

NAZARETH COLLEGE

STAFF WELFARE POLICY

The policy is to provide benefits, facilities, and services to the employees. The activities are undertaken by the management to ensure that the employees have a comfortable and ethical working environment. Welfare activities enhance employees' morale. They create a loyal and satisfied workforce in the organization. Besides, they develop an improved image of the company in the employees' minds. The efficiency of the employees increases when the employees can achieve satisfaction from their workplace

When the employees are satisfied with their personal life, they are sure to give their best to the organization. This policy expresses the organization's willingness to work for the betterment of the workforce and provides the range of facilities that the organization offers. Ensure that the employees have a safe, secure, and comfortable working environment with the help of our Employee Welfare Policy.

STAFF WELFARE COMMITTEE

- Secretary
- Principal
- Vice Principal
- Dean's
- HOD's

TEACHING STAFF

- I. Seed money are collected and maintained in staff welfare fund
- II. Salary advance is given when they are in need of money.
- III. Two sick leave are given in an academic year and can be availed once in a semester
- IV. Staffs can avail personal loan provided by the management
- V. Free accommodation in the hostel for teaching staff who are coming from faraway places.




Principal

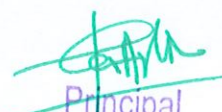
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- VI. 12 days casual leave is given in an academic year
- VII. Sick leave can be availed once in a semester
- VIII. Two 1 hour permissions per month are provided to do their essential work
- IX. 10 days' vacation holiday are given in an academic year.
- X. Staff can avail personal/ home loan through bank of baroda.
- XI. Cash awards are given for meritorious achievements
- XII. One day entertainment outing once a year
- XIII. Leave encashment option available for teaching staff

NON-TEACHING STAFF

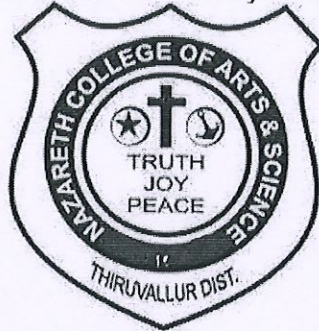
- I. Fee concessions are given to wards of non-teaching staffs in Nazareth institutions.
- II. Cash awards are given whose performances are above expectation.
- III. Cash awards are given for those who come regularly and secure full attendance.
- IV. Free lunch for drivers and cleaning staff
- V. Organizing personality development trainings.
- VI. Gifts are given on special occasions
- VII. Sick leave can be availed once in a semester
- VIII. Clinic is available in the campus to provide first aid
- IX. Post office Recurring deposit scheme with 50% management contribution.
- X. Salary advance is given when they are in need of money.
- XI. Casual leave can be converted into summer holidays
- XII. Leave encashment option available for non-teaching staff




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NAZARETH COLLEGE OF ARTS & SCIENCE

Affiliated to the University of Madras



HANDBOOK
2024 - 2025

Name:.....

Department:.....

Year :..... Admn.No:.....

Signature:.....

Kovilpathagai Main Road, Avadi, Chennai - 600062.

Ph.:044-26380203 |26380549 |9384080549

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

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




Principal

Nazareth College of Arts & Science
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CONTENTS

S.No.	Contents	PGNO
1	College Profile	4
2	Vision & Mission	5
3	Lord's Prayer	6
4	The Pledge	6
5	National Anthem	7
6	Thamizh Thai Vazhthu	7
7	Kodi Paatu	8
8	Songs of Praise	9
9	General Information	15
10	Facilities	19
11	Rules and Regulations	21
12	Library	23
13	Academic Programmes	29
14	Courses Offered	30
15	Choice Based Credit System	33
16	Highlights of CBCS Pattern	34
17	Course Name	37
18	Semester Schedule	62




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Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062

19	Teaching Faculty & Non-Teaching Staff Details	63
20	Cells & Associations	70
21	Academic Calendar	97
22	List of Events	110
23	Time Table	117

Let no man seek his own, but every man another's wealth. 1 cor 10:24




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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 in a way is an industry 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 the social initiative of imparting education to the students who have a vision but are less - privileged. The College provides a congenial academic platform for the students. Laurels and achievements won by the College have strengthened its path all through these years.

I will render double unto the ezac 9:12




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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 evil.
For thine is the kingdom,
and the power, and the glory,
For ever and ever. Amen.

THE PLEDGE

India is my country. 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 my parents, teachers and all elders respect 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

Be angry without doing wrong;
Let not the sun go down on your wrath- Ephe 4:26




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GENERAL INFORMATION**IMPORTANT TELEPHONE NUMBERS**

College Office: 9384080203/9384080549

Fax:26380549

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

COLLEGE TIMINGS

9.00 A.M. to 2.00 P.M.

Break Time -11.45 A.M. to 12.20 P.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
-Rs. 250

Blessed Are The Merciful:for they shall obtain mercy-Matthew 5:7




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DRESSCODE

Boys:

The students should wear formal shirts and pants. Well- groomed hair and clean-shaven 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 a beard and coloring their hair. Wearing bangles, bracelets, rings or studs in the ears are strictly prohibited. During university examinations, they are allowed to wear only half hand shirts.

Girls:

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

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

IDCard

Wearing an ID card is compulsory inside the campus on all days and they 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.

die; and whoever lives by believing in me will never die. John 11:25-26



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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 counseling 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 the Secretary, Principal and Vice Principal.

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.

For God so loved the world that He gave His one and only Son,
that whoever believes in Him shall not perish but have eternal life. John 3:16




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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 inspires tennis players.

VOLLEYBALL COURT

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

KHOKHO COURT

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

RAMP

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

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

20




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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.

CLINIC

A clinic functions from 8.00 am to 4.00 pm in the college premises. It caters for urgent medical needs. The hostel has 16 rooms with mess. Students who hail from faraway places can make use of this boarding and lodging facility.

ROWATER

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

GYMNASIUM

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 to advance their acquisition of Knowledge.

GENERATOR

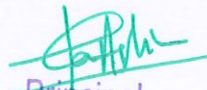
The generator installed in the main block has the capacity of producing 43KV Electricity. It supplies electricity during power outages'

TRANSPORTATION

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

For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast. Ephesians 2:8-9




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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) First Time - 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 75% 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 the parent's signature.
4. Nazareth is a mobile free campus for students. Using mobile phones 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. Students entering the college either by two / four-wheeler must possess the driving license.

Come to me, all you who are weary and burdened, and I will give you rest. Matthew 11:28




[Signature]
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9. Students are not permitted to invite strangers inside the campus / classroom 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.
13. Students are warned not to be involved in any criminal offence and found guilty will be issued.
14. should take prior permission from the Vice Principal's office to stay back in the college.
15. 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.
16. Students violating the rules and regulations of the College will be expelled from the college.
17. No subscription / donation of any kind shall be collected by students without a written request to the principal.
18. Any misbehaviour or unlawful activities inside campus will be deemed as violation of the code of conduct.
19. Students must be present in all the Department and College functions.
20. Students are restricted from giving any news and interviews to any newspaper, magazine, Radios and TV channels without obtaining proper consent from the principal.
21. Students are not permitted to receive letters, Parcels and visitors in college or use the college address for their personal communication.
22. A fine of Rs.500/- will be collected from students who fail to report on the first day of college after the Semester Exams, Christmas and Pongal Holidays And Rs.100/-for every subsequent days of absence.

Peace I leave with you ;my peace I give you.I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.John 14:27




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23. Requests from parents for extension of holidays due to personal reasons will not be entertained.
24. Students misusing the facilities in campus, destroying college property and indulging in writing graffiti on the walls and furniture will be duly fined.
25. Important information to students will be put upon notice Boards/College Website. It is the responsibility of every student to check the Notice Boards regularly
26. Assembly is Compulsory for the students.
27. Students have to possess prescribed books for the respective subjects.
28. Students Should Not Enter Other Departments.

The Management and Principal are authorised to expel any student who violate the rules and regulations given from point 1 to 28 in the student handbook

Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight. Proverbs 3:5-6




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LIBRARY

LIBRARY TIMING: : 8.30A.M - 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	MEMBERSHIP	NO. OF LIBRARY CARD	PERIOD TIME	FINE
1	UG STUDENT	2 Nos	7 Days	Rs.10/-per day collected after over the due date
2	PG STUDENT	3 Nos	14 Days	Rs.10/-per day collected after over the due date
3	STAFF	6 Nos	14 Days	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 paper 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.

"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 James1:5




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- 7) No due 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 a library card. Only one book will be issued against a library card.
- 10) Students are not permitted to invite strangers inside the campus/class
- 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.

"If any of you lacks wisdom, you should ask God, who gives generously to all without

30




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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 books which are 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. KnowYourLibrary

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 the academic year. The library will have a moving library that houses informative books.

4. Institutional Membership:

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

5. Library Week Celebration

The library week celebrations will take place from Dec1st to December 5th every year. Various events like oratorical competitions, finding books and special lectures will be held.

6. CareerCorner

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. Itals Conducts Training / workshops for NET / SET examinations.

8. Best Library User Award

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

.AndsurelyIamwithyoualways,totheveryendoftheage.Matthew28:20



[Signature]
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9. Display Board

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

10. Book Exhibition:

This is an annual event conducted in partnership with all bookshops 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 practitioners, who will deliver a commemorative speech.

12. Book Swap @ Nazareth Library

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

I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you. Psalm 32:8





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ACADEMIC PROGRAMMES

God has said, 'Never will I leave you; never will I forsake you.' Hebrews 13:5




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COURSES OFFERED(SHIFTIANDSHIFTII)**SHIFT-I****UNDERGRADUATE COURSES****1.B.Sc.(ComputerScience)**

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

2.B.C.A.(ComputerApplication)

This course improves 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.(BusinessAdministration)

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 be involved 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 the main source of architectural languages databases.

"And my God will meetally our needs according to the riches of his glory in Christ Jesus.
Philippians4:19



[Signature]
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