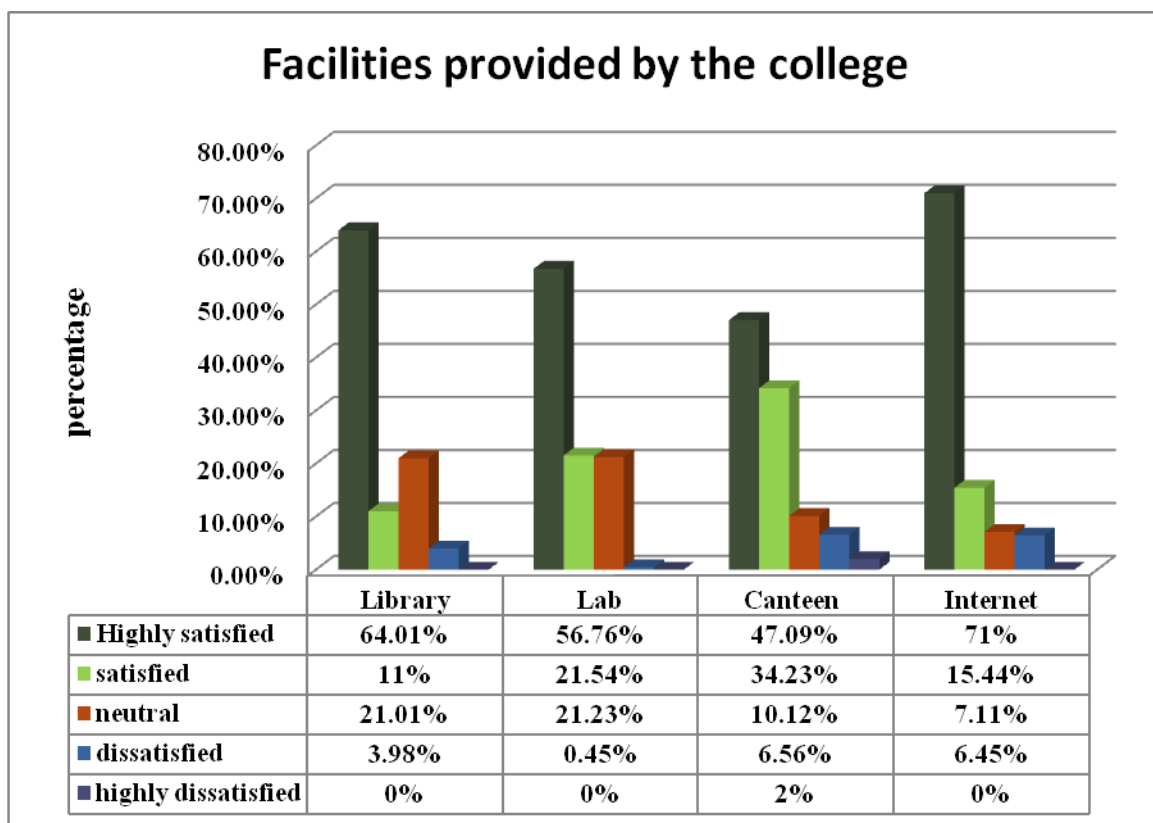
Nazareth College of Arts and Science focuses on providing quality education. IQAC has ensured to maintain and develop the quality standards from time to time. The feedback from the parents and students focuses on various activities of the college which includes curriculum, teaching methodology, placement cell, various facilities like lab, library, internet, infrastructure, canteen etc. The feedback is presented in the form of bar chart for clear understanding.

The concluding results showed that the parents were satisfied with the efforts taken by the lecturer for the best performance of the students in the academic and extracurricular activities which means their teaching methodology, attention towards the weak students through remedial classes, seminar, and assignment were effective. The college focuses on constantly improving the standards of education. The students are given an atmosphere conducive to learning culture.

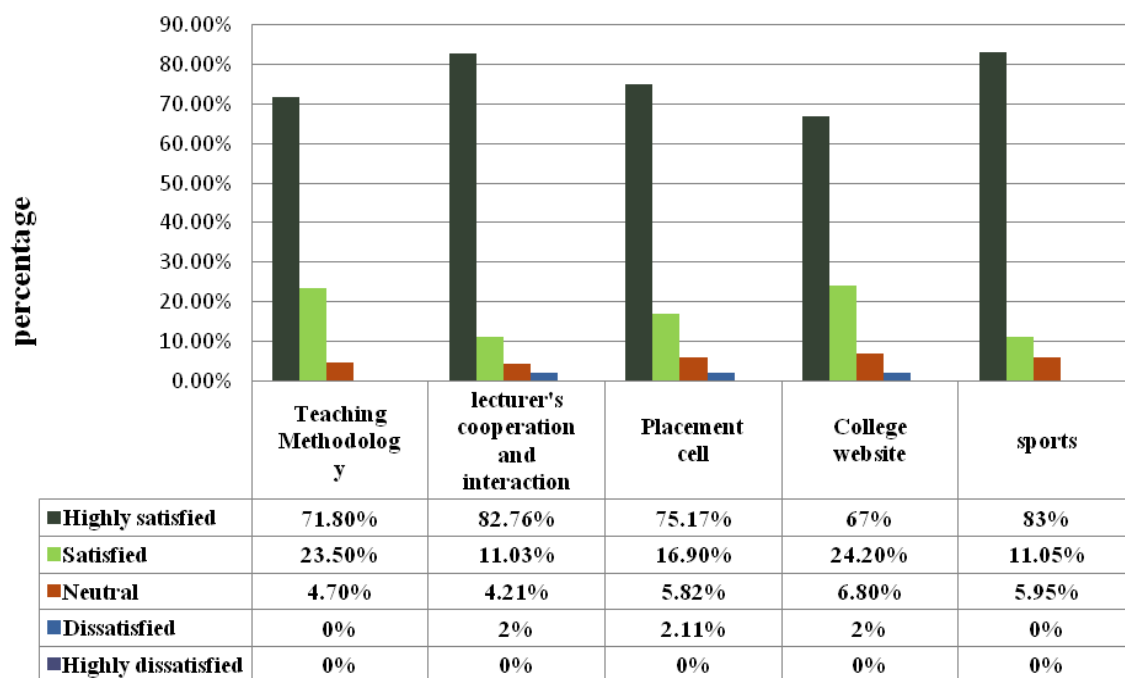
The parents are highly satisfied with the college infrastructure facilitates and students' learning.

As far as placement is concerned, the parents felt that the placement is very active and they were aware that maximum numbers of students were placed in well known companies through placement cell. College has obtained a positive feedback from the parents and students regarding the various aspects of the college.

INFRA STRUCTURE FACILITIES LIKE LAB, INTERNET, LIBRARY, AND CANTEEN.



CURRICULAR AND COCURRICULAR ACTIVITIES



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 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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