

NAZARETH COLLEGE OF ARTS AND SCIENCE

Accredited by NAAC with 'B' grade

Management Council Meeting

Minutes of Meeting

The meeting was convened on **14.2.2019** at Hotel Radha Regent Chennai at 11.30A.M

The following members were present

- | | |
|---------------------|---|
| 1. Mr.Henry Maris | – Secretary |
| 2. Dr.Mary Angeline | – Principal |
| 3. Dr.Suburam | – University Representative |
| 4. Mr.Thyagaraj | – Staff Secretary, Management Council |
| 5. Ms.Girija Ruby | – Dean of Extension Activities |
| 6. Mr. Kirubananth | –Dean of Students affairs |
| 7. Ms.Hema | – Dean of Academics |
| 8. Ms.ManoRanjitham | –Vice Principal |
| 9. Dr.Smilee Bose | – Dean of Research and IQAC Coordinator |

Agenda:

1. Welcoming the Members.
2. Presentation by Principal - Introduction.
3. Presentation – Dean of Academic.
4. Presentation – Dean of Students Affairs
5. Presentation – Dean of Research and IQAC Coordinator.
6. Vote of thanks - Ms. ManoRanjitham, Vice Principal.

Detailed Report:

The meeting started with silent prayer

Mr.A.N Henry Maris ,Secretary of NCAS welcomed the members .

The following points were discussed

- It was discussed to have change in the infrastructure of the college.
- The budget for the academic year 2019-2020 was discussed.
- New initiatives and signing of MOU were discussed in the meeting.
- Purchase of Books for the Library was discussed.
- Add on Courses for the coming Academic year was discussed



[Signature]
Principal

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- Permanent Affiliation and Applications for 12B status was proposed
- It was discussed to have staff qualification approval for the academic year 2019 – 2020

Ms.Hema, Dean of Academics presented the academic result 2018 which contains the following details

- Result Analysis for Nov 2018
- Overall Pass percentage
- Division (Distinction, I Class, II Class)
- Student Satisfactory Survey

Mr.Kirubananth, Dean of Students Affairs presented the Feedback of students overall performance was analysed.

Dr. Smilee Bose, IQAC Coordinator and Dean of Research presented the following details

1. AQAR, IIQA was submitted and uploaded in NAAC website
2. It was proposed to submit SSR report online within 45 days for NAAC second cycle.
3. It was discussed to conduct workshop for staff members on stress management by IQAC.

The Management Council Meeting came to end by vote of thanks given by Mrs.Mano Ranjitham, Vice Principal, Nazareth College of Arts and Science.



Principal Signature

Management Council Meeting
Coordinator Signature



Principal
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NAZARETH COLLEGE OF ARTS & SCIENCE

(Accredited with 'B' Grade by NAAC)

Affiliated to the University of Madras

MANAGEMENT COUNCIL MEETING

Minutes of the Management Council Meeting of Nazareth college of Arts and Science held at Hotel Radha Regent on 14th February 2019 at 11.30 A.M

1	Mr.A.N. Henry Maris	Secretary	<i>Chengman</i>
2	Dr.Mary Angeline	Principal	<i>Angie</i>
3	Dr.K.Subburam	University Representative	<i>Subburam</i>
4	Mrs.Latha Pandiarajan	Founder of Ma Foi Management Consultants	Absent
5	Mr.Thyagaraj	Academic Council Member	<i>Thyagaraj</i>
6	Ms.Mano Ranjitham	Vice Principal	<i>Ranjitham</i>
7	Ms.Ruby	Dean of Extension	<i>Ruby</i> 14/2/19
8	Dr.Smilee Bose	IQAC - Co-ordinator	<i>Smilee</i> 14/2/19
9	Ms.Hema	Academic Dean	<i>Hema</i> 14/2/19
10	Mr.Kirubananth	Dean of Student Affair	<i>Kirubananth</i>



Principal
Principal

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NAZARETH COLLEGE OF ARTS AN SCIENCE

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

MANAGEMENT COUNCIL MEETING

MINUTES OF MEETING DATED ON 23.01.2020

Meeting was conducted on **23.01.2020** in the Board Room, College campus.

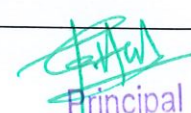
The following members were present

- Mr.Henry Maris – Secretary
- Dr.Mary Angeline – Principal
- Ms.ManoRanjitham–Vice Principal
- Dr.Mohammed Sherif – University Representative
- Ms.Alamelu – IQAC Coordinator
- Mr.Thyagaraj – Staff Secretary
- Mr.Kirubananth , Academic Council Member

Agenda:

Welcoming the Members	Mr. M. Thyagaraj, Assistant Professor, Department of Computer Science
Honoring the Chair person	Mr.A.N Henry Maris Secretary
Reading the Minutes and Action Taken Report of the previous Meeting	Mr. M. Thyagaraj, Assistant Professor, Department of Computer Science
Opening Remarks and Introduction of new members	Dr. E. Mary Angeline, Principal
IQAC Report	Mrs. K. Alamelu, IQAC Co-ordinator




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Academic Report	Mrs. K. Alamelu, Dean of Academics
Extension Report	Mr. M. Jeevan Kishore Kumar, Assistant Professor of Social Work
Examination and Extra Curricular Activities	Mrs. E, ManoRanjitham Vice Principal & Dean of examinations
Plan for 2019-2020	Dr. E. Mary Angeline, Principal
Any other matter	
Vote of Thanks	Mr. V. Kirubananth, Academic Council Member

Detailed Report:

The meeting started with silent prayer.

Mr. Thyagaraj, Assistant Professor, Computer Science of NCAS welcomed the members.

The following points were discussed

- The Action Taken Report for previous meeting was presented by Mr.Thyagarajan.
- Honoured the Chief Guest by Mr.An.N Henry Maris, Secretary
- The budget for Academic year 2019 – 2020 was discussed.
- Dr. E. Mary Angeline Santhosam, Principal introduced all the new members of the Management Council. She presented the plans for the year 2019 – 2020 like initiatives to be taken and participations in rankings.
- IQAC and Academic Report was presented by Ms.Alamelu for the year 2019 - 2020 which contains the following details:
 - Report on NAAC Visit and Re –Accreditation
 - Details regarding seminars and workshops conducted by IQAC
 - Result analysis for April 2019
 - Overall pass percentage




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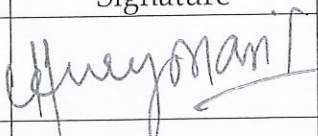
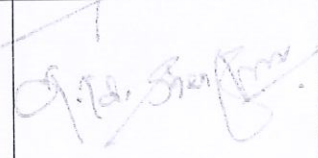
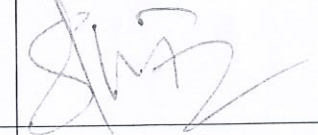
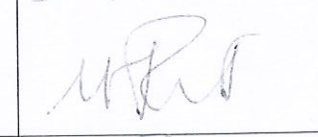
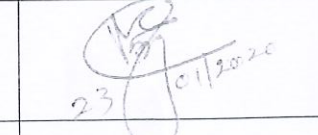
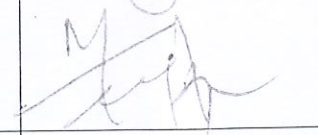
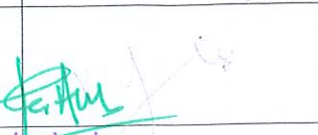
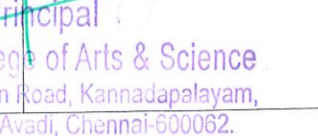
NAZARETH COLLEGE OF ARTS & SCIENCE

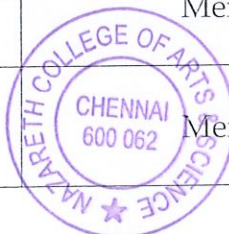
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17th MANAGEMENT COUNCIL MEETING

ATTENDANCE ON 23.01.2020

S.No.	Name of the Dignitary	Designation	Signature
1.	Mr. A.N. Henry Maris, Secretary	Member	
2.	Dr. E. Mary Angeline Santhosam Principal	Member	
3.	Dr. M.Mohammed Sherif Principal, The Quaid-e-Milleth College for Men	University Representative,	
4.	Mrs. Latha Pandiarajan Founder of Ma Foi Management Consultants	Member Educationist	A
5.	Mr. E. Selvaraj Partner, PSM Associates	Member Industrialist and Society Representative	
6.	Mr. M. Thyagaraj Assistant Professor of Computer Science	Staff Secretary	
7.	Ms. E. Mano Ranjitham Vice Principal	Member	
8.	Mr. M. Jeevan Kishore Kumar Assistant Professor of Social Work	Faculty Representative	
9.	Mrs. K. Alamelu IQAC Co-Ordinator & Academic Dean	Member	
10.	Mr. V. Kirubananth Dean of Student Affair	Member	
11.	Mrs. L. Girja Ruby Dean of Extension Activities	Member	



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MANAGEMENT COUNCIL MEETING

MINUTES OF MEETING – 26.5.2020

The management council meeting was conducted through ZOOM app on 26.5.2020

Following members attended the meeting:

1. Dr.Shariff – University representative
2. Mr. A.N.Henry Maris – Secretary
3. Dr.E.Mary Angeline – The Principal
4. Mr. Selvaraj – Industrialist
5. Ms. E.Mano Ranjitham – Vice – Principal
6. Ms. K.Alamelu – IQAC coordinator
7. Dr.M.Thyagaraj- Convenor
8. Mr. V.Kirubanath – Dean of student Affairs

In absentia

1. Ms.Princy John – Head of Department of English
2. Mr. Jeevan Kishore – Assistant Professor of Department of Social Work

Agenda 1:

The Meeting started with a formal greeting by the Principal.

Agenda 2:

Mr.Henry Maris , Secretary gave the introduction speech and greeted the members.

Agenda 3:

The previous meeting Minutes and Action Taken Report read by Dr.Thyagaraj

Agenda 4:

Dr. Mary Angeline presented the following remarking plan for the academic year 2020-2021

- To strengthen E-Professor
- To Strengthen Research as Distinctiveness




Principal

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- To Publish the first edition of NIJMAR- Nazareth International Journal of Multidisciplinary and Advanced Research
- To initiate Student & Faculty Exchange
- To have Infrastructure changes
- To Continue Education courses for Alumni in the evenings.
- To recruit qualified faculty to fill up vacancies
- To apply for Permanent Affiliation

AGENDA -5:

Ms. K.Alamelu , IQAC Coordinator presented IQAC and Academic report.

IQAC REPORT

- As for as AQAR 2018-2019 is considered, Consolidation of data from the department has been completed. Once the college reopens uploading of data through online will be carried out.
- As for as AQAR 2019-2020 is considered, Consolidation of data ,received from the departments is on process. The final draft will get ready after the lock down.
- The online feedback and SSS is also ready with the link. The link has to be shared with the stakeholders.
- Online Staff appraisal form is also ready.

ACADEMIC REPORT

- The pass percentage has been increased in certain departments like B.SC Maths from 31% to 55%, B.B.A Shift –II from 80% to 89%, B.COM Shift-I 38% to 48% and B.Com Shift –II remains same with 43% . In other department there is a slight decrease in the pass percentage. We are working towards it. We will rectify it in the coming exam. We are giving assignments to slow learners.
- The staff members those who had one or two topics to be covered was completed through online classes. They shared the lecture notes through mail.
- Question banks, Assignments are given to the students through mail to prepare themselves for the exams.
- Simultaneously the workload allotment was done.
- The staff members prepared the question bank, Lesson plan, Unit allocation, PPT , Video lectures for upcoming semester as per UGC suggestion that 25% of syllabus has to be covered through online.




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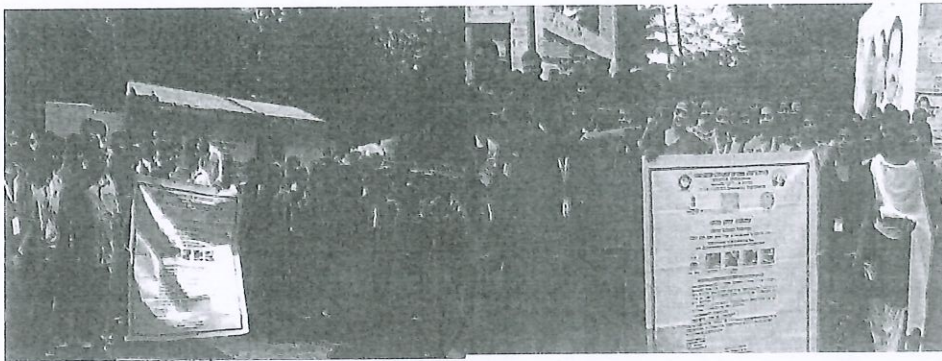
AGENDA -6:

Principal explained the following post COVID 19 preparation for Nazareth College

- To clean & disinfect the campus.
- To provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures.
- To increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc
- To enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of college surfaces.
- To advise sick students, teachers and other staff not to come to college.
- To promote social distancing, demonstrate regular hand washing, daily symptoms checking
- To display information on symptoms, helplines on website, each classroom and common notice boards
- To avoid crowded programmes and plan for online programmes
- To plan continuity of learning
- To have psychological support programmes for the employees, students and parents.
- To keep the health centre fully manned with basic medicines to address minor issues.

AGENDA -7:

- Dr.E.Mary Angeline explained about UNNAT BHARAT ABHIYAN and various activities conducted through UBA




Principal

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AGENDA -8:

Ms.E.Mano Ranjitham, Vice principal and Dean of Examination listed the members of exam committee.

- Dr. Mary Angeline – Principal, NCAS , Chief superintendent
- Ms. Mano Ranjitham. E – Vice Principal, NCAS , Dean of Examination
- Ms.R.Kaviyarasi - Assist. Prof. Department of Computer Science, Assistant Examiner
- Exam Committee Members

- 1.Ms. Deepa – Assist. Prof. Department of Maths.
- 2.Ms. Joy Rose – Assist. Prof. Department of Computer Applications.
3. Mr.A.B.Ramachandran- Assist. Prof. Department of Tamil.
4. Ms.Revathy – Assist.Prof. Department of Commerce.

She also explained the examination schedule and preparation for university exams

- Internal exams
 1. January- Open Book
 2. February – CIA
 3. March – Model Exam
- Preparation of question bank by the staff members
- She explained about question paper setting board which consist of senior faculty from various department. The board of members framed the questions for the model exam from the question bank submitted by the staff members.
- The HOD, Deans and other faculty are not aware of the questions.
- University exam practical and theory exams will be conducted as per UNOM

Vice principal reported the major activities conducted during the even semester

1. College Day – 2020 on 22.02.2020 .Mr. A Padmasingh Isaac, founder and chairman of Aachi group of companies was the chief guest for the programme.
2. Sports Day – 2020 on 2.3.2020 ,Mr. David, Chairman of the Nazareth Institutions was the chief guest.
3. Graduation Day – 2020 on 07.03.2020, Dr.K.Pandian Controller of Examination (University of Madras)

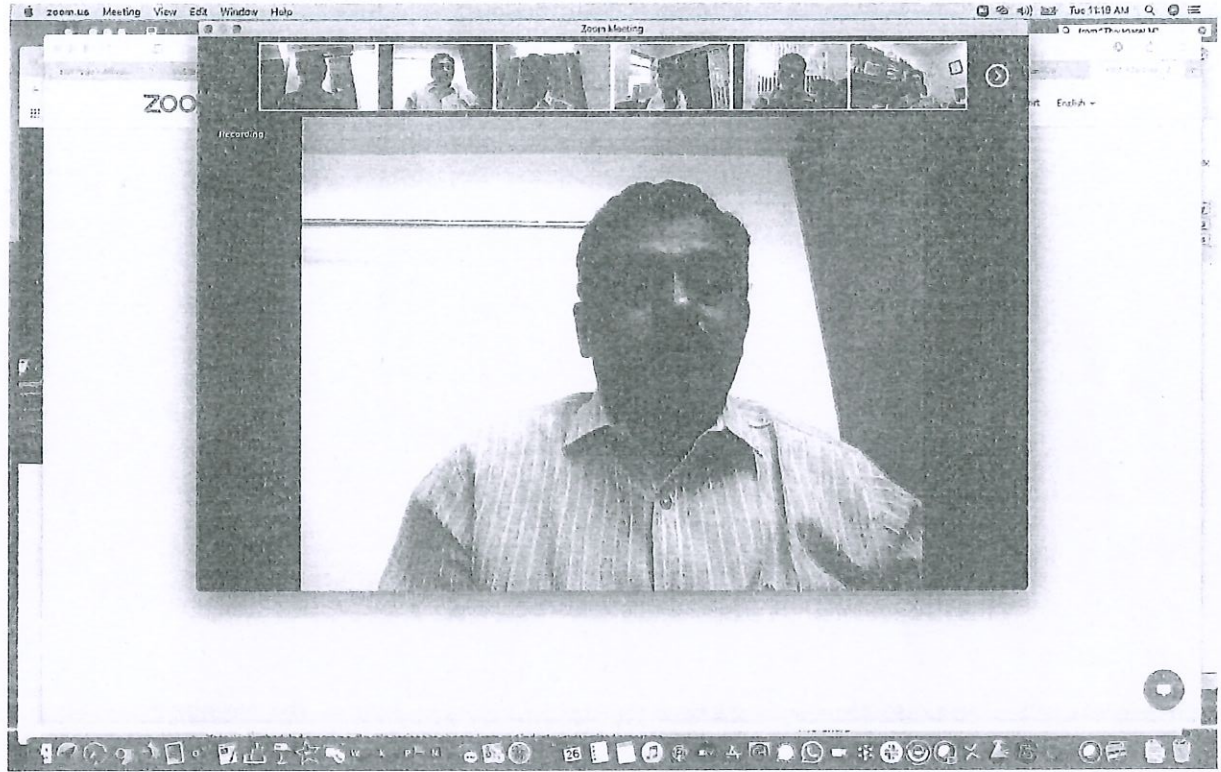


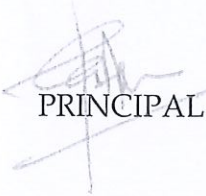

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AGENDA – 9:

Ms. K.Alamelu , IQAC Coordinator has highlighted the submission of AQAR 2019 – 2020

The meeting came to an end with the vote of thanks read by Ms.E.Mano Ranjitham.




PRINCIPAL




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MANAGEMENT COUNCIL MEETING

MINUTES OF MEETING

The management council meeting was conducted on 22.06.2022

Following members attended the meeting:

1. Mr. A. N. Henry Maris, The Secretary
2. Dr. E. Mary Angeline, The Principal
3. Dr. Subramaniam, University representative
4. Dr. Sugato Dutt, Retd. - Civil Servant
5. Mr. Selvaraj - Industrialist
6. Ms. E. Mano Ranjitham, Vice – Principal
7. Ms. K. Alamelu, IQAC coordinator Head, Department of Mathematics
8. Dr. M. Thyagaraj, Convener, Head, Department of Computer Applications
9. Dr. D. Senthil, Head, Department of Computer Science
10. Ms. Kaviyarasi, Dean of Examinations
11. Mr. V. Kirubanath, Asst. Professor, Department of Physical Education

Agenda:

1. Opening Remarks and Plan for 2022-2023 , New Initiatives, Extension Activities: NSS & NCC Achievements
2. IQAC Report, IIC,IEDP
3. Academic Report & MYOS Connect
4. Examinations Report
5. Research Report
6. Achievements in Sports
7. Projects - Video presentation – All activities & plan podcast

Detailed report:

1. The meeting started with welcome address by Dr. M. Thiagaraj, Management Council meeting convener and Dean of Student Affairs.
2. He read the action taken report of the previous minutes of meeting.



[Signature]
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- Tamil Nadu Due ball Team men (Camp) May 2th to 7th
- Sports Farewell & Hostel day – May 28th
- TS3 Marathon – April 24th

➤ **Achievements in various games Inter collegiate level 2021-2022**

- Hand ball men-first place
- Ballbadminton-1st place
- Kabaddi-2nd place women
- Hockey-2nd place women
- Hockey men-3rd place
- Kho-Kho women -3rd place



➤ **Achievements in various Games Inter collegiate level 2021-2022**

- Football men -4th place
- Volleyball men -4th place
- Volleyball women -4th place
- Handball women-4th place
- Due ball men 2nd place
- Kabaddi-men participation
- Kho-Kho men participation

➤ **Achievement of Students**

- 13 university
- 11 nationals
- 2 internationals

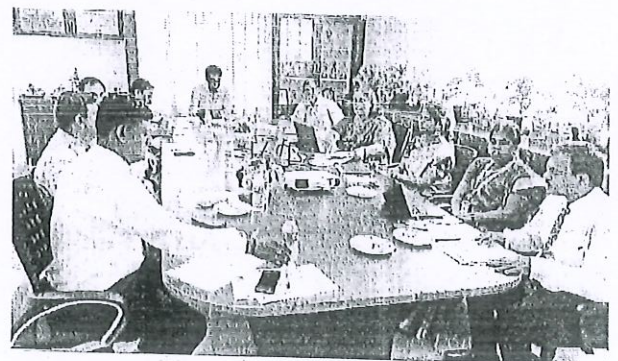
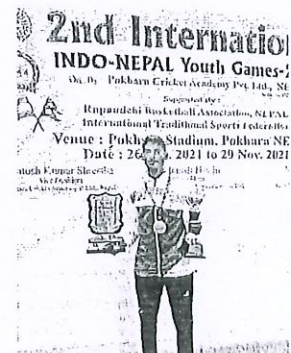
➤ **Sports quota Placement**

Tamil Nadu police

- Rahul BBA
- Vijay Anand BBA
- Kalivardhan BBA
- Kalavathi MSW
- Jayalakshmi MSW

Pondicherry police

- Raja shift 2 BBA



Signature of the Principal

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Signature of Coordinator



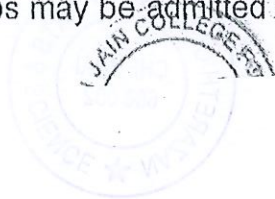
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ANNEXURE

PROCEDURE FOR ADMISSION TO UG/PG COURSES IN ARTS AND SCIENCE COLLEGES 2021-22

1. The procedure given in this communication is applicable to all the Government/Government Aided/ University Constituent / Self Financing colleges of Arts and Science in Tamil Nadu. These are to be observed both in letter and spirit. Where otherwise stated these procedure for admission to UG/PG courses are common for both.
2. Transparent exhibition of the fee structure for various courses should be given in the prospectus and to be uploaded in www.tngasa.org.
3. The Principal of the college and the admission committee will be responsible for any violations in this regard.
4. Admission committee is to be broadened to include senior teaching faculty, number to be specified as either 3 or 4.
5. Implementation of Rules of Reservation should be followed strictly to each course separately.
6. Admissions for aided courses are to be conducted before admissions for each self financing courses.
7. a) The choices of colleges and courses, should be opted by the candidates at the time of registration.
b) Filled in application should contain atleast one contact number.
8. Documents to be scanned and uploaded as per instructions in the webportal:
 - a) Qualifying Examination Mark Sheet / Provisional Marksheet.
 - b) Community Certificate (wherever applicable)
 - c) Certificate of proof when admission is sought under Differently Abled/ Sports Quota/ NCC/Ex-Servicemen etc.
 - d) Transfer Certificate
 - e) **Eligibility certificate** for students from other States/ Boards / Universities.
 - f) As per Government letter No. 4527/G1/2003, dated 17.10.2003, admission may be accorded purely on merit basis on production of Identity Card issued by the concerned HQ Tahsildars in respect of students seeking admission from Sri Lankan Tamil refugee camp and those who were not enrolled in refugee camps may be admitted on production of VISA and Passport on merit basis.



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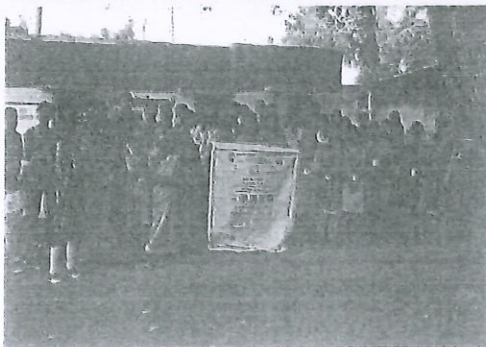
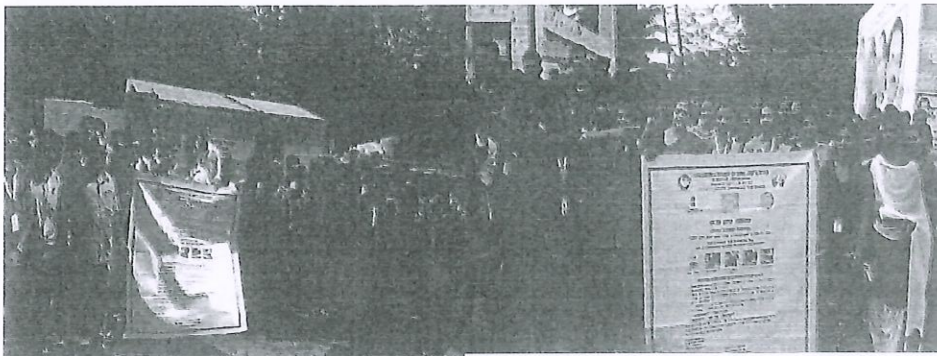
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AGENDA -8:

Ms.E.Mano Ranjitham, Vice principal and Dean of Examination listed the members of exam committee.

- Dr. Mary Angeline – Principal, NCAS , Chief superintendent
- Ms. Mano Ranjitham. E – Vice Principal, NCAS , Dean of Examination
- Ms.R.Kaviyarasi - Assist. Prof. Department of Computer Science, Assistant Examiner
- Exam Committee Members

1.Ms. Deepa – Assist. Prof. Department of Maths.

2.Ms. Joy Rose – Assist. Prof. Department of Computer Applications.

3. Mr.A.B.Ramachandran- Assist. Prof. Department of Tamil.

4. Ms.Revathy – Assist.Prof. Department of Commerce.

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- The HOD, Deans and other faculty are not aware of the questions.
- University exam practical and theory exams will be conducted as per UNOM

Vice principal reported the major activities conducted during the even semester

1. College Day – 2020 on 22.02.2020 .Mr. A Padmasingh Isaac, founder and chairman of Aachi group of companies was the chief guest for the programme.
2. Sports Day – 2020 on 2.3.2020 ,Mr. David, Chairman of the Nazareth Institutions was the chief guest.
3. Graduation Day – 2020 on 07.03.2020, Dr.K.Pandian Controller of Examination (University of Madras)




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AGENDA – 9:

Ms. K.Alamelu , IQAC Coordinator has highlighted the submission of AQAR 2019 – 2020

The meeting came to an end with the vote of thanks read by Ms.E.Mano Ranjitham.




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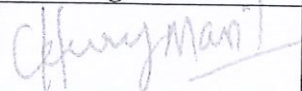
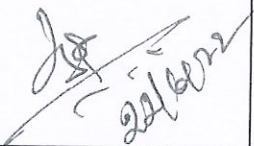
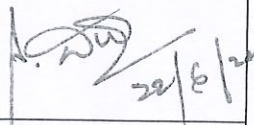
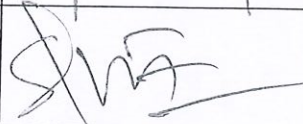
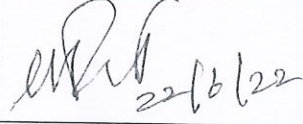
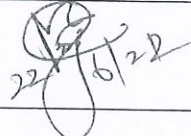
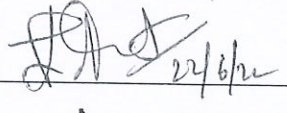
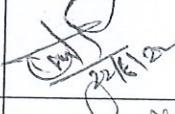
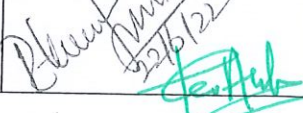
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21st MANAGEMENT COUNCIL MEETING

ATTENDANCE ON 22.06.2022

S.No.	Name of the Dignitary	Designation	Signature
1.	Mr. A.N. Henry Maris, Secretary	Management	
2.	Dr. E. Mary Angeline Santhosam Principal	Chairperson	
3.	Dr. A. Subramanian, Assistant Professor and Head i/c., Department of Education, University of Madras,	University Representative	
4.	Mr. Ajit Samon Educationalist	Member Educationist	Absent
5.	Dr. Sugato Dutt Civil Servant	Member Civil Servant	
6.	Mr. E. Selvaraj Partner, PSM Associates	Member Industrialist and Society Representative	
7.	Dr. M. Thyagaraj Dean of Student Affairs	Co-ordinator	
8.	Ms. E. Mano Ranjitham Vice Principal	Member	
9.	Mrs. K. Alamelu IQAC Co-Ordinator & Academic Dean	Member	
10.	Mr. V. Kirubananth Academic Council Member	Member	
11.	Dr. Senthil Dean of Research	Member	
12.	Mrs. Kaviyarasi Dean of Examination	Member	



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MANAGEMENT COUNCIL MEETING

MINUTES OF MEETING – 26.5.2020

The management council meeting was conducted through ZOOM app on 26.5.2020

Following members attended the meeting:

1. Dr.Shariff – University representative
2. Mr. A.N.Henry Maris – Secretary
3. Dr.E.Mary Angeline – The Principal
4. Mr. Selvaraj – Industrialist
5. Ms. E.Mano Ranjitham – Vice – Principal
6. Ms. K.Alamelu – IQAC coordinator
7. Dr.M.Thyagaraj- Convenor
8. Mr. V.Kirubanath – Dean of student Affairs

In absentia

1. Ms.Princy John – Head of Department of English
2. Mr. Jeevan Kishore – Assistant Professor of Department of Social Work

Agenda 1:

The Meeting started with a formal greeting by the Principal.

Agenda 2:

Mr.Henry Maris , Secretary gave the introduction speech and greeted the members.

Agenda 3:

The previous meeting Minutes and Action Taken Report read by Dr.Thyagaraj

Agenda 4:

Dr. Mary Angeline presented the following remarking plan for the academic year 2020-2021

- To strengthen E-Professor
- To Strengthen Research as Distinctiveness




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- To Publish the first edition of NIJMAR- Nazareth International Journal of Multidisciplinary and Advanced Research
- To initiate Student & Faculty Exchange
- To have Infrastructure changes
- To Continue Education courses for Alumni in the evenings.
- To recruit qualified faculty to fill up vacancies
- To apply for Permanent Affiliation

AGENDA -5:

Ms. K.Alamelu , IQAC Coordinator presented IQAC and Academic report.

IQAC REPORT

- As for as AQAR 2018-2019 is considered, Consolidation of data from the department has been completed. Once the college reopens uploading of data through online will be carried out.
- As for as AQAR 2019-2020 is considered, Consolidation of data ,received from the departments is on process. The final draft will get ready after the lock down.
- The online feedback and SSS is also ready with the link. The link has to be shared with the stakeholders.
- Online Staff appraisal form is also ready.

ACADEMIC REPORT

- The pass percentage has been increased in certain departments like B.SC Maths from 31% to 55%, B.B.A Shift –II from 80% to 89%, B.COM Shift-I 38% to 48% and B.Com Shift –II remains same with 43% . In other department there is a slight decrease in the pass percentage. We are working towards it. We will rectify it in the coming exam. We are giving assignments to slow learners.
- The staff members those who had one or two topics to be covered was completed through online classes. They shared the lecture notes through mail.
- Question banks, Assignments are given to the students through mail to prepare themselves for the exams.
- Simultaneously the workload allotment was done.
- The staff members prepared the question bank, Lesson plan, Unit allocation, PPT , Video lectures for upcoming semester as per UGC suggestion that 25% of syllabus has to be covered through online.




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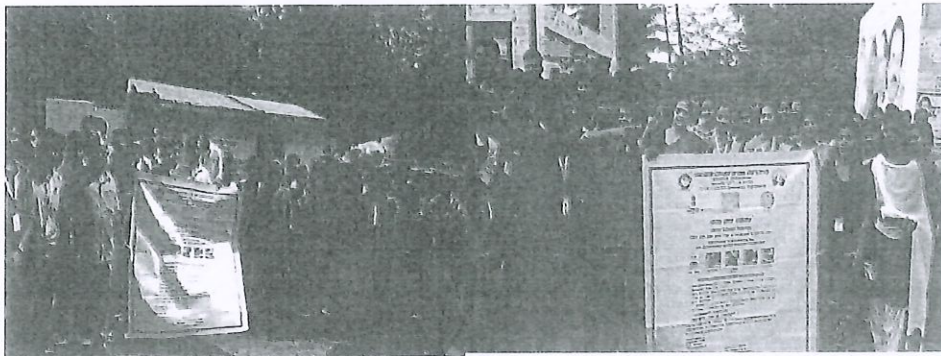
AGENDA -6:

Principal explained the following post COVID 19 preparation for Nazareth College

- To clean & disinfect the campus.
- To provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures.
- To increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc
- To enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of college surfaces.
- To advise sick students, teachers and other staff not to come to college.
- To promote social distancing, demonstrate regular hand washing, daily symptoms checking
- To display information on symptoms, helplines on website, each classroom and common notice boards
- To avoid crowded programmes and plan for online programmes
- To plan continuity of learning
- To have psychological support programmes for the employees, students and parents.
- To keep the health centre fully manned with basic medicines to address minor issues.

AGENDA -7:

- Dr.E.Mary Angeline explained about UNNAT BHARAT ABHIYAN and various activities conducted through UBA




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AGENDA -8:

Ms.E.Mano Ranjitham, Vice principal and Dean of Examination listed the members of exam committee.

- Dr. Mary Angeline – Principal, NCAS , Chief superintendent
- Ms. Mano Ranjitham. E – Vice Principal, NCAS , Dean of Examination
- Ms.R.Kaviyarasi - Assist. Prof. Department of Computer Science, Assistant Examiner
- Exam Committee Members

1.Ms. Deepa – Assist. Prof. Department of Maths.

2.Ms. Joy Rose – Assist. Prof. Department of Computer Applications.

3. Mr.A.B.Ramachandran- Assist. Prof. Department of Tamil.

4. Ms.Revathy – Assist.Prof. Department of Commerce.

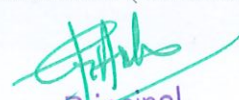
She also explained the examination schedule and preparation for university exams

- Internal exams
 1. January- Open Book
 2. February – CIA
 3. March – Model Exam
- Preparation of question bank by the staff members
- She explained about question paper setting board which consist of senior faculty from various department. The board of members framed the questions for the model exam from the question bank submitted by the staff members.
- The HOD, Deans and other faculty are not aware of the questions.
- University exam practical and theory exams will be conducted as per UNOM

Vice principal reported the major activities conducted during the even semester

1. College Day – 2020 on 22.02.2020 .Mr. A Padmasingh Isaac, founder and chairman of Aachi group of companies was the chief guest for the programme.
2. Sports Day – 2020 on 2.3.2020 ,Mr. David, Chairman of the Nazareth Institutions was the chief guest.
3. Graduation Day – 2020 on 07.03.2020, Dr.K.Pandian Controller of Examination (University of Madras)

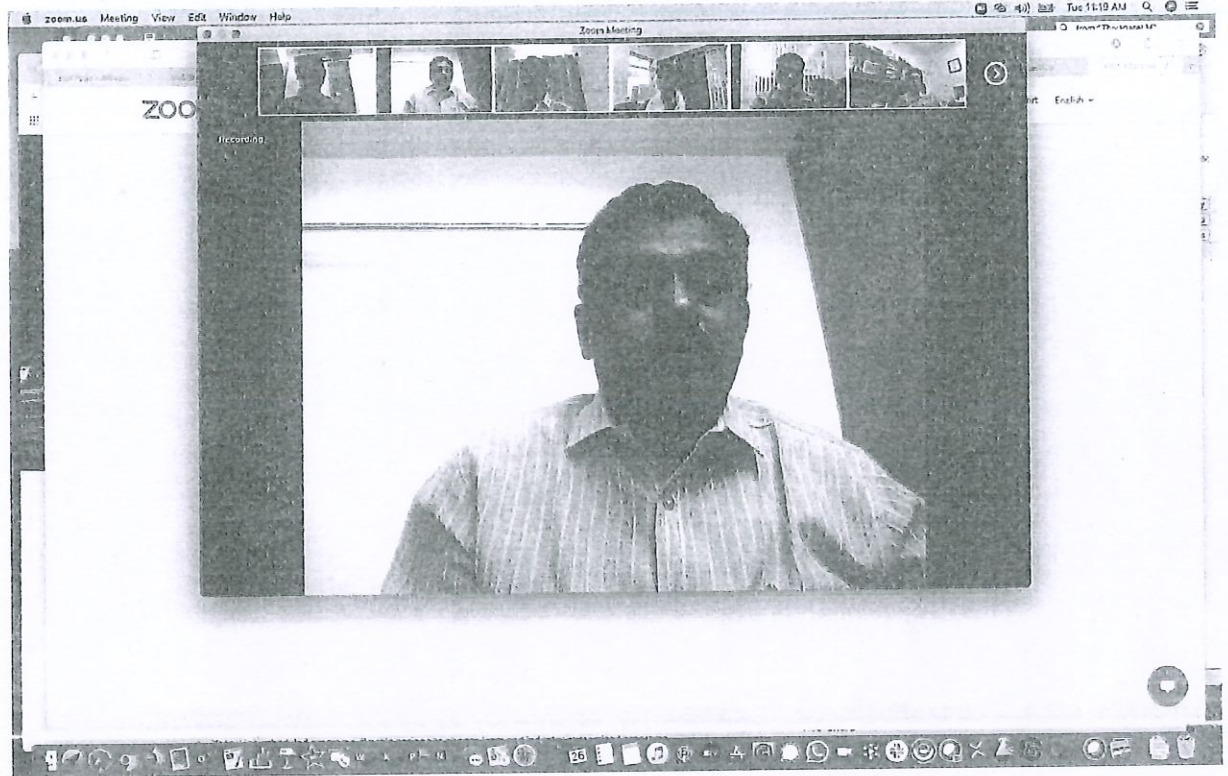


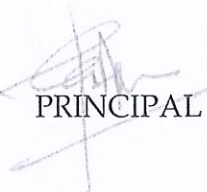

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AGENDA – 9:

Ms. K.Alamelu , IQAC Coordinator has highlighted the submission of AQAR 2019 – 2020

The meeting came to an end with the vote of thanks read by Ms.E.Mano Ranjitham.




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MANAGEMENT COUNCIL MEETING

MINUTES OF MEETING

The management council meeting was conducted on 22.06.2022

Following members attended the meeting:

1. Mr. A. N. Henry Maris, The Secretary
2. Dr. E. Mary Angeline, The Principal
3. Dr. Subramaniam, University representative
4. Dr. Sugato Dutt, Retd. - Civil Servant
5. Mr. Selvaraj - Industrialist
6. Ms. E. Mano Ranjitham, Vice – Principal
7. Ms. K. Alamelu, IQAC coordinator Head, Department of Mathematics
8. Dr. M. Thyagaraj, Convener, Head, Department of Computer Applications
9. Dr. D. Senthil, Head, Department of Computer Science
10. Ms. Kaviyarasi, Dean of Examinations
11. Mr. V. Kirubanath, Asst. Professor, Department of Physical Education

Agenda:

1. Opening Remarks and Plan for 2022-2023 , New Initiatives, Extension Activities: NSS & NCC Achievements
2. IQAC Report, IIC,IEDP
3. Academic Report & MYOS Connect
4. Examinations Report
5. Research Report
6. Achievements in Sports
7. Projects - Video presentation – All activities & plan podcast

Detailed report:

1. The meeting started with welcome address by Dr. M. Thiagaraj, Management Council meeting convener and Dean of Student Affairs.
2. He read the action taken report of the previous minutes of meeting.




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3. Opening Remarks and Plan for 2022-2023 was given by Dr. E. Mary Angeline, Chairperson and Principal, NCAS.
4. She explained about
 - New initiatives
 - Extension activities
 - Various achievements like India Today Ranking, Education world ranking, Bhumi Award.
5. Ms. K. Alamelu, Dean of IQAC presented the IQAC report which includes members of IQAC, events conducted during the academic year 2021-2022, submission details in AY 2021-2022 by IQAC and strategic plan for the upcoming AY 2022-2023.
6. Ms. K. Alamelu presented various activities conducted under IIC.
7. Dr. M. Thiyagaraj presented the various events conducted in IEDP.
8. The IQAC strategic plan are FDP on teaching pedagogy.
 - Workshop on Integration of Basic ICT tools in teaching pedagogy.
 - Capacity building workshop on Quality research communications for the staff members.
 - A faculty induction programme for new faculty members
 - A webinar on How to approach and procedure for projects / result consultancy
9. Ms. E. Mano Ranjitham, Dean of Examination and Vice Principal presented the academic report. She explained about blended learning followed in the college, various platform used for effective teaching and the future plan for the AY 2022-2023.
10. She explained about MYOS connect, its application and major role in conducting various academic activities and placement for the students.
11. Ms. R. Kaviyarasi, Dean of Examination presented the examination report for the academic year 2021-2022. She presented about the orientation classes conducted for both students & staff members. She further explained about the internal and external examination process.
12. Dr. D. Senthil, Dean of Research explained about the various events namely
 - Webinar on Quality Research Writing – August 2021
 - Research Week Department wise was conducted on September 2021.
 - Webinar on Kick Start your Research and Publication Journey October 2021
 - Canny Consortium of College – Nehru Group of Institutions
 - Initiation of Nazareth International Journal of Multidisciplinary and Advanced Research – NIJMAR.
 - Collaboration of Nazareth College of Arts & Science with Research Circle in the month of March 2022. The main motive to organize webinars and FDP programs to cultivate research and book chapter publications.
13. He also presented the data of the staff member's participation in seminar, webinar, research publication which is attached as annexure with the report.
14. Mr. V. Kirubanath Physical Director, NCAS presented the students achievement in various sports and games.
15. The various attachment are as follows
 - B-Zone Men's Inter Collegiate Tournament – Dec 16
 - B-Zone Women's Inter Collegiate Tournament – Dec 17
 - South India Level Intercollegiate Handball Tournament Nazareth Alumni Trophy – April 9 & 10
 - Thiruvallur District Football – June 9th to 12th (super division league)




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- Tamil Nadu Due ball Team men (Camp) May 2th to 7th
- Sports Farewell & Hostel day – May 28th
- TS3 Marathon – April 24th

➤ **Achievements in various games Inter collegiate level 2021-2022**

- Hand ball men-first place
- Ballbadminton-1st place
- Kabaddi-2nd place women
- Hockey-2nd place women
- Hockey men-3rd place
- Kho-Kho women -3rd place



➤ **Achievements in various Games Inter collegiate level 2021-2022**

- Football men -4th place
- Volleyball men -4th place
- Volleyball women -4th place
- Handball women-4th place
- Due ball men 2nd place
- Kabaddi-men participation
- Kho-Kho men participation

➤ **Achievement of Students**

- 13 university
- 11 nationals
- 2 internationals

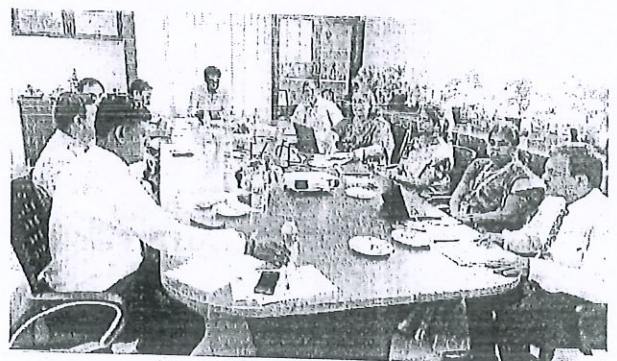
➤ **Sports quota Placement**

Tamil Nadu police

- Rahul BBA
- Vijay Anand BBA
- Kalivardhan BBA
- Kalavathi MSW
- Jayalakshmi MSW

Pondicherry police

- Raja shift 2 BBA



Signature of the Principal

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Signature of Coordinator



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MANAGEMENT COUNCIL MEETING

MINUTES OF MEETING – 03.03.2022

Following members attended the meeting:

1. Dr.Subramaniam, University representative
2. Dr.Sugato Dutt, Retd. Civil Servant – Management council Member
3. Mr. A.N.Henry Maris, The Secretary, NCAS
4. Dr.E.Mary Angeline, The Principal, NCAS
5. Ms.E.ManoRanjitham, Vice – Principal, NCAS
6. Ms. K.Alamelu, IQAC coordinator Head, Department of Maths, NCAS
7. Dr.M.Thyagaraj, Convener, Dean of Student Affairs, Head, Department of Computer Applications, NCAS
8. Dr. V Hema, Head, Department of English, NCAS
9. Dr. D. Senthil, Head, Department of Computer Science, NCAS
10. Ms. Kaviyarasi, Dean of Examinations, NCAS
11. Mr. Febin, Asst. Professor, NCAS

Agenda 1:

The Meeting started with a formal greeting by the Principal.

Agenda 2:

Mr. A.N.Henry Maris, The Secretary, gave the introduction speech and greeted the members.

Agenda 3:

The previous meeting Minutes and Action Taken Report was read by Dr.Thyagaraj.

Agenda 4:

Dr. Mary Angeline presented the opening remarks and plan for 2021-2022 odd semester and even semester. The new initiatives were presented.




Principal

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- Dr. Radhakrishnan Bharat Shiksha Awards for Outstanding Contribution in Extension Outreach Programs Colleges(South Zone)
- 68th rank in THE WEEK (All India Survey)
- Faculty Strength is 74, 10 approved faculty and 18 Members yet to be approved.
- Listed the workshops conducted
- 03.02.21 – Resource Person Mr.Vincent Arogiyanathan & Mr. Gnanaraj from the company the Ministro Foundation Offered Personality Development Programme.
- 02.03.21 – Resource Person Mr. Gowthamaraj from IN120.in presented Topic Concerning Government Sector Job Opportunities.
- From 18.05.21 to 20.05.21 Ms.Eucharista & Ms.Gayathry from MYOS presented on the subject of Interview Etiquette & JD.
- 720 Conference/Webinar/Workshop/FDP attended by the staff members, 2 Books Published and 2 are in process, 11 Papers have been published and 1 Patent.

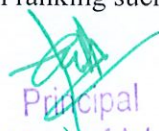
New Initiative 2021-2022

- MOU – Nehru Institution
- Truly Nazareth – PODCast
- Cyber Security and E-Waste Management
- Astronomy, Constitution and Family life education awareness for students.
- To Publish the first edition of NIJMAR- Nazareth International Journal of Multidisciplinary and Advanced Research
- 3 Vaccination Camps have been organized Hence all the Staff members and the students are vaccinated
- College level Celebrations are as follows
 - Independence day
 - Teacher's day
 - Christmas Celebrations
 - Pongal vizha
 - Republic day

AGENDA -5:

Ms. K.Alamelu , IQAC Coordinator presented the submission dates of all ranking such as;




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- NIRF2022 Submitted on 15.2.2022
- India Today 2022 Submitted on 25.2.2022
- AISHE Submitted on 28.2.2022
- AQAR 2020-2021 Submitted 31.3.2022
- The Week Survey Submitted in the Last week of April
- The Education world Submitted in the Last week of April

IQAC ACHIEVEMENT

- IQAC team called for external audit by Christ College of Arts and Science.
- Our principal Dr. E. Mary Mary Angeline, Chair person of IQAC, NCAS has been selected as NAAC peer team member to assess a college in Nagpur shortly.

UPCOMING EVENTS

The Upcoming Events that are scheduled

- Graduation Day on 19.3.2022
- Inter Collegiate Cultural on 08.4.2022
- Inter Department Cultural on 06.4.2022
- College Day on 7.5.2022
- Alumni Meet on 23.4.2022
- Sports Day on 11.5.2022
- Hostel Day on 26.5.2022
- Farewell & Valediction on 21.5.2022

ACADEMIC REPORT

AGENDA -6:

Mrs. Mano Ranjitham, Vice Principal and Dean of Academics presented the academic reports of the odd semester 2021-2022.

Reopening and Parent Teacher Meet

- II and III years in the month of August PTA meet Department wise
- I year in the month of September PTA meet Online

Orientation was conducted through Online Mode for all the Students

The Topics that presented are as follows

- Gender Sensitization
- Anti-Ragging
- Social Responsibility




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- Health Care
- Personality Development

Methodology of Teaching – Hybrid Method

- Offline (3Units) Lesson Plan
- Online (2Units) G -meet (During Lock Down and Flood Time), GCR – Folders – PPT,assessment and Materials
- MYOS Training
- Training Program for New Staff Members regarding GCR-FDP & MYOS
- Mark Register – New Initiative
- Portion Completion – Second and Third Year – December 2021, First Year – January 2022
- A good number of books were purchased.

Future Plan

- Work Load – Even 2021-22
- Hybrid Method
- Parent Teacher Meet
- Result Analysis
- Addon Courses – Dept Level
- Career and personality development classes

AGENDA -7:

- Mr. Febin, Asst. Professor presented reports of the extension cell.

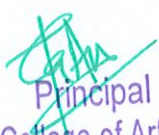
YOUTH RED CROSS

- Webinar on “First Aid Awareness”
- Programme planned : “e-Quiz on world red cross day”

Red Ribbon Club

- Odd Semester 16.10.21 – Mental Health Awareness Program Resource Person – Mr.Sandhiyan Thilavathy Social Activist Aware India
- Odd Semester 28-10-2021 – Blood Donation Camp
- Even Semester 17.03.2021 –Quiz on “Healthy Eating Habits”




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- Even Semester 12.04.2021 – Poster Competition on “AIDS AWARENESS”

Unnat Bharat Abhiyan

Meyyur :

- Cleanliness drive at Anganwadi, fixed new fan and tube lights for the anganwadi

Unnat Bharat Abhiyan

Malandhur :

- Distributed Masks and kabasura kudiner
- Distributed Sanitary napkins
- Awareness session on organic gardening and organic farming.

Unnat Bharat Abhiyan

Arikkambedu :

- Distributed Masks and kabasura kudiner
- Awareness about the need and importance of following SMS
- Encouraged them to get vaccinated against covid 19 Karagam , Ooil Attam were performed

Unnat Bharat Abhiyan

Vellacheri and Kalpatu :

- Frequent village visits and supply of covid 19 safety essentials as well as awareness creation programmes were conducted.

Programmes planned for even semester (UBA)

- Awareness creation on alternative energy sources.
- regional saplings collection from nearby villages.

NATIONAL SERVICE SCHEME

NAZARETH EMERGENCY RELIEF & REHAB FOUNDATION (NERF INDIA)

- Rashtriya Ekta Divas

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- Mobile photography competition on the topic “nature at its best in Tamilnadu”-4th November 2021
- Feed the need project
- Plan for even semester
- Establishing a seed bank
- Seed ball making
- Feb10 Pulses day
- Women's day celebration, International cancer day
- Various competitions on water day and forest day
- Rejuvenating college Terrace Garden .

AGENDA -8:

Ms. Kaviyarasi, Dean of Examinations presented the methodology of the examinations held in odd semester. .

Dr. Mary Angeline – Principal, NCAS , Chief Superintendent

Ms. Kaviyarasi, Dean of Examinations

Exam Committee Members

1. Mr. Arun Theoder Raj – Asst. Prof. Department of English.
2. Ms. Harini – Asst. Prof. Department of Commerce
3. Ms. Dharani - Asst. Prof. Department of Commerce
4. Ms. Gayathri – Asst.Prof. Department of English

She explained the examination (internal and external) schedule.

Examinations

Internal Examinations

1. CIA-I
2. CIA II
3. Model Examinations
4. Soft Skill Examinations
5. NME Examinations
6. Value Educations

External Examinations




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1. University Practical Examinations
2. University Theory Examinations

Exam Procedure

- Online Examination
- Platforms used – Gmail, GCR, WhatsApp
- CIA (Continuous Internal Assessment) - 25 Marks
- Model Exam – (UNOM Procedure) – 75 Marks
- Assessment – Objective type (Google Form) - 15 Assessments

Odd Semester 21-22

1. University Examinations(I ,II and III Years)-Online-Feb 2021
2. University Practical Examinations-(I Years)-On Campus-Feb 2022
3. University NME Examinations-(I Years)-Online-Feb 2022
4. University Soft Skill Examinations(I and II Years)-Online-Feb 2022
5. University Practical Examinations-(II and III Years)-On Campus-Jan 2022
6. Model Examinations (I Years)-Online-Jan 2021
7. CIA-II (I Years)-Online-Dec 2021
8. CIA-I (I Years)-Online-Dec 2021
9. Model Examinations (II and III years) On Campus -Dec 2021
10. CIA-II (II and III Years)-Online- Nov 2021
11. CIA-I (II and III Years)-Online -Oct 2021

Examination Orientation

- Examination Orientation was conducted by the Examination Committee on 24/1/2022
- To explain about online examination procedure to the newly appointed staff.

New Initiatives

Tools used

- Assessments
- Question Bank

Google Drive Folders

- To upload Time Table , Nodal Officers List, Answer Script, Mark sheets, Evaluators List and Question papers for both internal and external examinations to Keep data safe, Avoid Malpractice and Future reference

AGENDA – 9




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

Dr. Senthil, Dean of Research presented the report of the research cell.

Composition of the Research Cell for the AY 2021-2022

Chair Person: Dr. E.Mary Angeline – Principal

Dean of Research: Dr.D.Senthil.

Members

Dr. M.Thyagaraj – HOD, Dept of Computer Applications

Dr. V.Hema – HOD – Department of English

Dr. Remy HOD, Dept of Business Administrative

Dr. V.Emaya Raja – HOD, Indian Languages

Dr. M.Rani – Indian Languages

Dr. Sudha – Indian Languages

Dr. A.Saravanan – Dept. of English

ODD SEMESTER EVENTS- 2021-2022

- Webinar on Quality Research Writing – August 2021
- Research Week Department wise was conducted on September 2021.
- Webinar on Kick Start your Research and Publication Journey October 2021
- Canny Consortium of College – Nehru Group of Institutions

EVEN SEMESTER EVENTS 2021-2022

- Nazareth International Journal of Multidisciplinary and Advanced Research is initiated – NIJMAR
- Collaboration of Nazareth College of Arts & Science with Research Circle in the month of March 2022. The main motive to organize webinars and FDP programs to cultivate research and book chapter publications

AGENDA – 10:

Dr.V. Hema, Head, Department of English presented on the activities of various cells/clubs/ Associations.

Conducted from July 2021 - February 2022 more than 200 programmes were conducted and the students were benefited.

AGENDA – 11:

Ms. K.Alamelu , IQAC Coordinator and Dr. Dr.M.Thyagaraj, Convener presented on the special cells like IIC and IEDP.

- IEDP has planned to conduct promotional activities on Entrepreneurship in Spoke colleges.




Principal
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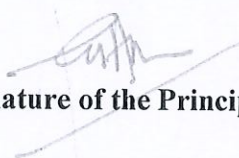
AGENDA – 12:

Dr.Sugato Dutt, Retd. Civil Servant delivered a special key note address

AGENDA – 13:

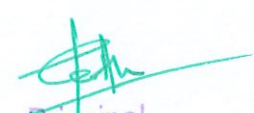
Ms.E.Mano Ranjitham, Vice – Principal delivered the vote of thanks




Signature of the Principal


Signature of the Convener




Principal
Nazareth College of Arts & Science
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