

NAZARETH COLLEGE OF ARTS AND SCIENCE

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

MANAGEMENT COMMITTEE MINUTES

Meeting No: NCAS/MM/1/2018

Date: 25.5.2018

Venue: Boardroom

Time: 10:00 am. to 12:00 pm.

The Following members attended the meeting:

1. Mrs. Chandra David

Founder & Management Trustee, Chairman

2. Mr. A. N. Henry Maris

Management Trustee & Secretary of management Institution

3. Dr. E. Mary Angeline Santhosam

Ex officio members, Management Committee

In Absentia:

1. Ms. Sophia Maris

Management Member Trustee

Agenda:

1. Admission – inclusion of special scholarship.
2. Introduction of Programme
3. List of Events for the year
4. Staff recruitment
5. Infrastructure
6. Add on courses and Certificate courses.
7. Scholarship admission
8. Approval of Policy
9. Staff welfare – teaching and non-teaching.
10. Budget Proposal
11. Achievements.
12. Any other




Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

Detailed Report:

The meeting started with prayer and Secretary of NCAS proposed welcome address for the academic year 2018-2019 followed by remarks by the remarks of C & D education trustee

1. Admission:

- i. It was suggested to highlight the facilities and best practices of the college.
 - ii. It was suggested that every effort be made to showcase the institution's qualifications and to provide admissions candidates with access to the college website's policies, procedures, and requirements.
 - iii. It was decided that the admission process be given vast publicity by circulating pamphlets, fixing banners in various areas and advertising in local TV channels and Newspapers.
 - iv. It was decided to allot one staff member for admission process who can guide the candidates and parents in selection of the programmes with respect to their eligibility marks and interest.
 - v. Principal explained that the admission committee should clearly communicate the rules and regulations of the institution to the parents and the candidates.
 - vi. The collection of certificates from the candidate should be done carefully during the admission.
2. **To introduce new programme B. Com corporate Secretaryship** with an intake of 50 students to meet the demand of the stakeholders.
3. **List of events for the year**
- i. Principal presented the list of events to be conducted for the academic year 2018-2019.

Workshop = 13

Seminar = 10

Association event = 50

Cell events = 50

- ii. To register in IIC
 - iii. To participate in India Today ranking.
4. **Staff recruitment:**

To recruit qualified faculty for the new programmes.




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5. Infrastructure augmentation:

- i. The principal submitted a proposal to purchase LCD Projectors, Projection screens for classrooms and additional rooms with benches and desk.
- ii. Few more cupboards and rack both in the department and office to be purchased for files.
- iii. To increase the bandwidth of the network.

6. Add on Courses and Certificate courses:

Principal suggested to conduct department wise add on courses and certificate courses to all the students to enable the students in gaining knowledge and abilities which is not included in their regular curriculum framed by UNOM. These additional courses will enrich the graduates to attract the recruiters who are seeking for candidate with specialized quality.

7. Scholarship:

The management introduced many scholarships which will implemented from the academic year 2018-2019.

8. Approval of Policy:

The various policies were placed in the meeting for the approval of new and revised policies.

1. Feedback Policy
2. Admission Policy
3. Research Policy
4. E- Governance Policy
5. Solid Waste Management
6. H.R policy

9. Staff welfare – teaching and nonteaching staff member:

The principal suggested the following welfare measures for the staff members.

- i. To provide O.D for academic and research activities of the staff members.
- ii. To provide seed money for paper presentation and to attend conferences/workshops and towards membership fee of professional bodies

10. Budget Proposal:

The budget proposal for the academic year 2018-2019 for conducting various activities was submitted for the approval from the management committee.




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11. Achievements:

The student's achievement in curricular, co-curricular and extra-curricular activities and staff members achievement of the academic year 2017-2018 were presented in the meeting.

A general discussion was made regarding the growth development of the institution. The meeting ended with vote of thanks by the principal.

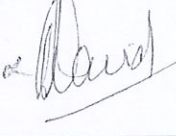
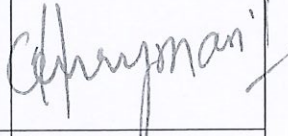
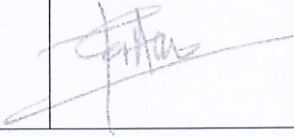


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NAZARETH COLLEGE OF ARTS & SCIENCE

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

S.No.	Name of the Dignitary	Designation	Signature
1.	Mrs. Chandra David	Founder & Management Trustee, Chairman, C & D education trust,	
2.	Mr. A.N. Henry Maris	Management Committee & Secretary of Nazareth Institution	
3.	Ms. Sophia Maris	Management Member Trustee	In absentia
4.	Dr. E. Mary Angeline Santhosam	Ex officio members, Management Committee, NCAS	




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NAZARETH COLLEGE OF ARTS AND SCIENCE

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

MANAGEMENT COMMITTEE MINUTES

Meeting No: NCAS/MM/2/2019

Date: 14.5.2019

Venue: Boardroom

Time: 10:30 am. to 12:30 pm.

The Following members attended the meeting:

1. Mrs. Chandra David

Founder & Management Trustee, Chairman

2. Mr. A. N. Henry Maris

Management Trustee & Secretary of management Institution

3. Dr. E. Mary Angeline Santhosam

Ex officio members, Management Committee

In Absentia:

1. Ms. Sophia Maris

Management Member Trustee

Agenda:

1. Admission – inclusion of special scholarship.
2. List of Events for the year
3. Staff recruitment
4. Infrastructure
5. Add on courses and Certificate courses.
6. Scholarship admission
7. Staff welfare – teaching and non-teaching.
8. Budget Proposal
9. Achievements.
10. Any other

Detailed Report:

The meeting started with prayer and Secretary of NCAS proposed welcome address for the academic year 2019-2020 followed by remarks by the remarks of C & D education trustee

1. Admission:

- i. It was suggested to highlight the facilities and best practices of the college.




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- ii. It was decided that the admission process be given vast publicity by circulating pamphlets, fixing banners in various areas and advertising in local TV channels and Newspapers.
- iii. It was recommended that every attempt be made to highlight the institution's credentials and give prospective students access to the policies, guidelines, and requirements on the college website.
- iv. It was decided to form a calling team which contains one staff member for admission process who can call the candidates and parents to inform them about the vacancies available in the institution.
- v. It was decided to allot one staff member for admission process who can guide the candidates and parents in selection of the programmes with respect to their eligibility marks and interest
- vi. Principal explained that the admission committee should clearly communicate the rules and regulations of the institution to the parents and the candidates. The signature to be obtained from the students and parents in the declaration form to ensure that they are aware of the institution rule and regulations.
- vii. The collection of certificates from the candidate should be done carefully during the admission. If any pending is there, they are supposed to submit during their joining date.

2. List of events for the year

- i. Principal presented the list of events to be conducted for the academic year 2019-2020.

Workshop = 4

Seminar = 15

Webinar = 13

Association event = 53

Cell events = 51

- ii. To participate in India Today ranking.
- iii. To conduct IIC events and submit the reports in the IIC portal.
- iv. To submit NIRF, AISHE.

3. Staff recruitment:

To recruit qualified faculty for the vacancies.

4. Infrastructure augmentation:




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- i. The principal submitted a proposal to purchase LCD Projectors, Projection screens for classrooms and additional rooms with benches and desk.
- ii. To increase the bandwidth of the network.

5. Add on Courses and Certificate courses:

Principal suggested to conduct department wise add on courses and certificate courses to all the students to enable the students in gaining knowledge and abilities which is not included in their regular curriculum framed by UNOM. These additional courses will enrich the graduates to attract the recruiters who are seeking for candidate with specialized quality.

6. Scholarship:

The management introduced many scholarships which will implemented from the academic year 2018-2019.

7. NAAC SECOND CYCLE

- i. The NAAC second cycle is going to be conducted on July 11th and 12th 2019.
- ii. The principal presented about the preparation for NAAC cycle.
- iii. The SSR was presented in the management committee meeting for approval.

8. Staff welfare – teaching and nonteaching staff member:

The principal suggested the following welfare measures for the staff members.

- i. To provide O.D for academic and research activities of the staff members.
- ii. To provide seed money for paper presentation and to attend conferences/workshops and towards membership fee of professional bodies

9. Budget Proposal:

The budget proposal for the academic year 2019-2020 for conducting various activities was submitted for the approval from the management committee.

10. Achievements:

The student's achievement in curricular, co-curricular and extra-curricular activities and staff members achievement of the academic year 2018-2019 were presented in the meeting.

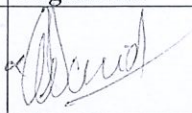
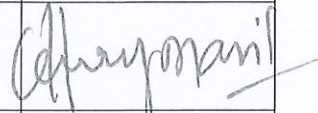
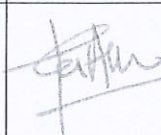
A general discussion was made regarding the growth development of the institution. The meeting ended with vote of thanks by the principal.




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1.	Mrs. Chandra David	Founder & Management Trustee, Chairman, C & D education trust,	
2.	Mr. A.N. Henry Maris	Management Committee & Secretary of Nazareth Institution	
3.	Ms. Sophia Maris	Management Member Trustee	In absentia
4.	Dr. E. Mary Angeline Santhosam	Ex officio members, Management Committee, NCAS	




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NAZARETH COLLEGE OF ARTS AND SCIENCE

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

MANAGEMENT COMMITTEE MEETING

Meeting No: NCAS/MM/4/2021

Date: 11.5.2021

Venue: Online

Time: 10:00 am. to 12:30 pm.

The Following members attended the meeting:

1. Mrs. Chandra David

Founder & Management Trustee, Chairman

2. Mr. A. N. Henry Maris

Management Trustee & Secretary of management Institution

3. Dr. E. Mary Angeline Santhosam

Ex officio members, Management Committee

In Absentia:

1. Ms. Sophia Maris

Management Member Trustee

Agenda:

1. Admission – inclusion of special scholarship.
2. List of Events for the year
3. Staff recruitment
4. Infrastructure
5. Add on courses and Certificate courses.
6. Teaching methodology.
7. Budget Proposal
8. Achievements.
9. Any other

Detailed Report:

The meeting started with prayer and Secretary of NCAS proposed welcome address for the academic year 2021-2022 followed by remarks by the remarks of C & D education trustee

1. Admission:

- i. Having awareness of the current pandemic situation, The Principal insisted to develop the online admissions processes in accordance with the




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guidelines set forth by the Tamil Nadu government for the 2021–22 academic year.

- ii. To maintain safety precautions for admission seekers and ways to authenticate the Online Admission process to arranged properly.
 - iii. To discuss the procedures to be followed for undertaking Online admission fees payments.
 - iv. To finalize the number of additional seats, additional sections and additional courses to be applied-for to the University of Madras for the academic year 2021-2022.
 - v. To formulate Online screening of the qualified and meritorious students.
 - vi. It was suggested to update the facilities and best practices of the college.
 - vii. It was decided that the admission process be given vast publicity by circulating pamphlets, fixing banners in various areas and advertising in local TV channels and Newspapers.
 - viii. It was decided to form a calling team which contains one staff member for admission process who can call the candidates and parents to inform them about the vacancies available in the institution.
 - ix. The admission duty list for admission process was circulated among staff members who can guide the candidates and parents in selection of the programmes with respect to their eligibility marks and interest
2. The collection of certificates from the candidate should be done carefully which can be done

3. List of events for the year

- i. Principal presented the list of events to be conducted for the academic year 2021-2022.

Workshop = 10

Seminar = 125

Webinar = 15

Association event = 55

Cell events = 53

- ii. To participate in India Today ranking, The Education World, The Week Survey.
- iii. To conduct IIC events and submit the reports in the IIC portal.
- iv. To submit NIRF, AISHE.




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4. Staff recruitment:

To recruit qualified faculty for the vacancies.

5. Infrastructure augmentation:

- i. The Principal submitted a proposal to purchase LCD Projectors, Projection screens for additional classrooms and replace repair benches with new benches and desk.

6. Add on Courses and Certificate courses:

Principal suggested to conduct department wise add on courses and certificate courses to all the students to enable the students in gaining knowledge and abilities which is not included in their regular curriculum framed by UNOM. These additional courses will enrich the graduates to attract the recruiters who are seeking for candidate with specialized quality.

7. Teaching Methodology:

- i. The principal explained about the teaching methodology which is planned to conduct during the pandemic period.
- ii. To follow the Online classes with both synchronized and asynchronized classes are to be conducted through G- meet.
- iii. The assessment and assignment to be submitted by the students in the GCR.
- iv. The various study materials, PPT, YouTube link are posted in Google Classroom.

8. Budget Proposal:

The budget proposal for the academic year 2021-2022 for conducting various activities was submitted for the approval from the management committee.

9. Achievements:

The student's achievement in curricular, co-curricular and extra-curricular activities and staff members achievement where the participation made through online mode of the academic year 2020-2021 were presented in the meeting.

A general discussion was made regarding the growth development of the institution.

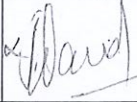
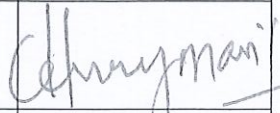
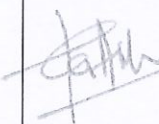
The meeting ended with vote of thanks by the principal.




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2.	Mr. A.N. Henry Maris	Management Committee & Secretary of Nazareth Institution	
3.	Ms. Sophia Maris	Management Member Trustee	In absentia
4.	Dr. E. Mary Angeline Santhosam	Ex officio members, Management Committee, NCAS	




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NAZARETH COLLEGE OF ARTS AND SCIENCE

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

MANAGEMENT COMMITTEE MINUTES

Meeting No: NCAS/MM/3/2020

Date: 15.5.2021

Venue: Online

Time: 03:00 pm. to 4:30 pm.

The Following members attended the meeting:

1. Mrs. Chandra David

Founder & Management Trustee, Chairman

2. Mr. A. N. Henry Maris

Management Trustee & Secretary of management Institution

3. Dr. E. Mary Angeline Santhosam

Ex officio members, Management Committee

In Absentia:

1. Ms. Sophia Maris

Management Member Trustee

Agenda:

1. Admission – inclusion of special scholarship.
2. List of Events for the year
3. Staff recruitment
4. Introduction of new programme.
5. Add on courses and Certificate courses.
6. Teaching methodology.
7. Budget Proposal
8. Achievements.
9. Any other

Detailed Report:

The meeting started with prayer and Secretary of NCAS proposed welcome address for the academic year 2020-2021 followed by remarks by the remarks of C & D education trustee

1. Admission:

- i. Having awareness of the current pandemic situation, The Principal insisted to develop the online admissions processes in accordance with the



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guidelines set forth by the Tamil Nadu government for the 2020-21 academic year.

- ii. To maintain safety precautions for admission seekers and ways to authenticate the Online Admission process to arranged properly.
 - iii. To discuss the procedures to be followed for undertaking Online admission fees payments.
 - iv. To finalize the number of additional seats, additional sections and additional courses to be applied-for to the University of Madras for the academic year 2020-2021.
 - v. To formulate Online screening of the qualified and meritorious students.
 - vi. It was suggested to update the facilities and best practices of the college.
 - vii. It was decided that the admission process be given vast publicity by circulating pamphlets, fixing banners in various areas and advertising in local TV channels and Newspapers.
 - viii. It was decided to form a calling team which contains one staff member for admission process who can call the candidates and parents to inform them about the vacancies available in the institution.
 - ix. The admission duty list for admission process was circulated among staff members who can guide the candidates and parents in selection of the programmes with respect to their eligibility marks and interest
2. The collection of certificates from the candidate should be done carefully which can be done

3. List of events for the year

- i. Principal presented the list of events to be conducted for the academic year 2020-2021.

Workshop = 4

Seminar = 15

Webinar = 13

Association event = 53

Cell events = 51

- ii. To participate in India Today ranking, The Education World, The Week Survey.
- iii. To conduct IIC events and submit the reports in the IIC portal.
- iv. To submit NIRF, AISHE.




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4. To introduce new programmes

To introduce B. Sc Visual communication as there is more demand for that programmes.

5. Staff recruitment:

To recruit qualified faculty for the vacancies.

6. Add on Courses and Certificate courses:

Principal suggested to conduct department wise add on courses and certificate courses to all the students to enable the students in gaining knowledge and abilities which is not included in their regular curriculum framed by UNOM. These additional courses will enrich the graduates to attract the recruiters who are seeking for candidate with specialized quality.

7. Teaching Methodology:

- i. The principal explained about the teaching methodology which is planned to conduct during the pandemic period.
- ii. Online classes with both synchronized and asynchronized classes are to be conducted through G- meet.
- iii. The various study materials, PPT, YouTube link are posted in Google Classroom.

8. NAAC SECOND CYCLE

- i. The Principal submitted NAAC second cycle report in the management committee meeting.
- ii. The Principal presented about the recommendation received in the NAAC cycle.

9. Budget Proposal:

The budget proposal for the academic year 2020-2021 for conducting various activities was submitted for the approval from the management committee.

10. Achievements:

The student's achievement in curricular, co-curricular and extra-curricular activities and staff members achievement of the academic year 2019-2020 were presented in the meeting.

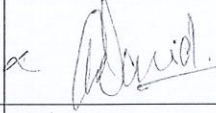
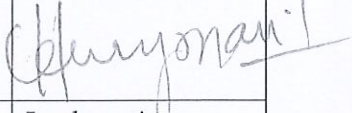
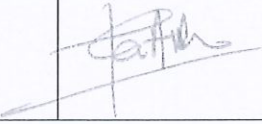
A general discussion was made regarding the growth development of the institution. The meeting ended with vote of thanks by the principal.




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NAZARETH COLLEGE OF ARTS AND SCIENCE

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MANAGEMENT COMMITTEE MEETING

Meeting No: NCAS/MM/5/2022

Date: 09.5.2022

Venue: Boardroom

Time: 10:00 am. to 12:00 pm.

The Following members attended the meeting:

1. Mrs. Chandra David

Founder & Management Trustee, Chairman

2. Mr. A. N. Henry Maris

Management Trustee & Secretary of management Institution

3. Dr. E. Mary Angeline Santhosam

Ex officio members, Management Committee

In Absentia:

1. Ms. Sophia Maris

Management Member Trustee

Agenda:

1. Admission – inclusion of special scholarship.
2. Introduction of additional section in B. Com and B. Sc CS.
3. List of Events for the year
4. Staff recruitment
5. Infrastructure
6. Add on courses and Certificate courses.
7. Scholarship admission
8. Approval of Policy
9. Staff welfare – teaching and non-teaching.
10. Budget Proposal
11. Achievements.
12. Any other

Detailed Report:




Principal

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Vellanoor Post, Avadi, Chennai-600062.

The meeting started with prayer and Secretary of NCAS proposed welcome address for the academic year 2022-2023 followed by remarks by the remarks of C & D education trustee

1. Admission:

- i. It was suggested to highlight the facilities and best practices of the college.
- ii. It was suggested that every effort be made to showcase the institution's qualifications and to provide admissions candidates with access to the college website's policies, procedures, and requirements.
- iii. It was decided that the admission process be given vast publicity by circulating pamphlets, fixing banners in various areas and advertising in local TV channels and Newspapers.
- iv. It was decided to allot one staff member for admission process who can guide the candidates and parents in selection of the programmes with respect to their eligibility marks and interest.
- v. Principal explained that the admission committee should clearly communicate the rules and regulations of the institution to the parents and the candidates.
- vi. The collection of certificates from the candidate should be done carefully during the admission.

2. To introduce new programme B. Com corporate Secretaryship with an intake of 50 students to meet the demand of the stakeholders.

3. List of events for the year

- i. Principal presented the list of events to be conducted for the academic year 2022-2023.

Workshop = 20

Seminar = 10

Association event = 55

Cell events = 55

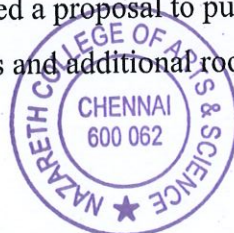
- ii. To participate in various rankings.

4. Staff recruitment:

To recruit qualified faculty for the additional sections.

5. Infrastructure augmentation:

- i. The Principal submitted a proposal to purchase LCD Projectors, Projection screens for classrooms and additional rooms with benches and desk.



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- ii. Few more cupboards and rack both in the department and office to be purchased for files.

6. Add on Courses and Certificate courses:

The principal recommended offering list of certificate programs and department-specific add-on courses to all students in order to help them acquire skills and information that are not included in the UNOM-designed curriculum. These extra classes will help grads stand out to employers looking for candidates with particular skills.

7. Scholarship:

The management announced the revised amount for the scholarships which will implemented from the academic year 2022-2023.

8. Research and Publication.

The Principal suggested the following welfare measures for the staff members.

- i. To provide O.D for academic and research activities of the staff members.
- ii. To provide seed money for paper presentation and to attend conferences/workshops and towards membership fee of professional bodies.
- iii. The management instructed the principal to ensure that the staff members publish atleast two UGC care journal.

9. Budget Proposal:

The budget proposal for the academic year 2022-2023 for conducting various activities was submitted for the approval from the management committee.

10. Achievements:

The student's achievement in curricular, co-curricular and extra-curricular activities and staff members achievement of the academic year 2021-2022 were presented in the meeting.

A general discussion was made regarding the growth development of the institution. The meeting ended with vote of thanks by the principal.

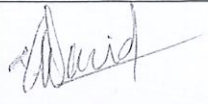
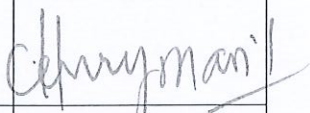
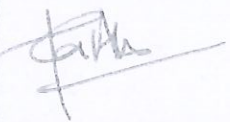



Principal

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NAZARETH COLLEGE OF ARTS & SCIENCE

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S.No.	Name of the Dignitary	Designation	Signature
1.	Mrs. Chandra David	Founder & Management Trustee, Chairman, C & D education trust,	
2.	Mr. A.N. Henry Maris	Management Committee & Secretary of Nazareth Institution	
3.	Ms. Sophia Maris	Management Member Trustee	In absentia
4.	Dr. E. Mary Angeline Santhosam	Ex officio members, Management Committee, NCAS	




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