

NAZARETH

COLLEGE OF ARTS & SCIENCE

Affiliated to the University of Madras
Re-Accredited with 'B' Grade by NAAC.



HAND BOOK 2023-2024

Name :

Department :

Year : Admn.No.....

Signature :

Kovilpathagai Main Road, Avadi, Chennai - 600 062.

Ph. : 044 -26380203 | 26380549 | 9384080549

Website: www.ncas.in | E-mail: info@ncas.in

NOTE: This handbook is to be brought to College daily.

PERSONAL INFORMATION

Name of the Student:.....

Department :.....Sec.....Year.....

Date Of Birth:.....

Age :

Name of the Parent / Guardian:.....

Telephone No. of:(O).....

Parent / Guardian:®.....

Cell :.....

PresentAddress:.....

.....

.....

.....

Permanent Address:.....

.....

.....

.....

E-mail ID of

Parent / Guardian:.....

Blood Group:.....

Aadhar Card No:.....

Ration Card No:.....

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I will not leave you comfortless. I will come to you. I John 14:18

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COLLEGE PROFILE

Modern religion, be it Christianity, Hinduism, Islam would rather insist on seeing a need and meeting the need with suitable action. In India, despite efforts at social and economic development since Independence, a majority of our people continue to remain deprived of education which is the basic need of human development. Our Government accords top priority to education, both as a human right and as a means of transformation towards a more humane and enlightened society.

Education industry is always focused on the mass production of men and women of high morale and values. It is a great challenge for every Institute which joins hands for this task.

Impelled by the social urge, encouraged by the lofty ideals, prompted by inner calling and motivated by self-will and determination the C&D Educational Trust took up the challenge to contribute its share by catering to the educational needs of the people at the outskirts of Chennai, as early as in the year 1976.

Nazareth College of Arts and Science was established in the year 2000, by Mrs. & Mr. David. The College is affiliated to the University of Madras; it is located in the suburbs of Chennai with a campus which creates an environment to foster holistic learning and growth. The intake of students is based on their general performance criteria that are set by the College. The college caters to students from diverse backgrounds, often taking social initiative of imparting education to the students who have a vision but are less-privileged. The College provides congenial academic platform for the students. Laurels and achievements won by the College have strengthened its path all through these years.

VISION

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

MISSION

1. To provide the best resources to impart the highest quality education and to transform into a holistic multi-disciplined institution.
2. To provide opportunities to the students for practical exposure to meet the challenges of global competency & technology.
3. To provide value and outcome-based education for Nation building.
4. To provide creativity, leadership training and placement.
5. To promote awareness and building human capacities with respect to UN Sustainable Goals.
6. To engage students productively in areas of community engagement and service.

THE LORD'S PRAYER

Our Father, who art in heaven,
hallowed be thy name.
thy kingdom come,
thy will be done,
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.

And lead us not into temptation;
but deliver us from the evil.
For thine is the kingdom,
and the power and the glory,
for ever and ever. Amen.

THE PLEDGE

India is my country and all Indians are my brothers and sisters.
I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall give respect to my parents, teachers and elders and treat
everyone with courtesy.
To my country and my people, I pledge my devotion.
In their well being and prosperity alone lies my happiness.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharath bhaghya vidhata
Punjaba sindhu gujaratha maratha
Dravida utkala banga
Vindhya himachalayamuna ganga
Uchchala Jaladhi Taranga
Tava subha ashisha mage;
Tava subha ashisha mage;
Gahe tava jaya gatha,
Jana gana mangala dayaka jaya he
Bharata bhaghya vidhata,
Jaya he, jaya he, jaye he jaya
Jaya jaya jaya he.

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிர்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுத் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!

தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே! வாழ்த்துதுமே!

கொடிப்பாட்டு

பல்லவி

தாயின் மணிக்கொடி பாரீர்-அதைத்
தாழ்ந்து பணிந்து புகழ்ந்திடவாரீர்

-(தாயின்)

சரணம்

1. ஓங்கி வளர்ந்ததோர் கம்பம்-அதன்
உச்சியின் மேல் வந்தே மாதரம் என்றே
பாங்கின் எழுதித் திகழும் செய்ய
பட்டொளி வீசிப் பறந்ததது பாரீர்

-(தாயின்)

2. கம்பத்தின் கீழ் நிறறல் காணீர் - எங்கும்
காணரும் வீரர் பெருந்தீரள் சட்டம்
நம்பற் குரியர் அவ்வீரர்-தங்கள்
நல்லுயிர் ஈந்தும் கொடியினைக் காப்பர்

-(தாயின்)

National Integration Pledge

I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation. I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means.

SONG-1

O Lord my God! When I in awesome wonder
consider all the works thy hand hath made,
I see the stars, I hear the mighty thunder,
thy power throughout the universe displayed;
Then sings my soul, my Saviour God, to thee,
how great thou art, how great thou art!
Then sings my soul, my Saviour God, to thee,
how great thou art, how great thou art!
When through the woods and forest glades I wander
and hear the birds sing sweetly in the trees;
when I look down from lofty mountain grandeur
and hear the brook and feel the gentle breeze
And when I think that God, his Son not sparing,
sent him to die – I scarce can take it in
that on the cross, my burden gladly bearing,
he bled and died to take away my sin....

SONG-2

What a Friend we have in
Jesus, all our sins and griefs to bear!
What a privilege to carry
Everything to God in prayer!
Oh, what peace we often forfeit,
Oh, what needless pain we bear,
All because we do not carry
everything to God in prayer.

Have we trials and temptations?
Is there trouble anywhere?
We should never be discouraged
take it to the Lord in prayer.
Can we find a friend so faithful
who will all our sorrows share?
Jesus knows our every weakness;

he that keepeth thee will not slumber-Psalms 121:3

take it to the Lord in prayer.

Blessed Savior, thou hast
promised Thou wilt all our burdens bear
May we ever, Lord, be bringing
All to Thee in earnest prayer
Soon in glory bright unclouded
there will be no need for prayer
Rapture, praise and endless worship
will be our sweet portion there.

SONG-3

You Are My Strength When I Am Weak
You Are the Treasure That I Seek
You Are My All in all
Seeking You as A Precious Jewel
Lord, To Give Up I Would Be a Fool
You Are My All In All
Taking My Sin, My Cross, My Shame
Rising Up Again I Bless Your Name
You Are My All in all
When I Fall Down You Pick Me Up
When I Am Dry You Fill My Cup
You Are My All in All.
Jesus, Lamb of God
Worthy is Your name
Jesus, Lamb of God
Worthy is Your name
You are my strength when I am weak
You are the treasure that I seek
You are my all in all
When I fall down You pick me up
When I am dry You fill my up
You are my all in all

honour your father and mother -Ephe 6:2

Taking my sin, my cross, my shame
Raising again I bless Your name
You are my all in all
When I fall down You pick me up
When I get dry You fill my cup
You are my all in all
Jesus, Lamb of God
Worthy is Your name
Jesus, Lamb of God
Worthy is Your name

SONG-4

As we gather in this place today
Holy Spirit come and have Your way,
have Your way
As we lay aside our own desires
Sweep across our hearts with Holy fire,
Have Your way

This is Your house, your home
We welcome You, Lord, we welcome You
This is Your house, your home
We welcome you lord we welcome you
This is Your house, your home
We welcome You today

As we offer up our hearts and lives
Let them be a living sacrifice
Have your way
Be glorified in everything you do
Be glorified in everything we say
Have your way

This is Your house, your home
We welcome you lord we welcome you

The LORD preserveth the simple: I was brought low, and he helped me- Psalms 116:6

This is Your house, your home
We welcome you today

As we praise oh Lord draw near
It's Your voice, we long to hear.

SONG - 5

There shall be showers of blessing;
This is the promise of love;
There shall be seasons refreshing,
Sent from the Savior above.
Refrain Showers of blessing,
Showers of blessing we need;
Mercy-drops round us are falling,
But for the showers we plead.

There shall be showers of blessing—
Precious reviving again;
Over the hills and the valleys,
Sound of abundance of rain.
There shall be showers of blessing
Send them upon us, o lord
Grant to us now a refreshing
Come, and now honour thy word

There shall be showers of blessing;
O that today they might fall,
Now as to God we're confessing,
Now as on Jesus we call!

There shall be showers of blessing,
If we but trust and obey;
There shall be seasons refreshing,
If we let God have His way.

come before his presence with singing-Psalms 100:2

SONG - 6

Amazing grace! how sweet the sound
That saved a wretch like me
I once was lost, but now am found
Was blind but now I see

T'was grace that taught my heart to fear
And grace my fears relieved
How precious did that grace appear
The hour I first believed!

Through many changers toils and shares
I have already come
This grace that brought me safe thus far
And grace will lead me home

When we've been here ten thousand years
Bright, shining as the sun
We've now less days to sing God's praise
Than when we first began

SONG - 7

Give thanks with a grateful heart
Give thanks to the Holy One
Give thanks because He's given
Jesus Christ, His Son

And now let the weak say, I am strong
Let the poor say, I am rich
Because of what the Lord has done for us

Give thanks...
We give thanks...

SONG - 8

Chorus

As the deer panteth for the water
So my soul longeth after thee
You alone are my heart's desire
And I long to worship thee
You alone are my strength, my shield
To you alone may my spirit yield
You alone are my heart's desire
And I long to worship thee
You're my friend and You are my brother
Even though you are a King
I love you more than any other
So much more than anything
I want you more than gold
Or silver
Only you can satisfy
You alone are the real joy giver
And the apple of my eye.

SONG - 9

Shepherd of my soul I give You full control
Wherever You may lead I will follow
I have made the choice to listen for Your voice
Wherever You may lead I will go

Be it in a quiet pasture or by a gentle breeze
The shepherd of my soul is by my side
Should I face a mighty mountain or a valley dark and deep
The shepherd of my soul will be my guide.

Shepherd of my soul Oh You have made me whole,
Wherever I hear You call how my tears flow.
How I feel your love how I want to serve
I gladly give my heart to You O Lord.

it is better for thee to enter into life with one eye,
rather than having two eyes to be cast into hell fire-Mthew 18:9

Be it in the flowing river or in the quiet night,
The Shepherd of my soul is by my side.
Should I face the stormy weather or the dangers of this world.
The Shepherd of my soul will be my guide.

SONG - 10

Every tiny star that twinkles in the night sky,
Every drop of morning dew,
Every spark of fire blazing in the furnace
Every capvang view
Every rainbow in the sky Every prey buerfly
Tells the fascinang news to those who dare to hope.
And the message is, God sll loves the world.
God sll, sll loves the world.
So, throw your life into his hands,
Day by day discern his plans,
God is passionately busy loving you and me.
Every ocean wave that breaks upon the sea-shore,
Every stalk of golden wheat.
Every silver stream that gushes down the mountain,
Every drop of honey sweet.
Every eagle flying high
Every worm that wriggles by
Tells the fascinating news to those who dare to hope
And the message is, God still loves the world.
God still, still loves the world.
So, throw your life into his hands,
Day by day discern his plans,
God is passionately busy loving you and me.

GENERAL INFORMATION

IMPORTANT TELEPHONE NUMBERS

College Office : 9384080203 / 9384080549

Fax : 26380549

E-mail : info@ncas.in

[Website: www.ncas.in](http://www.ncas.in)

COLLEGE TIMINGS

Shift I 9.00 a.m. to 2.00 p.m.

Break Time - 11.45 a.m. to 12.20 a.m.

ATTENDANCE

University Requirement

75% and above for all courses both in UG/PG to appear for examination (theory/practical)

Condonation of Shortage of Attendance

65% 75% Rs.250/(Theory & Practical separate)

65% - 50%- Not eligible for Condonation. Not permitted to write the end semester exam but permitted to

proceed to the next semester.

Less than 50% Repeat the course (by rejoining) not permitted to write End Semester examination.

Married Women - 55% attendance needed with Condonation 250/

DRESS CODE

Boys:

The students should wear formal shirts and pants. Well groomed hair and cleanshaven face are important in their preservable appearance. Jeans and T-shirts, slippers are not allowed inside the campus. Boys should avoid growing long hair, sporting beard and coloring the hair. Wearing bangles bracelets, ring or studs in the ears are strictly prohibited.

Girls:

All girls should wear chudithar with lengthy tops and dupatta that touch below the knee level. Short tops, sleeveless tops with net sleeves, transparent dress, leggings/stretch pants are not allowed.

For all college events, Internship, Field work and Placement formal dress code should be followed

ID Card

Wearing ID card is compulsory inside the campus on all days and should wear the same when they enter the campus. Strict action will be taken against the students the moment they fail to wear ID cards.

VALUE EDUCATION

SCRIPTURE

An organized study of the bible offered to all Christian students. They undergo a course on destination excellence. These courses inspire the students to understand the Bible in its perspectives for nurturing & nourishing their spiritual yet practical Christian living.

HOLISTIC VALUE EDUCATION

These courses are designed for experiential learning to understand and explore the contemporary and relevant issues in society for non Christian students. The students are motivated to discover their potential development and integrated personality to practice healthy lifestyles and to be aware of family and social realities, which will help them to become catalysts of change in their families and in the neighbourhood.

a) PHYSICAL EDUCATION

A student has to participate compulsorily in games and sports during the first year as a part of her course requirement. 40 hours of attendance is compulsory. Students will not be eligible for their degree if the credit for games is not earned. Provision will be made to meet attendance and other academic requirements when the student represents the College, the University, the State or the Country. An official letter duly signed by the organizing agency, Physical Director and Head of the Major Department along with a letter from the parents has to be submitted in the Principal's Office.

COLLEGE OFFICES

OFFICE OF THE PRINCIPAL

Students can meet the Principal during the short break or after class hours. The principal's office should be contacted to obtain leave, Travel Concession forms, Transfer and degree Certificates. The office of the principal is also open for counselling and grievance redressal.

EXAMINATION OFFICE

The Controller of Examinations holds administrative authority over all matters related to examinations. Students are required to read carefully and observe all the rules and regulations relating to examinations.

ADMINISTRATIVE OFFICE

The administrative office holds the responsibility of issuing no due forms, ID cards, collecting fees and other discharging duties assigned by Secretary, Principal and Vice Principal.

CHAPEL

Chapel is a quiet place of worship for staff, students and visitors. There is a chaplain to help the students with their spiritual needs. The choir team sings praises in the chapel. Students are encouraged to use the chapel to pray 24/7.

FACILITIES

CHAPEL

Chapel is a quiet place of worship for staff, students and visitors. There is a chaplain to help the students with their spiritual needs. The choir team sings praises in the chapel. Students are encouraged to use the chapel to pray 24/7.

INDOOR AUDITORIUM

The Centralized Air Conditioned Auditorium has the seating capacity of 500 students and sound infrastructure. It has been built to conduct all State, National and International Conferences and forums.

SEMINAR HALL

The seminar hall has the seating capacity of 120 students and is used to hold minor events.

Photocopy SHOP

Students can make use of this facility which is available in the campus.

PLAYGROUND

The college playground is 100 * 50 meters in area and used to train students for National and International level tournaments and matches.

BASKETBALL COURT

A Basketball court located in 20 * 15 meters is used to hold inter School and inter College competitions.

TENNIS COURT

The college has weather hard surface tennis courts laid in 23.79 m * 10.97 m to inspire tennis players.

VOLLEYBALL COURT

A Volleyball court laid in 18 m * 9 m is a boon for volleyball players. It is 29 m * 16 m to encourage young players.

If you declare with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. Romans 10:9

VOLLEYBALL COURT

A Volleyball court laid in 18 m * 9 m is a boon for volley ball players

KHOKHOCOURT

The kho kho court is located in 29m* 16m to encourage young players.

CANTEEN

Canteen functions from 7.30 a.m. to 6.00 p.m. Breakfast, Lunch, Beverages are available. Resident students can have their lunch in the canteen.

RAMP

A Ramp is the entrance of the lobby for Wheel Chair access and the physically challenged person

CLINIC

A clinic functions from 8.00 am 4.00 pm in the college premises. It caters for urgent medical needs.

The hostel has 16 rooms with mess. Students who hail from far away places can make use of this boarding and lodging facility.

ROWATER

This facility ensures the availability of clean and hygienic Drinking water.

GYMNSIUM

Gym, located next to the hostel building helps students to improve their physical fitness.

COMPUTER LAB

The lab has a total of 150 systems with internet connection Students can get access to it advance their acquisition of Knowledge.

DIGITAL LAB

Digital lab has 25 digital kits and 25 microprocessor kits. This facility enables the students to learn academically and take up practical exams

GENERATOR

The generator installed in the main block has the capacity of producing 43 KV Electricity. It supplies electricity during power outages.pp

TRANSPORTATION

Transportation facility is provided free of cost to the female students with the sole purpose of encouraging tertiary education in them.

HEALTHY PRACTICE

1. ASSEMBLY

General Assembly will be conducted every Monday for the students between 9.00 a.m. to 9.15 a.m. for Shift I . The assembly committee will make arrangements to give overview of the programme that are likely to be conducted on the week.

- | | |
|------------------------------|------------------------|
| ◆ Infosys | ◆ HDFC SL |
| ◆ Samjass | ◆ CTS |
| ◆ Micro Clinic | ◆ Slash Support |
| ◆ Transe volve | ◆ HCL |
| ◆ Covenant Consultants | ◆ I-Gate |
| ◆ I - Soft | ◆ Naukri |
| ◆ Kotak Mahindra | ◆ DELL Perot |
| ◆ Ford Company | ◆ APTECH |
| ◆ Sumit HR | ◆ Technosoft |
| ◆ TCS | ◆ Capgemini |
| ◆ Aspire | ◆ NTT |
| ◆ Serto Global Solution | ◆ Sutherland |
| ◆ Aagna Business Solutions | ◆ ICICI |
| ◆ Aagna Corporate Pvt. Ltd., | ◆ Pest Control |
| ◆ Tata Strive | ◆ Just Dial |
| ◆ Wipro | ◆ Alcance Technologies |
| ◆ Bajaj Capital | ◆ Big Bazaar |

3.UBA

Our college inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood and in the Adopter villages to render social services to the community .All UG students are engaged in the extension activity .Apart from them, National Services Scheme and National Cadet Corp also serve the society.

4. IIC

Institution Innovation council is started in the year 2019 to conduct various innovation and entrepreneurial related activities prescribed by Central KIC in time bound fashion, to identify and reward innovations and share success stories, to organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators, to create network with peers and national entrepreneurship development organizations and to crete an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students. Organize Hackathons, idea competition, mini-challenges etc. with th involvement of industries.

5. SDG @ Nazareth

This is a new initiative of the college which works on the commitment of the United Nations Academic Impact and towards the principles of human rights, educational opportunity for all, sustainability, capacity building at higher education systems, and global citizenship. This initiative will create awareness create sustainable community around, encourage social responsibility, undertaking sustainable projects for the growth and development.

6.NSS

The NSS was formed in 1969 with an aim to “inculcate the social welfare thoughts in the students, and to provide service to the society without any prejudice. There are various camps that the NSS conducts and each of them broadly fall into one of these four categories:

1. Cleaning 2 Afforestation 3. Stage shows or Procession creating awareness on social problems, education, cleanliness etc., 4. Inviting doctors for health camps. Most of these camps are conducted in rural places or sub-urban areas.

I am the resurrection and the life. The one who believes in me will live, even though they die; and whoever lives by believing in me will never die. John 11:25-26

7. NCC

The full form of NCC is the “National Cadet Corps”. It is a youth development organization. The flag of NCC contains tricolor of Red, Dark blue, and Light Green. The Head Office of NCC is in New Delhi. NCC is the head-t-toe development organization that contains physical, mental and personality development strategies. The eligible cadet is given a few basic trainings in the Military which helps a volunteer to proceed further with a bright future.

8. CII

To develop a good communication between the college and the different types of companies. To build the students as per the practical expectations of the companies. The cell conducts seminars for all the students of the various departments. The seminar session will briefly describe about the expectations of the companies. They will also explain about the practical work experience in their companies. They will also guide them to proceed with the additional courses which are related to their jobs. We are also conducting supporting courses for all the students of various departments to enhance the knowledge of the students.

9. IEDP

Entrepreneurship Development and Innovation Institute (EDII-TN) an autonomous society of the Department of MSME, Government of Tamil Nadu, actively promotes entrepreneurship among students in Tamil Nadu. You can visit <https://www.editn.in> for more information. [EDII -TN collaborates with universities and colleges across Tamil Nadu to inspire, identify and train students to become entrepreneurs. Recently, the University of Madras has been recognized as a Hub under the Innovation & Entrepreneurship Development Program \(IEDP\) of EDII-TN. The EDII-Hub of University of Madras has started enrolling affiliated colleges in its region as member colleges of HUB.](#)

Nazareth Community Tool Box

NCTB is a group of social initiatives of Nazareth Institution that include Social Responsibility among the students of Nazareth and other stakeholders; more so to increase continuous field exposure to students across

Very truly I tell you, the one who believes has eternal life. John 6:47

various programs in the college. The students learn about community assessment, planning,, intervention, evaluation, advocacy, and other aspects of community practice.

Community Tool Box Institutions;

1. Nazareth Emergency Relief and Rehabilitation Foundation - NERF INDIA

www.nerfindia.organd

<https://www.facebook.com/nerfindia/>

2. IdhuNammaAvadi- INA -<https://idhunammavadi.com/>

<https://www.facebook.com/idhunammavadi>

WETLAND MITHRAS

Wetland Mitra is conceived as a informal, voluntary, and non- Statuory Network of concerned citizens to foster and promote community engagement in wetlands in wetlands conservation and management efforts. Students are encouraged to enroll as WETLAND MITHRAS.

CLIMATE CHANGE WARRIOR

In furtherance of India's commitment to SDG and the role of women student leaders to involve and lead as disaster risk management teams was initiated. To fulfill the Prime Minister's 10-point agenda for Disaster Risk Reduction (DRR). SDG goal #13 climate change was taken as one of the targets to ensure sustainable development of Avadi and prepare students, community for disaster through institutional programmers activities.

GENERAL RULES & REGULATIONS

Students are subject to rules and code of conduct framed by the authorities of the College. It shall be the duty of every student to conduct himself / herself with decorum in all places and circumstances.

1. It is mandatory to wear ID inside the campus and class, failing which a fine will be levied.

- | | | |
|----------------|---|-----------|
| a) Firsttime | - | Rs. 100 |
| b) Second time | - | Rs. 500 |
| c) Third time | - | Sent home |
| d) Continuous | - | Sent home |

3 days absent

2. Every student must earn a minimum 80% of attendance to appear for the University examination.

3. In case of absenteeism because of sickness or accident or any other reason, a leave letter should be submitted with parent's signature.

4. Nazareth is a mobile free campus for students. Using mobile is prohibited.

5. Using cigarettes and narcotic substances and alcohol is strictly prohibited. Any student found consuming alcohol/ smoking/ using tobacco in the campus will be expelled from the college.

6. Every student should maintain decorum both within and outside the campus of the college.

7. Every student should show respect and be courteous to all Management staff, Administration, Visitor and support staff and also their fellow students.

8. Student safety is our primary concern. Student entering the college either by two / four wheeler must possess the driving license.

9. Students are not permitted to invite strangers inside the campus/ class

- room in case of violation, strict disciplinary action will be taken.
10. Ragging is strictly prohibited and is punishable
 11. The college has the right to take action against students who misbehave with fellow students.
 12. Students are warned not to involve in any criminal offence and if found guilty, TC will be issued.
 13. should take prior permission from the Vice Principal's office to stay back in the college.
 14. Damaging property belonging to the college / fellow student/ other employees of the College will be regarded as violation of the code of conduct and disciplinary action will be taken.
 15. Students violating the rules and regulations of the College will be expelled from the college.
 16. No subscription / donation of any kind shall be collected by students without a written request to the Principal.
 17. Any misbehaviour or unlawful activities inside campus will be deemed as violation of the code of conduct.
 18. Student must be present in all the Department and College functions.
 19. Students are restricted from giving any news and interviews to any newspaper, magazine, Radios and TV channels without obtaining proper consent from the Principal.
 20. Students are not permitted to receive letters, Parcels and visitors in college or use the college address for the irpersonal communication.
 21. A fine of Rs.500/- will be collected from students who fail to report on the first day after the Semester Exams, Christmas and Pongal holidays and Rs.100/- for every subsequent days of absence.

Request from parents for extension of holidays due to personal reasons will not be entertained.

22. Students misusing the facilities in campus, destroying college property and indulging in writing graffiti on the walls and furniture will be duly fined.

23. Important information to students will be put up on notice Boards/College Website. It is the responsibility of every student to check the Notice Boards regularly.

24. Assembly is compulsory for the students.

25. Students have to possess prescribed books for the respective subjects.

26. Students should not enter other department.

The Management and Principal are authorized to expel any student who violates the rules and regulations given from point 1 to 23 in the student handbook

LIBRARY

LIBRARY TIMING:	Morning	: 8.30 A.M to Evening 5.30 P.M
TOTAL NO.OF BOOKS		: 6800
TOTAL No. OF TITLE		: 4515
TOTAL NO OF VOLUME		: 6800
NO OF JOURNAL		: 49(National 39 Nos. International : 09 Nos. and State level 1 No.)

DETAILS OF LIBRARY CARDS ISSUED

S.No	MEMBER SHIP	NO.OF LIBRARY CARD	PERIOD TIME	FINE
01	U.G STUDENT	2 Nos	7Days	Rs.10/-per day collected after over the due date
02	P.G STUDENT	3 Nos	14Days	Rs.10/-per day collected after over the due date
03	STAFF	6 Nos	14Days	NO FINE COLLECTED

General Rules & Regulations

- 1.The Library has been equipped with more than 1700 quality books on general fields and subjects.
- 2.Students should handle the books and papers very carefully.
- 3.Do not mark anything on the books / papers / periodicals.
- 4.Failure to return books in time will entail a fine of Rs.10/ per book per day.
- 5.Books on demand will be issued in the order of the date of requisition letters.
- 6.Reference books and periodicals will not be issued.
- 7.No dues certificate from the library will be issued only after surrendering the library card.
- 8.Books should not be lent to anyone inside or outside the College.
- 9.Books will not be issued without library card. Only one book will be issued against a library card.

"If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you James 1:5

10.Students are expected to maintain silence in the library otherwise disciplinary action will be taken

against misbehaviour.

11.Kindly replace the referred materials in the respective places after use.

12.Do not move tables and chairs from its place.

13.Books must be replaced if it is lost.

14.A fine of Rs.50/ will be collected per card if it is lost.

HIGHLIGHTS OF THE LIBRARY

1. Book Challenge

Students and Staff are invited to take part in the reading initiative. A student/member of faculty can choose 3 books which is recorded in the log book at the library. A short summary is to be submitted at the time of returning the books. The students /Staff who have completed the challenge will receive a certificate and their review will be included in the library newsletter.

2. Know Your Library

This is arranged for the new batch of students every year wherein an orientation is given to them about the library and general rules and regulations.

3. Library Outreach – Moving Library – CSR

The CSR activity will be initiated from this academic year. The library will have a moving library that houses informative books.

4. Institutional Membership:

The NCAS library has an institutional membership with British Council Library, Chennai.

5. Library Week Celebration

The library week celebrations will take place from Dec 1st to December 5th every year. Various events like oratorical competition, find the book and special lecture will be held.

6. Career Corner

NCAS has resources and model questions to prepare students for civil services and competitive exams.

7. UGC/NET/SET Resource Lecture:

NCAS has resources and model questions. It also conducts training/workshops for NET/SET examinations.

8. Best Library User Award

To motivate the students to make use of library and its services, “Library User Award” is given since 2015. Students are selected based on their visitation and the number of books readers borrow from the library.

..And surely I am with you always, to the very end of the age. Matthew 28:20

9. Display Board

Information discrimination is the primary objective of library. Major events related to Library, information & exam etc will be displayed on the notice board.

10. Book Exhibition:

This is an annual event conducted in partnership with all book shops for students in NCAS, neighboring colleges, schools and community with the purpose of exposing the high achievers to the intellectual atmosphere of meeting academicians and practitioners who make an influencing speech during their visit.

11. Annual Commemorative Lecturer:

This initiative will be launched from this academic year to expose the high achievers to interact with academicians and practitioner, who will deliver a commemorative speech.

12. Book Swap@ Nazareth Library

To encourages the student and staff to think critically about the books that they own to learn about concepts of book swapping.

ACACEMIC PROGRAMMES

UNDER GRADUATE COURSES**1.B.Sc. (Computer Science)**

This course prepares the students to work in teams to build software systems and apply the technologies in various fields of Computer Science, including Mobile applications, Web site development and management, databases, and computer networks.

2.B.C.A. (Computer Application)

This course Improve their computer literacy, their basic understanding of operating systems and a working knowledge of software commonly used in academic and professional environments. The graduates can start their career with a great scope in the expanse of the industry verticals.

3.B.B.A. (Business Administration)

This course helps to Identify, evaluate, analyze, interpret and apply information to address problems and make reasoned decisions in a business context. It helps to manage and coordinate people, business processes, and business resources.

4.B.Com. (General)

This course prepares the student to involve in various co curricular activities like Product planning, Entrepreneurial development programme, Management event, etc., for the Practical exposure. Students can engage themselves in Professional courses like CA, ICWA, CMA, CS, etc.

5.B.Sc. (Mathematics)

This course prepares the student to recognize the importance of mathematical concepts & techniques in problem solving and use them with their own ideas to real – world problems. Mathematics helps learners to chart efficient planning and errorless execution of novel ideas and acts as main source of architectural languages and data basis.

6.B.A. (English Literature)

Students will demonstrate a command of written Academic English including the abilities to a) organize and present material in a cogent fashion b) formulate and defend original arguments, c) employ effectively the language of their discipline and d) write under time constraints.

7.B.Sc (Visual Communication)

This Course is offered to the students who have a creative bent of mind. Art and Design is a major part of the syllabi. Students are trained to make short film, documentaries and advertisement films.

8. B.Com (Corporate Secretary ship)

This course helps to provide knowledge in the various areas of Corporate Secretaryship and laws relating to companies. It provides Institutional Training as part of the curriculum to give exposure to the functioning of corporate undertakings

9. BSW

Bachelor of Social Work is a professional degree that gives an introduction of social work.

POST GRADUATE COURSES

MSW (Social Work)

The prime motto of this course is help students gain understanding of History and Philosophy of Social Work and its emergence as a Profession. Social work is a multidisciplinary and specialized field which focuses on applying the most efficient tools in improving the well being and the quality of life of certain groups such as children, women, youth, elderly and minorities.

M.Com (General)

This course enhances the computer literacy and its applicability in business through latest version on tally and ecommerce principles. Students will be ready for employment in functional areas like Accounting, Taxation, Banking and Corporate. It create awareness in application oriented research through research for business decisions.

"So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand. Isaiah 41:10

M.A. (English)

The Post Graduate course in English helps the students to demonstrate an appropriate level of expertise in literary history, literary theory, and rhetoric. Students will demonstrate reading knowledge of at least one foreign language.

SHIFT - II

UNDER GRADUATE COURSES

1.B.Com. (General)

This course prepares the student to involve in various cocurricular activities like Product planning, Entrepreneurial development programme, Management event, etc., for the Practical exposure. Students can able to engage in Professional courses like CA, ICWA, CMA, CS, etc.

2.B.Sc (Computer Science)

This course prepares the students are ability to work in teams to build software systems and apply the technologies in various fields of Computer Science, including Mobile applications, Web site development and management, databases, and computer networks.

POST GRADUATE COURSES

M.Sc. (Computer Science)

This course exposes the student's ability to communicate computer science concepts, designs & solutions effectively and professionally. It helps to Identify, Analyze and synthesizes scholarly literature relating to the field of computer science.

CHOICE BASED CREDIT SYSTEM

The University of Madras has introduced Choice Based Credit System in Undergraduate/Post Graduate courses from the Academic year 2008 – 2009. According to this system, the students are given various course options in which he/she can choose from. These are offered as Non-major electives and credits are allotted at the end of the semester (Nov/April) after the conduct of the University examinations.

Advanced Tamil / Basic Tamil is introduced for systematic learning of Tamil. Soft Skills is also introduced to increase the level of student's communication skills and confidence. Students participation in Sports, NSS, Rotaract and other extension services is compulsory and credits are allotted for it.

The semester system with credits has evolved as the most popular and functional pattern of education across the globe.

Credit is the weightage given to what a teacher teaches and what a student learns. It is normally related to the number of hours a teacher teaches a particular subject. It is also related to the number of hours a student spends in learning a subject or carrying out an activity.

Credit is a universally accepted or internationally recognized yardstick of assessment that helps students to move from one educational institution to another either within or outside the country.

Highlights of CBCS Pattern

1. Uniform scheme for Undergraduate / Post Graduate courses under semester pattern

STUDY COMPONENTS

Part I Tamil, other languages

Part II English

Part III Core Subjects Allied subjects Project / Elective with three courses.

Part IV

a. Those who have not studied Tamil upto X Std and taken a non - Tamil Language under Part I shall take Tamil

compromising two courses. (Level will be at 6th Standard)

b. Those who have not studied Tamil upto XII standard and taken a non - Tamil Language under Part I shall take Advanced Tamil compromising two courses

c. Others who do not come under a & b can choose a non - major elective compromising of courses

Skill Based Subjects (Elective) Environmental Studies Value Education

Part V Extension Activities

EXAMINATIONS:

Each academic year comprises two semesters. Examinations are conducted at the end of each semester. Academic performance of students is assessed throughout the semester through a system of continuous Internal Assessment (CIA) which is based on two tests/ seminars / assignments for each course. Students are expected to take both the tests. Retests will be conducted only for authorised participants of sports and games and extra curricular/ co curricular activities.

1. Pattern of question paper for UG course for students admitted from the academic year 2008 - 09

QUESTION PAPER PATTERN

Section A (30 words)

10 out of 12 - 10x2 marks = 20 marks

5 out of 7 - Section B (200 words)
5x5 marks = 25 marks

3 out of 5 - Section C (500 words)
3x10 marks = 30marks

Total = 75 marks

QUESTION PAPER PATTERN FOR PG COURSES

Section A: 10x1 = 10 marks

Section B: 5x5 = 25 marks

Section C: 4x10 = 40 marks

Distribution of Marks for University semester theory exam:

External assessment : 75 marks

Internal assessment : 25 marks

Attendance : 5 marks

Assignment : 5 marks

Seminar : 5 marks

Test : 10 marks

Distribution of Marks for Practical exam:

External assessment : 60 marks

Internal assessment : 40 marks

Attendance : 5 marks

Record : 5 marks

Test : 30 marks

Distribution of Marks for Projece

External : 80 marks

Internal : 20 marks

Attendance Grading Scheme

Below 60% - Nil

60 - 75% - 3

76 - 90% - 4

91 – 100 % - 5

MALPRACTICE

Students indulging in malpractice during Continuous Internal Assessment (CIA) will be awarded zero marks and the same will be considered in consolidating the CIA marks. Repeated offence will entail zero marks in the consolidated CIA for all the papers of the Semester. Such students will be permitted to repeat their Continuous Assessment tests only after the completion of Six semester (UG)/ Four semester (PG). They may however continue to attend classes for the rest of the program and appear for the End Semester examination.

All instances of malpractices will be communicated to the Examinations office, with a written statement from the course teacher and the student along with proof if any.

If malpractice is detected during the End Semester Examinations the student will be debarred from writing. All the following examinations of that Semester, and the preceding papers of that Semester stand cancelled. The repeat papers that she has registered for during that Semester will also be cancelled. All papers regular/repeat of that semester will be cancelled.

COURSE NAME

DEPARTMENT OF COMPUTER SCIENCE-B.SC., CS
(Shift I & II)

I. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-I/ Hindi-I
2	Communicative English-I
3	Problem solving using python
4	Mathematics-I
5	Problem solving using python lab
6	NME: Basic of retail marketing (optional)
7	Soft Skill: English for physical sciences-I

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/ Hindi -II
2	Communicative English-I
3	Computer organization
4	Mathematics-I
5	Computer Organization Lab
6	NME: Every day Banking (optional)
7	Soft Skill: English for physical sciences-II

III. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-3/Hindi -III
2	Language through literature-I
3	Programming in java & Data structure
4	Statistics -I(Allied)
5	Programming in Java using data structure lab
6	Soft Skill: Technical Writing and presentation

IV. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-IV/Hindi-IV
2	Language Through Literature-II
3	Web Technology
4	Statistics Practical-I&II(Allied)
5	Statistics-II(Allied)
6	Web Technology Lab
7	Environmental Studies
8	Soft Skill: Personality Enrichment Level-I

V. SEMESTER

S.NO	SUBJECT NAME
1	Computer Network
2	Operating System
3	Relational Database Management System
4	Operating System Lab
5	Pl/sql Lab
6	Graphics And Visualization

VI. SEMESTER

S.NO	SUBJECT NAME
1	Introduction To Data Science
2	Introduction To Cloud Computing
3	Case Tools And Testing Tools Lab
4	Iot and Application
5	Smini Project
6	Software Engineering
7	Extension Activities

Being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus. Philippians 1:6

**DEPARTMENT OF COMPUTER APPLICATION - BCA
(SHIFT I & II)**

I. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-I /Hindi-I/French-I
2	Communicative English-I
3	Problem Solving Using Python
4	Problem Solving Using Python Lab
5	Mathematics-I
6	Soft Skill: English for Physical Sciences-I
7	NME: Basic Tamil-I(optional)

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/Hindi-II/French-II
2	Communicative English-II
3	Object Oriented Programming Concepts using C++
4	C++ Programming Lab
5	Mathematics-II
6	Soft Skill: English for Physical Sciences-I
7	NME: Basic Tamil-I(Optional)

III. SEMESTER

S.NO	SUBJECT NAME
1	Data structure
2	Java programming
3	Computer organization
4	Data structures using java lab
5	Financial accounting
6	SOFT SKILL : Technical writing and presentation skills

IV .SEMESTER

S.NO	SUBJECT NAME
1	Open Source Technologies
2	Computer Network
3	E-Commerce technologies
4	Open Source Technologies Lab
5	Cost and Management Accounting
6	Soft Skills - Quantitative Aptitude
7	Environmental Studies

V. SEMESTER

S.NO	SUBJECT NAME
1	Software Engineering
2	Operating System
3	Relational Database Management System
4	Operating System Lab
5	PL / SQL Lab
6	Multimedia And Its Applications
7	Value Education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Web Design and Development
2	Data Mining
3	Mobile Application Development
4	Mobile Application Development Lab
5	IOT and its Applications
6	Mini Project
7	Extension Activities

"Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. Matthew 7:7

**DEPARTMENT OF BUSINESS ADMINISTRATION – BBA
(SHIFT I & II)**

I. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-I/Hindi-I/French-/Malayalam-I
2	Communicative English-I
3	Principles of Management
4	Financial Accounting
5	Managerial Economics
6	NME: Basics of Logistics Management(Optional)
7	Soft Skill: English for Commerce and Management-I

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/Hindi-II/French-II/Malayalam-II
2	Communicative English-II
3	Management Accounting
4	International Trade
5	Business Communication
6	NME: Marriage& Family Education(Optional)
7	Soft Skill: English for Commerce and Management-II

III. SEMESTER

S.NO	SUBJECT NAME
1	Financial Management
2	Organizational Behaviour
3	Computer Applications in Business
4	Marketing Management
5	Business Statistics
6	Soft Skill: Technical Writing and Presentation

IV. SEMESTER

S.NO	SUBJECT NAME
1	Human Resource Management
2	Financial Services
3	Business Regulatory Framework
4	Management Information System
5	Operations Research
6	Environmental Studies
7	Soft Skill: Personality Enrichment Level-1

V. SEMESTER

S.NO	SUBJECT NAME
1	Advertising & Management Sales Promotion
2	Research Methodology
3	Operation Management
4	Material Management
5	Entrepreneurial Development
6	Value Education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Business Environment
2	Business Taxation
3	Services Marketing
4	Customer Relationship Management
5	Pr0oject viva Voce
6	Extension Activities

Department of commerce – B.Com (General)
(Shift I & II)

I. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-I/Hindi -I
2	General English
3	Financial Accounting
4	Principles of Management
5	Business Economics
6	NME: Skill Enhancement
7	Bridge Course- Business Epic

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/Hindi-II
2	Communicative English-II
3	Advanced Financial Accounting
4	Principals of management
5	Indian Economy
6	NME: Basic of HTML (Optional)
7	Soft Skill: For Commerce and Mangement-II

III. SEMESTER

S.NO	SUBJECT NAME
1	Corporate Accounting-I
2	Business Law
3	Banking Theory Law and Operation
4	Marketing
5	Business statistics
6	Soft skill; Technical Writing and Presentation

IV. SEMESTER

S.NO	SUBJECT NAME
1	Advanced Corporate Accounting
2	Company law
3	Financial Service
4	Indirect Taxation
5	Elements of Operations Research
6	Environmental Studies
7	Soft Skill: Personality Enrichment

V. SEMESTER

S.NO	SUBJECT NAME
1	Elements of Cost accounting
2	Practical auditing
3	Logistics& supply chain management
4	Financial Management
5	Income Tax Law& practice-I
6	Value Education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Advanced Cost accounting
2	Management Accounting
3	Entrepreneurial Development
4	Human Resource management
5	Income Tax Law& Praxtice-II
6	Extension Activities

DEPARTMENT OF MATHEMATICS- B.SC MATHEMATICS
(Shift-I)

I. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-1/Hindi-1
2	Communicate English-1
3	Algebra
4	Differential Calculus
5	Calculus of finite Difference and numerical analysis-1
6	NME: Office Automation/ Basic Tamil -1 (optional)
7	Soft Skill: English For Physical Sciences-1

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/Hindi-II
2	Communicative English-II
3	Trigonometry
4	Integral Calculus And Vector Analysis
5	Calculus Of Finite Difference And Numerical Analysis-II
6	NME: Office Automation-Lab/Basic TamilII(optional)
7	Soft Skill: English For Physical SciencesII

III. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-III/Hindi-III
2	Language Through Literature I
3	Analytical Geometry
4	Differential Equation
5	Mathematical Statics I
6	Soft Skill: Technical Writing And Presentation

IV. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-IV/Hindi-IV
2	Language through Literature II
3	Transform Techniques
4	Statics
5	Mathematical Statistics II
6	Practical: Mathematical Statistics I&II
7	Soft Skill: Computing Skill-Level I

V. SEMESTER

S.NO	SUBJECT NAME
1	Algebraic Structures-i
2	Real Analysis-I
3	Dynamics
4	Discrete mathematics
5	Programming Language in Python with
6	Practical's6Value Education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Algebraic Structures-I
2	Real analysis-II
3	Complex Analysis
4	Graph Theory
5	Operation Research 6 Extension Activities

DEPARTMENT OF ENGLISH – B.A - ENGLISH**I. SEMESTER****(SHIFT-I)**

S.NO	SUBJECT NAME
1	Tamil-I/Hindi-I/Telugu-I/French-I/Malayalam-I
2	Communicative English-I
3	British Literature-I
4	Shakespeare
5	NME: Background To English Literature-I(Optional)
6	Soft Skill-English for Arts and Social Science-I

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/Hindi-II/Telugu-II/French-II/Malayalam-II
2	Communicative English-II
3	British Literature-II
4	Indian Writing In English
5	NME: Background To English Literature-II(Optional)
6	Soft Skill-English For Arts and Social Science-II

III. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-III/Hindi-III/Telugu-III/French-III/Malayalam-III
2	Literary Appreciation
3	British Literature –Paper III
4	Aspects Of English Language – Paper I
5	Background To English Literature-III
6	Soft Skills: Computing Skills- level I

IV. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-IV/Hindi-IV/Telugu-IV/Fench-IV/Malayalam-IV
2	Fundamental od Academic Writing
3	British Literature-III
4	Aspects of English Language-II
5	Background to European And American Literature
6	Soft Skills Computing Skills-Level-II
7	Environmental Studies

V. SEMESTER

S.NO	SUBJECT NAME
1	American Literature-Paper-I
2	World Classics In Translation
3	Aspects Of English Language-III
4	Introduction to literary Theory and Criticism
5	English Language Teaching
6	Value Education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Postcolonial Literature In English
2	Indian Literature In English
3	Contemporary Literature
4	Women's Writing
5	Green Studies
6	Extension Activities

**DEPARTMENT OF SOCIAL WORK -BSW
SHIFT-I**

I. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-I/Hindi-I
2	Communicative English-I
3	Core Paper-I-Social Work Profession-History and Philosophy
4	Core Paper-II-Field Work-I
5	Allied paper-I-Sociology for Social Work
6	NME: Advanced Tamil-I(optional)
7	Soft Skill: English for Arts And Social Science-I

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/hindi-II
2	Communicative English-II
3	Core Paper-IIISocial Work With individuals
4	Core Paper-IV-Field Work-II
5	Allied Paper-II- Psychology-I Human Growth and Development
6	NME: Advanced Tamil-II (optional)
7	Soft Skill: English for Arts and Social Science-II

III. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-III/Hindi-III
2	Language Through Literature-I
3	Core Paper-V-Social Work with Group
4	Core Paper-IVField Work-III
5	Allied Paper-III-Psychology-II Human Behaviour
6	Soft Skill: Technical Writing and Presentation

IV. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-IV/Hindi-IV
2	Language through Literature-II
3	Core Paper-VII-Social Work with Communities and Social Action
4	Core Paper-VIII-Field Work-VI
5	Allied Paper-VI-Economic and Political Systems and Processes
6	Soft Skill: Personality Enrichment
7	Environmental Studies

V. SEMESTER

S.NO	SUBJECT NAME
1	Core Paper-IV-Social Welfare Administration
2	Core paper-X-Journalist Practice of Social Work
3	Core paper-XI-Social Work Research and Statistics
4	Core Paper-XII-Field Work-V
5	Elcetive-I-Social Development, politics and Legislations
6	Value education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Core Paper-XIII-Fields of Social Work
2	Core Paper-XXIV-Women Development Issues and concerns
3	Core Paper-XV-Field Work-VI
4	Core Paper-XVI-Research project
5	Core Paper-XVII-Block Placement
6	Elective-II-Disaster Preparedness and Risk Reduction
7	Elective-III-Conflict Resolution and Peace Building

**DEPARTMENT OF VISUAL COMMUNICATION – B.SC. VIS COM
SHIFT - I**

I. SEMESTER

S.NO	SUBJECT NAME
1	Tamil -I/Hindi -I
2	Communicative English-I
3	Introduction to Visual Communication
4	Drawing -I
5	Graphic Design -I
6	NME: Advanced Tamil-1(Optional)
7	Soft Skill: English for Arts and Social Science -I

II. SEMESTER

S.NO	SUBJECT NAME
1	TAMIL-I/Hindi-II
2	Communicative English-II
3	Communication Skills
4	Drawing-II
5	Graphic Design-II
6	NME: Advanced Tamil-II(Optional)
7	Soft Skill: English For Arts and Social Science-II

III. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-III/Hindi-III
2	Language Through Literature-I
3	Advertising
4	Communication Aesthetics
5	Computer Graphics(Practical)
6	Soft Skill: Technical Writing and Presentation
7	Environmental Studies

You will keep him in perfect peace whose mind is stayed on you, Because he trusts in you. Isaiah 26:3

IV. SEMESTER

S.NO	SUBJECT NAME
1	TAMIL-IV /Hindi-IV
2	Language through Literature-II
3	Films Studies
4	Basic Photography
5	Photography(Practical)
6	Soft Skill: Personality Enrichment
7	Environmental Studies

V. SEMESTER

S.NO	SUBJECT NAME
1	Communication, Culture and society
2	Television Production
3	Web Publishing
4	Advertising Photography
5	Audio and Video Editing Practical
6	Value Education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Visual Culture of India& Tamil Nadu
2	Production Practice
3	Project Extension Activities
4	3D Animation
5	Project 6 Extension Activities

DEPARTMENT OF CORPORATE SECRETARYSHIP - B.COM CS**Shift- I****I. SEMESTER**

S.NO	SUBJECT NAME
1	Tamil-I/Hindi-I
2	English-I
3	Financial Accounting-I
4	Business Economics
5	Principals of Management
6	NME-Skill Enhancement
7	Soft Skill: English For Commerce And Management-I

II. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-II/Hindi-II
2	Communicative English-II
3	Advance Financial Accounting-II
4	Corporate Management
5	Business Economics
6	NME-Html Lab(Optional)
7	Soft Skill: English For Commerce And Management-II

III. SEMESTER

S.NO	SUBJECT NAME
1	Tamilo-III/Hindi-III
2	Language through Literature-I
3	Corporate Accounting
4	Company Law & Secretarial Practice
5	Business Statistics
6	Soft Skill: Technical Writing and Presentation Skill

IV. SEMESTER

S.NO	SUBJECT NAME
1	Tamil-IV /Hindi-IV
2	Language through Literature-II
3	Advance Corporate Accounting
4	Indirect Taxation
5	Securities Law & Market Operation
6	Environmental Studies
7	Soft Skill: Quantitative Aptitude

V. SEMESTER

S.NO	SUBJECT NAME
1	Cost Accounting
2	Corporate Governance And Ethics
3	Business Laws
4	Income Tax Law And Practice-I
5	Marketing
6	Value Education

VI. SEMESTER

S.NO	SUBJECT NAME
1	Industrial Laws
2	Management Accounting
3	Entrepreneurial Development
4	Income Tax Law & Practice-II
5	Project Institutional Training
6	Extension Activities

I. SEMESTER

S.NO	SUBJECT NAME
1	Advanced Corporate Accounting and accounting Standards
2	Financial Management
3	Organizational Behaviour
4	Managerial Economics
5	Strategic Human Resource Management& Development
6	Soft Skill: Language and communication

II. SEMESTER

S.NO	SUBJECT NAME
1	Advanced Cost and Management Accounting
2	Quantitative Techniques for Business Decisions
3	Corporate Laws
4	Industrial relation and Labour Welfare
5	Total Quality Management
6	Internship
7	Soft Skill: Spoken and Presentation Skills

III. SEMESTER

S.NO	SUBJECT NAME
1	Research Methodology
2	Information Technology for Business
3	Income Tax Law& Practice
4	Change Management
5	Managerial Behavior and Effectiveness
6	Corporate Governance& Social Responsibility
7	Soft Skill: Quantitative Aptitude

IV. SEMESTER

S.NO	SUBJECT NAME
1	Management Information Systems
2	Investment Analysis and Portfolio Management
3	Indirect Taxes Financial Markets& Institutions
4	Project Plus Viva-voce
5	Soft Skill: Computing Skills

DEPARTMENT OF ENGLISH – M.A**Shift-I****I. SEMESTER**

S.NO	SUBJECT NAME
1	POETRY I – From Chaucer to 17th Century
2	DRAMA I – Elizabethan and Jacobean and Drama
3	FICTION I – Origins and Developments up to 18th Century
4	Indian Writing in English and in Translation
5	World Classics
6	Soft Skills: Language and Communication

II. SEMESTER

S.NO	SUBJECT NAME
1	American Literature
2	POETRY II – Eighteenth to Nineteenth Century
3	Drama II - Restoration to Twentieth Century
4	Fiction II – Nineteenth to Twentieth Century
5	English for Careers
6	Copy Editing
7	Soft Skills: Spoken and Presentation Skills

III. SEMESTER

S.NO	SUBJECT NAME
1	Shakespeare Studies
2	Linguistics and English Language Teaching
3	Literary Criticism and Literary Theory
4	Introduction to Translation Studies
5	Literature Analysis, Approaches and Applications
6	Theatre for Communication
7	Soft Skills: Quantitative Aptitude

IV. SEMESTER

S.NO	SUBJECT NAME
1	Twenty first Century Millennial Literature and Culture
2	Women Studies
3	Film Appreciation
5	Research Methodology and Project Writing
6	English Literature for NTA, NET, SET & GATE
7	Soft Skills: Computing Skill

DEPARTMENT OF COMMERCE – M.COM

SHIFT -I

I SEMESTER

S.NO	SUBJECT NAME
1	Advanced Corporate Accounting and Accounting Standards
2	Financial Management
3	Organizational Behaviour
4	Managerial Economics
5	Strategic Human Resource Management
6	Language and Communication

II SEMESTER

S.NO	SUBJECT NAME
1	Advanced Cost And Management Accounting
2	Quantitative Techniques For Business Decisions
3	Marketing of Services
4	Industrial Relation and Labour Welfare
5	Total Quality Management truth,
6	Internship

III. SEMESTER

S.NO	SUBJECT NAME
1	Research Methodology
2	Knowledge Management
3	Fundamentals of Information Technology
4	Change Management
5	Managerial Behaviour And Effectiveness
6	Business Ethics, Corporate Governance& Social Responsibility
7	Quantitative Aptitude

IV. SEMESTER

S.NO	SUBJECT NAME
1	Management information systems
2	Investment analysis and portfolio management
3	Indirect taxes
4	Project plus viva –voce
5	Financial markets & institutions
6	Soft Skill: Computing Skills

I. SEMESTER

S.NO	SUBJECT NAME
1	Advanced data structure and algorithms
2	Advanced Python programming
3	Artificial Intelligence
4	Practical -I Data structure and algorithms lab
5	Theory practical -II Advanced python programming lab
6	Theory of computations
7	Soft Skill; I-Communication skills for software engineers-I

II. SEMESTER

S.NO	SUBJECT NAME
1	Machine Learning
2	Advanced Networks
3	Practical-3:Machine learning Lab
4	Practical-4: Digital Image Processing Lab(Elective2 Based Lab)
5	Principles of Compiler Design
6	Elective-1 Internet of Things
7	Elective-2 Digital Image Processing
8	Soft Skill:2-Personality Development and other Soft Skills for Software Engineers

III. SEMESTER

S.NO	SUBJECT NAME
1	Internship-4to5 weeks of internship during summer vacation of 1 year
2	Parallel and Distributed Computing
3	Deep Learning And Neural Networks
4	Cryptography
5	Practical-5: Deep learning lab
6	Elective-3-Cyber Security
7	Elective-4-Computer Vision
8	Soft Skill-3-Document Preparation And Interview Skills For Software Engineers
9	Soft Skill-4-Team Project

IV. SEMESTER

S.NO	SUBJECT NAME
1	PROJECT And Viva-Voce

Then spoke Jesus again unto them, saying, I am the light of the world:
He that followeth me shall not walk in darkness, but shall have the light of life. John 8:12

DEPARTMENT OF SOCIAL WORK- MSW
SHIIFT -1

I. SEMESTER

S.NO	SUBJECT NAME
1	Social work profession – History and philosophy
2	Social case work
3	Social group work
4	Field work practicum-I
5	Elective: Sociology and psychology for social work practice
6	Soft Skill:

II. SEMESTER

S.NO	SUBJECT NAME
1	Community organization & Social action
2	Social work research and statistics
3	Field work practicum-II
4	Elective : Disaster risk reduction
5	Elective: Counselling –theory and practice
6	Soft skill : Spoken and presentation skills

IV. SEMESTER

S.NO	SUBJECT NAME
1	Rural community development-CD
2	Human resource management –HRM
3	Community health-MPSW
4	Urban Community Development-CD
5	Labour Legislations-HRM
6	Mental Health-MPSW
7	Social Welfare Administration
8	Elective: Corporate Social Responsibility
9	Elective: Hospital Administration
10	Elective: Social Policy and Social Legislation
11	Elective: Environmental Social Work
12	Field Work Practicum-3
13	summer Internship
14	Soft Skill:

III. SEMESTER

S.NO	SUBJECT NAME
1	Development Planning
2	Employee Relations and Welfare
3	Mental Social Work
4	Entrepreneurship Development
5	Mental Health& Social Work
6	Organizational Behaviour and development
7	Psychiatric Social
8	Field Work Practicum-IV
9	Dissertation
10	Elective: International social Work
11	Elective: International Human Resource Management
12	Elective: Migration Issues and Human Security
13	Elective: NGOs and Development Practice
14	Soft Skill: Computing Skills

Therefore I say unto you, What things soever ye desire, when ye pray, believe that ye receive them, and ye shall have them. Mark 11:24

**NON MAJOR ELECTIVES DEPARTMENT COMPUTER SCIENCES –B.SC CS
(computer science)**

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil – 1 (for – Tamil candidates)
2	Web application
3	Office automation
4	Html

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil – II (for – Tamil candidates)
2	Web application lab
3	Office automation lab
4	Html

**DEPARTMENT OF COMPUTER APPLICATION – BCA
SHIFT I & II**

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil – I (for – Tamil candidates)
2	Web application
3	Office automation
4	Html

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil –I (for – Tamil candidates)
2	Web application
3	Office automation
4	Html

**DEPARTMENT OF BUSINESS ADMINISTRATION-BBA
SHIFT I & II**

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil -1 (for non- Tamil Candidates)
2	Basics of computer
3	Basics of Retail marketing
4	An overview of ISO
5	Basics of Health care management

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil -II (for non- Tamil Candidates)
2	Basics of computer
3	Basics of Retail marketing
4	An overview of ISO
5	Basics of Health care management

**DEPARTMENT OF COMMERCE-B.COM (COMMERCE)
SHIFT 1&2**

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-I (for non- Tamil candidates)
2	Basic of retail marketing
3	An overview of ISO

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-II(for non- Tamil candidates)
2	Consumer protection and consumer rights
3	Basics of business insurance

**DEPARTMENT OF CORPORATE SECRETARYSHIP –B.COM
(CORPORATE SECRETARYSHIP)**

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-1 (for non- Tamil candidates)
2	Basic elements of logistics management
3	Basic of corporate E- Management

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-2(for non- Tamil candidates)
2	Every day banking
3	Fundamentals of insurance

DEPARTMENT OF ENGLISH –B.A (ENGLISH)

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-I (for non- Tamil candidates)
2	Spoken English – I
3	English for competitive examinations
4	Writing Skills for media
5	Concept of Self- help group

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-II (for non- Tamil candidates)
2	Spoken English – I
3	English for competitive examinations- II
4	Writing Skills for media
5	Concept of Self- help group

DEPARTMENT OF MATHEMATICS –B.SC (MATHEMATICS)

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-I (for non- Tamil candidates)
2	Function mathematics -I
3	Mathematics statistics-I

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-II (for non- Tamil candidates)
2	Function mathematics -I
3	Mathematics statistics-II

DEPARTMENT OF SOCIAL WORK –B.SW (SOCIAL WORK)

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-1-(for Non-Tamil Candidates)
2	Childs Rights
3	Migration Issues And Human Security
4	Social Work in The Unorganized Sector
5	Youth Work

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-II-(for Non-Tamil Candidates)
2	Unsystems for development and Social
3	Social work persons With Disability
4	Marriage And Family Life Education
5	Development Planning

For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's.1 Corinthians 6:20

DEPARTMENT OF VISUAL COMMUNICATION – B.SC
(VISUAL COMMUNICATION)

I. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-I-(for Non-Tamil Candidates)
2	Consumer Protection And Consumer Rights
3	Basic Principle In Management
4	Indian Constitution
5	Disaster Management

II. SEMESTER

S.NO	SUBJECT NAME
1	Basic Tamil-2-(for Non-Tamil Candidates)
2	Basics Of Health Care Management
3	Basics Of Corporate E A Management
4	Human Rights
5	Environmental Crime

Semester schedule (UG&PG)

2023- 2024

Semester III&V	: 19 th june to 31 st october 2023
University Examinations	: 1 st November 2023
Semester II & IV, V	: 4 th December 2023 to 31 st march 2024
University Examinations	: 17 th April onwards

Semester Schedule (UG)

2023-2024

Semester I	: 19 th July 2023 to 31 st October 2023
University Examinations	: 1 st November 2023

Semester Schedule

(PG) 2023- 2024 1st year

Semester I	: 9 th October 2023 to 31 st December 2023
University Examination	: 3 rd on wards

Dates are subject to change according to government

Notification or unprecedented situation

**TEACHING FACULTY
& NON - TEACHING
STAFF PROFILE**

Management

Secretary	: Mr. A.N. Henry Maris
Principal	: Dr. E. Mary Angeline
HOD CS, Vice Prinicipal &	
Dean of Academics	: Mrs. E. Mano Ranjitham
Public Relations Officer	: Mr. Balasubramanian

Deans

Dean of Student Affairs	: Mrs. S. Kaviyarasi
Dean of IQAC, HOD	
Mathematics	: Mrs. K. Alamelu
Dean of Examinations	: Dr. M. Thyagaraj
Dean of Extension	: Mr. U. Vadivelan

Nazareth College of Arts and Science
Staff List 2022-2023

Principal

1	Dr. E. Mary Angeline
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Vice Principal

2	Mrs. E. Mano Ranjitham
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Department of Commerce- Shift-I

3	Mrs. D. Revathy
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4	Ms. S. Dhivya - Head of the department
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5	Ms. Ierin Benita - Co-ordinator
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6	Mrs. Selvi
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7	Mr. Rahul Subramanian
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8	Mrs. Belsia Britto
---	--------------------

9	Mrs. Asha
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10	Mrs. Suganya I
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11	Ms. Priyadharshni
----	-------------------

12	Mrs. Omega
----	------------

13	Mrs. Jenita
----	-------------

14	Dr. Adilnissa S
----	-----------------

15	Mrs. Uma Devi
----	---------------

16	Ms. Kamali
----	------------

17	Mrs. Sarala
----	-------------

18	Mrs. Sathyakala
----	-----------------

Department of Commerce- Shift - II

19	Mrs. K. Jayalakshmi - Head Incharge
----	-------------------------------------

20	Mrs. Jenifer
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Department of Computer Science- Shift-I

	Mrs. E. Mano Ranjitham - Head Incharge
--	--

21	Mrs. R. Kaviyarasi - Co-ordinator
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22	Mrs. R. Meenakshi
----	-------------------

23	Mrs. Abirami
----	--------------

24	Mrs. Yuvarani B
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And if ye be Christ's, then are ye Abraham's seed, and heirs according to the promise. Galatians 3:29

25	Mrs. Subhashin
Department of Computer Applications- Shift-I	
26	Dr.M.Thyagaraj- Head of the Department
27	Mrs. R. Angeline Monica
28	Mrs. B. Gomathi
29	Mrs. Gayathri
30	Mrs.Mary Santha Priya
31	Mrs. Baby Saral
32	Mrs.GnanaSelvi - Co-ordinator
33	Mrs. Celine Kavina Mary
Department of Computer Applications- Shift-II	
34	Mrs. Devimano -Head of the department
35	Mrs. Vinodhini
Department of Business Administration- Shift-I	
36	Mrs. Esther Martina
37	Mrs. Latha - Co-ordinator
38	Dr. Punithavathi
39	Dr. Stephen Dev - Head of the Department
Department of Mathematics- Shift-I	
40	Mrs. K. Alamelu - Head of the Department
41	Mrs. E.F. Beulah Angeline
42	Mrs. D. Femila Jayaseeli - Co-ordinator
43	Mrs. G.J. Julia Princess
44	Mrs. B. Uma
45	Mr. Vadivelan
46	Mrs. Alan Lydia
Department of Corporate Secretaryship	
47	Ms. S. Deivayanai - Head Incharge
48	Mrs. Dharani
49	Mrs. Kanmani - Co-ordinator

50	Dr. Sharmila
Department of Social Work	
	Dr. E. Mary Angeline
51	Mr. Febin Abraham Varghese - Head of the Department
52	Ms. Angel Monika - Co-ordinator
53	Ms. Dhanisha
54	Mr. Krishna Raj S
55	Ms. Nisha Deva Priya J
56	Ms. Subhalakshmi
Department of English- Shift-I	
57	Mr. D. Rajesh
58	Mr. V. Arun Theoder Raj
59	Mr. R. Hariharan
60	Mrs. S.R. Bhavani Sindhujah - Head of the Department
61	Mr. E. Anderson Vijaya Singh
62	Ms. Sivaranjani M
63	Ms. Gayathri
64	Mrs. Mathivadhani - Co-ordinator
65	Mrs.Lavanya
66	Mrs. Rogini
67	Ms. Anusheeba
68	Mrs. Rajkumari C
Department of Languages- Shift-I	
69	Dr. V. Emaya Raja
70	Dr. M. Rani - Head of the Department
71	Dr. Sudha - Co-ordinator
72	Mrs. Deepa
73	Dr. Fatima Shanavas
74	Mr. Gopal
75	Mr. Manoj kumar

The LORD shall fight for you, and ye shall hold your peace.Exodus 14:14

Department of Visual Communication	
76	Mr. Subramanian - Co-ordinator
77	Mr. Suresh K
78	Mrs. Suvitha G - Head of the Department
NCC	
79	Ms. T S Prathibha - Associate NCC Officer
Physical Director	
80	Mr. V. Kirubananth
81	Mrs.Indhumathi R
librarian	
82	Mr. V. Lingarajan
Placement Officer	
83	Mrs. Priya G

Nazareth College of Arts and Science

NON TEACHING STAFF 2023 - 2024

Sl.	Name of the Faculty
Admin	
1	Mr. V. Michael Raj -Lab Admin
2	Mr. Shanmuga Raja - Lab Admin
3	Ms. Swaroopa Rani G - Senior Admin
4	Ms. Saranya R - Admin
5	Ms. Dhanalakshmi E - Admin
6	Mr. Amarnathan S -Transport Manager
7	Mr. Mohammed Yasar Arafath S - Campus Manager
8	Mr. Ashwin G - NERF Project Manager
9	Ms. Shanthi S - Social Worker
10	Ms. Saraswathi - Chaplin
11	Mrs. Celia Jayanthi Racheal - Resident Nurse
Supervisor	
12	Mr. Shivaraj I
Driver	
13	Mr. Prabakaran V
14	Mr. Munusamy G
15	Mr. Govind N
16	Mr. Premkumar L
17	Mr. Gopinath N J
Cleaner	
18	Ms.Thilagavathy R
19	Mr. Godhandan
20	Ms. Vimala
House keeping	
21	Ms. Rani G
22	Ms. Nagamma

The LORD is merciful and gracious, slow to anger, and plenteous in mercy.Psalms 103:8

23	Ms. Gowri
24	Ms. Janamma S
25	Ms. Jayanthi J
26	Ms. Vanitha R
27	Ms. Nadhiya S
28	Ms. Jayalakshmi
29	Ms. Koteeshwari
30	Ms. Susila
31	Ms. Kuppamma
32	Ms. Sivagami
Scavenger	
33	Ms. Kanthamma E
34	Ms. Navaneetham D
35	Ms. Vijaya R
36	Mr. Marimuthu P
Gardener	
37	Gowri S
38	Amudha M
Security Officer	
39	Mr. S. Baskar
40	Mr. Ravi V
41	Mr. Charles A
42	Mr. Jayachandran K
43	Mr. Ramamurthi K
44	Mr. Murugesan K
45	Mr. Kamalakannan K
46	Mr. Singaram A
47	Mr. Purusothaman A
48	Mr. Sampath Kumar C
49	Mr. Babu S

The counsel of the LORD standeth for ever, the thoughts of his heart to all generations.Psalms 33:11

NAZARETH COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Madras, Re- Accredited by NAAC with 'B' Grade

CELLS & ASSOCIATION COORDINATOR LIST 2023-2024

S.NO	Name of the Cell	Department	Co-Ordinator
STATUTORY COMMITTEES			
1	Anti Narcotics Club (ANC)	Social work	Ms.Dhanisha
2	Anti Ragging Committee (ARC)	Physical Education	Mr.Kirubanath
3	Anti- Sexual Harassment Cell and NIRBHAYA – Women's Cell	Computer Application	Ms.Mary Santha Priya & Ms.Gayathri
4	Thrive – Counselling Cell (TCC)	Social Work Com. Appl.vis.com	Ms.Angel Monika & Ms. Nisha Deva Priya
6	Management Council (MGC)	Computer Applications	Ms.Gomathi
7	Grievance Cell (GC)	English	Ms. Anusheeba
8	Admission Committee (AC)	Computer Science	Ms. Anusheeba
9	Library Advisory Committee (LAC)	Librarian	Mr.Lingarajan , Mr. Rahul Subramanian, Ms. Mathivadhani
10	Scholarship Committee (SSC)	Mathematics	Mr. U.Vadivelan
11	Research Committee (RC)	Social Work	Dr.E.Mary Angeline Members: Ms.Yuvarani, Ms.Celine, Dr.Stephen, Mr. Suresh, Mr. Vadivelan
12	Alumni Association (AA)	Alumni	Mr. MohammedYasar - President
13	Nazareth Centre for Administrative Excellence	English	Mr.Arun Theoder
14	Nazareth Centre for Faculty Excellence	Computer Science	Ms.E.Mano Ranjtham , Ms.Angeline Monica & Ms. Sivaranjani
15	Internal Quality Assurance Cell (IQAC)	Quality Initiatives	Ms. K.Alamelu, Mr. Suresh
		Nazareth Centre for Development of Teaching and Learning (NCDTL)	Ms.Bhavani Sindhuja
		Collaborations	Ms.Shivaranjani
16	Examination Committee (EC)	Computer Application	Dr.Thiyagaraj Members: Ms.Gnanselvi , Ms. Gayathri, Dr. Emayaraj, Ms. Mathivathani

So God created man in his own image, in the image of God created He him;
male and female created He them.Genesis 1:27

STUDENT SUPPORT CELLS

17	Student Development Cell (SDC)	Computer Science	Ms.Kaviyarasi
18	College Industry Interaction Cell (CIIC)	Business Administration	Ms.Latha
19	Nazareth Centre for Distance Education (NCDE)	Physical Director	Mr.Kirubanath
20	Student Reformation Cell (SRC)	Social Work	Mr.Febin
21	Student Mentoring Club (SMC)	Language department	Dr. Fathima Shanavas, Ms.Deepa & Dr. Adilinnisa S
22	Minority Cell	Language department	Dr.Emayaraj
23	OBC Cell		
24	SC/ST Cell		
25	Disciplinary Committee (DSC)	Computer Science and Computer Application	Ms.Kaviyarasi & Dr.Thiyagaraj

EXTENSION CELLS

26	Citizen Consumer Club (CCC)	Business Administration	Dr. Punithavathi
27	National Service Scheme (NSS)	Commerce & Mathematics	Mr.U.Vadivelan & Ms. Dharani
28	Red Ribbon Club (RRC)	Commerce	Ms.Belsia & Ms. Sarala
29	Youth Red Cross (YRC)	Commerce	Ms.Selvi & Ms. Jenifer
30	Rotract Club (ROTC)	English	Mr.Arun Theodre

CO-CURRICULAR & EXTRA CURRICULAR CELLS

31	Cultural Committee (CC)	Commerce, Maths and Social Work	Ms. Angel Monika , Ms.Uma, Dr. Sudha & Ms. Asha
32	Eco Club (EC)	Social Work	Ms.Deva Priya, Ms. Anusheeba
33	Health Care Centre (HCC)	Corporate Secretaryship	Ms.Deivayani & Mr. Rahul Subramanian
34	HEPSN	English	Mr.Hariharan
35	Nazareth Centre for Skill Development (NCSD)	Mathematics	Ms.E.F.Beulah Angeline & Ms. Kanmani
36	Student Empowerment Cell (SEC)	Commerce	Ms.Revathy ,Ms.Asha & Ms.Omega - Remedial cell & Arrear Clearance
		Mathematics & Commerce	Ms.Julia Princess & Ms. Jenita - High Achievers , Slow learner

INNOVATION & ECOSYSTEM

37	Student Project and ED Cell (SPED)	Business Administration	Ms.Esther & Ms. Priyadarshini
38	Nazareth Business Learning Centre (NBLC)	Commerce	Ms.Irine Benita, Ms. Kamali & Ms. Jayalakshmi

Look unto me, and be ye saved, all the ends of the earth: for I am God, and there is none else. Isaiah 45:22

SHIFT- I

39	Department of Commerce – MERX	Commerce	Ms.Divya & Ms.Selvi
40	Department of Computer Science – LOGIN LAURUS	Computer Science	Ms.Abirami & Ms.Yuvarani
41	Department of Computer Application – INTEGRAL	Computer Application	Ms.Gnanaselvi & Ms. Baby Sarel
42	Department of English Literature– BELLES LETTERS (Quiz club & Scrabble Club, Book Reading, Dramatics club Activities will be anchored through association-No separate Club	* Quiz club - Ms. Rajkumari * Scrabble Club- Mr.Rajesh, *Dramatics club - Ms.Gayathri Book Reading Club - Mr.Anderson * Language Lab - Ms.Mathivathani & Mr. Rajesh	Ms. Bhavani Sindhuja & Ms. Mathivathani
43	Department of Business Administration – CI CIAMO	Business Administration	Dr.Stephen & Ms.Latha
44	Department of Mathematics – EUREKA	Mathematics	Ms.Femila & Ms.Uma
45	Department of Corporate Secretaryship – CORPO	Corporate Secretaryship	Ms.Deivayani & Dr. Sharmila
46	Department of Visual Communication- ENVISION (Photography club activities will be anchored as a sub club in the association	Visual Communication	Ms.Suvitha & Mr. Subramani
47	Department of Social Work – SEEDS	Social work	Ms. Dhanisha & Mr. Krishna Raj

SHIFT- II

48	Department of Computer Science - BELLATOR	Computer Science	Ms. Devi Mano
49	Department of Commerce - B2B	Commerce	Ms.Jayalakshmi

INDIAN LANGUAGES & CULTURE

50	Hindi – PRATHIBA	Language department	Dr. Fathima Shanavas
51	Tamil – MUTHAMIZH ELAKIYA MANRAM	Language department	Dr. Rani & Dr. Sudha

ON-LINE

52	MYOS	Placement & Computer Science	Ms.Priya & Ms.Meenakshi
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The light shall shine upon thy ways.Job 22:28

53	LPMS	Computer Science	Ms.Mano Ranjtham & Ms.Vinodhini
54	NPTTEL/SWAYAM E – Learning Cell	Computer Science	Ms. Yuvarani & Mr.Shanmugaraj
OUT REACH & SOCIAL RESPONSIBILITY			
55	NERF	NERF	Mr. Ashwin
56	Physical Education Cell	Physical Education	Mr.Kirubananth
57	Christian Nurture Cell (Assembly, Destination Class, Breakthrough, Choir Club Will function in cell)	Social Work, English, Mathematics & Computer Application	Assembly - Ms.Lydia & Ms.Nisha Deva Priya
			Destination Class - Ms. Gnanaselvi Break Through - Mr.Arun Theodre
58	UN Charter & SDG	Social Work	Dr.Mary Angeline, Ms. Suvitha & Ms. Subhalakshmi
59	INA Coordinator	Language Department	Mr.Gopal
60	Publicity Cell	English	Ms. Bhavani Sindhuja
61	Student Study Cell	Commerce	Ms. Uma Devi
62	Placement Cell	Placement	Ms.Priya
63	UBA, MGNCRE	Mathematics & Social work	Mr.U.Vadivelan & Mr. Krishna Raj
64	Association Overall Coordinator	Mathematics	Ms.D.Femila Jayaseeli
65	Cell Overall Coordinator	Commerce	Ms.Suganya
66	IIC	Computer Science	Ms.Abirami - Convener
67	IEDP	Commerce	Ms.Divya
68	College magazine	English	Mr.Anderson, Ms. Gayathri, Ms. Rajkumari

NAZARETH COLLEGE OF ARTS AND SCIENCE*Affiliated to the University of Madras Re-accredited by**NAAC with B' Grade***ACADEMIC CALENDER 2023-2024****MONTH OF JUNE - 2023**

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	Holiday - Bakrid
30	Friday	

I have given you eternal life because you have believed in Jesus Christ. John 3:16

MONTH OF JULY - 2023

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Saturday	
2	Sunday	Holiday
3	Monday	International Day of World Co- operatives
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Holiday
9	Sunday	Holiday
10	Monday	
11	Tuesday	World Population Day
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	World Youth Skill Day
16	Sunday	Holiday
17	Monday	
18	Tuesday	Nelson Mandela International Day
19	Wednesday	
20	Thursday	International Moon Day & World Chess Day
21	Friday	
22	Saturday	
23	Sunday	Holiday
24	Monday	
25	Tuesday	World Drowning Prevention Day
26	Wednesday	
27	Thursday	
28	Friday	World Hepatitis Day
29	Saturday	Holiday - Muharram
30	Sunday	Holiday - World Day Against Trafficking persons
31	Monday	International Day of Friendship

For God so loved the world, that He gave his only begotten Son,
that whosoever believeth in him should not perish, but have everlasting life. John 3:16

MONTH OF AUGUST - 2023

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	Holiday
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	Holiday - International Youth Day
13	Sunday	Holiday
14	Monday	
15	Tuesday	Holiday-Independence Day
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	Holiday
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	Holiday
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	

And if ye be Christ's, then are ye Abraham's seed,
and heirs according to the promise. Galatians 3:29

MONTH OF SEPTEMBER - 2023

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Friday	
2	Saturday	
3	Sunday	Holiday
4	Monday	
5	Tuesday	Teacher's Day
6	Wednesday	Holiday - Krishna Jayanthi
7	Thursday	
8	Friday	International Literacy Day
9	Saturday	Holiday - International Day to Protect Education from Attack
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	International Day of Democracy
16	Saturday	
17	Sunday	Holiday
18	Monday	Holiday Vinayagar Chaturdi- World Patient Safety Day
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	International day of Peace
23	Saturday	
24	Sunday	
25	Monday	Holiday
26	Tuesday	
27	Wednesday	
28	Thursday	World Tourism Day
29	Friday	Holiday - Milad- un- Nabi
30	Saturday	

And because ye are sons, God hath sent forth the Spirit of his Son into your hearts,
crying, Abba, Father. Galatians 4:6

MONTH OF OCTOBER -2023

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Sunday	Holiday
2	Monday	Holiday - Gandhi Jayanthi
3	Tuesday	
4	Wednesday	
5	Thursday	Teacher's Day -International
6	Friday	Holiday - Krishna Jayanthi
7	Saturday	
8	Sunday	Holiday - World Cotton Day
9	Monday	
10	Tuesday	
11	Wednesday	World Mental Health Day
12	Thursday	
13	Friday	
14	Saturday	Holiday
15	Sunday	
16	Monday	Holiday
17	Tuesday	World Food Day
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	Holiday
24	Tuesday	Holiday - Ayudha Pooja
25	Wednesday	Holiday - Vijaya Dasami
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	Holiday
31	Tuesday	World Cities Day

Come unto me, all ye that labour and are heavy laden, and I will give you rest. Matthew 11:28

MONTH OF NOVEMBER- 2023

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	International Week of Science & Peace
10	Friday	
11	Saturday	Holiday
12	Sunday	Holiday - Diwali
13	Monday	
14	Tuesday	World Diabetes Day
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	Holiday - World Philosophy Day
20	Monday	
21	Tuesday	World Television Day
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

MONTH OF DECEMBER-2023

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Friday	World AIDS Day
2	Saturday	
3	Sunday	Holiday
4	Monday	
5	Tuesday	World Soil Day
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Holiday
10	Sunday	Holiday - Human Rights Day
11	Monday	International Mountain Day
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	Holiday
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	Holiday - Christmas
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	

MONTH OF JANUARY - 2024

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Monday	Holiday - New Year
2	Tuesday	
3	Wednesday	
4	Thursday	World Braille Day
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday
14	Sunday	Holiday
15	Monday	Holiday - Pongal
16	Tuesday	Holiday - Thiruvalluvar Day
17	Wednesday	Holiday - Uzhavar Tirunal
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	International Day of Education
25	Thursday	
26	Friday	Holiday - Republic Day
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	
31	Wednesday	

Hear, O ye kings; give ear, O ye princes; I, even I, will sing unto the LORD;
I will sing praise to the LORD God of Israel. Judges 5:3

MONTH OF FEBRUARY - 2024

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Thursday	Holiday - New Year
2	Friday	
3	Saturday	
4	Sunday	Holiday - International Day of Human Fraternity
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday - World Pulses Day
11	Sunday	Holiday - International Day of Women and Girls in Science
12	Monday	
13	Tuesday	World Radio Day
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	World Day of Social Justice
21	Wednesday	International Mother Language Day
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	

MONTH OF MARCH - 2024

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Friday	
2	Saturday	
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	International Women's Day
9	Saturday	Holiday
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	International Day of Happiness
16	Saturday	
17	Sunday	Holiday
18	Monday	
19	Tuesday	
20	Wednesday	International Day of Forest
21	Thursday	World Poetry Day / World Water Day
22	Friday	
23	Saturday	World Tuberculosis Day
24	Sunday	Holiday
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	Holiday - Good Friday
30	Saturday	
31	Sunday	Holiday

MONTH OF APRIL - 2024

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	International Day of Conscience
6	Saturday	International Day of Sports for Development and Peace
7	Sunday	Holiday - World Health Day
8	Monday	
9	Tuesday	Holiday - Telugu New Year
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday
14	Sunday	Holiday - Dr. Ambedkar Jayanthi / Tamil New year
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	International Day of Happiness
20	Saturday	Holiday - World Creativity and Innovation Day
21	Sunday	Holiday - Mahaveer Jayanthi
22	Monday	
23	Tuesday	
24	Wednesday	World Malaria Day
25	Thursday	International Day of Forest
26	Friday	World Intellectual Property Day
27	Saturday	
28	Sunday	Holiday - World Day for Safety and Health at Work
29	Monday	
30	Tuesday	

God shall judge the righteous and the wicked: for there is a time there for every purpose and for every work. Ecclesiastes 3:17

MONTH OF MAY - 2024

DATE	DAY	NO OF WORKING DAYS ALONG WITH HOLIDAYS
1	Monday	Holiday - May Day
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	Holiday - World Health Day
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday
14	Sunday	Holiday - International Day of Families
15	Monday	
16	Tuesday	International Day of Light / World Telecommunication and Information Society Day
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	International Tea Day
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	
31	Wednesday	

College Events 2023 - 2024

FRESHER'S DAY, CELLS ASSOCIATION INAUGURATION INDEPENDENCE DAY	AUGUST
TEACHER'S DAY INTER DEPARTMENTAL CULTURALS	SEPTEMBER
LOVE FEAST CHRISTIME	DECEMBER
PONGAL CELEBRATION BREAK THROUGH REPUBLIC DAY	JANUARY
SPORTS DAY COLLEGE DAY	FEBRUARY
CONVOCATION WOMEN'S DAY FAREWELL AND VALIDICTION HOSTEL DAY	MARCH
VACATION BIBLE SCHOOL	MAY

**NAZARETH COLLEGE OF ARTS AND SCIENCE
SCHEDULE OF MEETING**

S.No	MEETING SCHEDULE	
1	All Faculty Meeting	Fourth Saturday at the each semester (Planning)
2	Department Meeting	Last Saturday of every month
3	Administrative Staff Meeting	Twice in a Semester Beginning & End
4	Parent Teachers Meeting	Once in a Semester
5	Alumni Association Meeting	Once in a Year
6	Academic Advisory Committee Meeting	Once in a Year
7	Management Council Meeting	Once in a Semester (Twice in a Year)
8	All Working Committee Meeting	Twice in a semester
9	HOD's Meeting	Every Week
10	Cell & Association Meeting	As and When Needed

TIME TABLE 2023-2024 (SHIFT - I)

	I	II	III	LUNCH	IV	V
Day / Time	09.00am to 09.55am	09.55am to 10.50am	10.50am to 11.45am	11.45am to 12.20pm	12.20pm to 01.10pm	01.10pm to 02.00pm
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						

The women of my people have ye cast out from their pleasant houses; from their children have ye taken away my glory for ever. Micah 2:9

TIME TABLE 2023-2024 (SHIFT - I)

	I	II	III	LUNCH	IV	V
Day / Time	09.00am to 09.55am	09.55am to 10.50am	10.50am to 11.45am	11.45am to 12.20pm	12.20pm to 01.10pm	01.10pm to 02.00pm
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						

