



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	NAZARETH COLLEGE OF ARTS AND SCIENCE
Name of the head of the Institution	Dr. E. Mary Angeline Santhosam
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	044-26380203
Mobile no.	6380056960
Registered Email	info@ncas.in
Alternate Email	principal@ncas.in
Address	Kovilpathagai Main Road, Kannadapalayam, Avadi
City/Town	Chennai
State/UT	Tamil Nadu
Pincode	600062

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Ms. K. Alamelu			
Phone no/Alternate Phone no.		04426380203			
Mobile no.		9442472223			
Registered Email		iqac@ncas.in			
Alternate Email		alamelu@ncas.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.ncas.in/downloads/NCAS-AQAR-2017-18.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://ncas.in/about-us/#calender			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.24	2014	03-May-2014	04-May-2019
2	B	2.39	2019	15-Jul-2019	14-Jul-2024
6. Date of Establishment of IQAC			20-Jun-2012		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

International Workshop on Qualitative Research	29-Jan-2019 2	54
Orientation Programme for staff members and students	05-Feb-2019 1	45
Training programmes on the Art of Filing and Book Binding	09-Feb-2019 1	12
Professional Development Training Program for the Front Office on Time Management	18-Aug-2018 1	10
Faculty development programme on Qualitative Research	28-Jul-2018 1	75
Faculty development programme on Innovative teaching Pedagogy	14-Jun-2018 1	74

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

24

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

An Internal External Academic, Administrative Audit was carried out by the members of IQAC in all the departments to take stock of the quality delivery of inputs.

Preparation of the NAAC Second cycle Assessment & Upload of IIQA & SSR- Second Cycle

Registered and Applied for NIRF, India Today Ranking

Registered with Unnat Bharat Abhiyan for Outreach Work

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Orientation Programme for student	Student induction programme (UGC)
Orientation Programme for staff	Faculty Development Programme on teaching methodology, lesson plan preparation, student mentoring, NAAC accreditation, usage of ICT tools, Research (Plagiarism).
Preparation & Submission of UNOM Annual Report	Submitted
Preparation of the NAAC Second cycle Assessment & Upload of IIQA & SSR- Second Cycle	Uploaded
Compilation of data for AISHE	Submitted
Conduct of Administrative and Academic audit	The Audit was conducted for all the departments/centres by a Panel of External Members
Preparation of AQAR	Collected data from the stakeholder and compiled for online submission
Preparation of the NAAC Second cycle Assessment	The staff and students were sensitized for the RAF of NAAC and DVV
Registered and Applied for NIRF, India Today Ranking	Secured Thirty Third place in Social work Discipline Secured Hundred and Twelveth Rank in Overall Category

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
AQAR was placed for approval in the Management Council Meeting and IQAC Meeting, where approval and suggestions were sought.	09-Mar-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	18-Jan-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to the University of Madras and follows the curriculum designed by the University of Madras. The Institution uses a mechanism which has learner friendly ways to learn the curricula prescribed by the University. The Internal Quality Assurance Cell (IQAC) along with the Heads of the Departments plan the curriculum delivery process, prepares general guidelines on new initiatives and the timeline is minuted and circulated. We allocate units to simplify teaching the syllabi. Every unit is planned to be taught in particular months. Work done registers are maintained to ensure that the planned units are completed. The work done register that comprises of the details of subject handlers and names of subjects is used for reference. Members of the faculty follow online lesson plan to deliver the curriculum. As per this plan, they are necessitated to plan their allotted subjects to teach for the whole semester. According to this plan, they are directed to plan their lectures for all days in consecutive weeks. Information and Communication Technologies (ICT) is used for the smart delivery of curriculum. Power Point Presentation (PPT) is a part of ICT teaching that attracts slow learners. Academic Plan: According to the workload, Semester and Weekly plan are compiled by the faculty members concerned for each subject and uploaded in Online. University of Madras (UNOM) course objectives are followed in the curriculum delivery. The course outcome is formulated based on the course objectives. Topics beyond syllabus are included based on alumni and Industry feedback. Assignment and seminar topics within the syllabus and beyond the syllabus are given to the students for their better understanding. Innovative Teaching methodology is included in teaching plan. Seminars, Assignments, Guest lectures, workshops and Exhibitions are carried out to enrich the curriculum delivery. Remedial classes and Bridge courses are conducted as a supplement to

the regular classes. Study materials and Question Bank are also issued to the students. Bilingual teaching is adopted until they understand the concepts as majority of the students come from a rural background. The college offers add on courses value added courses and career-oriented classes as a supplement. The suggestions given by the stakeholders are communicated to the University by the Principal. The college has signed MOU's with industries and corporates to enrich the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Project proposal	Nil	19/07/2018	5	Employability	Training students to establish a formal logical presentation for funding organisation
Basics of Web designing	Nil	20/07/2018	12	Employability	To gain practical knowledge on HTML and CSS to design and maintain website
Puppetry	Nil	10/08/2018	5	Entrepreneurship	To give basic understanding to use voice over using puppets to address social issues
Organic Farming	Nil	10/08/2018	50	Entrepreneurship	To build their knowledge based skill set and helping them further for a carrier in organic farming
Jewellery making	Nil	01/09/2018	50	Entrepreneurship	To develop artistic ability and knowledge of popular jewellery styles
Vocal Training	Nil	10/09/2018	15	Employability	To develop vocal skills

					of phrases to sing in harmony and control rhythm and pitches
Tailoring	Nil	01/11/2018	50	Entrepreneurship and Employability	To train the students on basics of cutting and stitching fabrics
Aptitude Training	Nil	03/12/2018	25	Employability	To learn the basic concepts of logical reasoning skills and verbal ability
PC Hardware and Networking	Nil	08/01/2019	10	Employability	To learn about different components of PC, Assembly and installation with networking
Digital Marketing	Nil	21/01/2019	10	Entrepreneurship	To understand different digital marketing strategies to position a business

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Computer Science	12/06/2018
BCom	Corporate Secretaryship	12/06/2018
BSc	Visual Communication	12/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Computer Science	12/06/2018
BCom	Corporate Secretaryship	12/06/2018

BSc	Visual Communication	12/06/2018
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1290	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Personality Development	17/06/2018	502
Value Education	26/07/2018	502
English Enhancement Course	26/07/2018	550
Destination Excellence Program	01/08/2018	232
Project Proposal	19/07/2018	12
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Business Administration	50
BA	English	45
MCom	Commerce	4
MA	English	2
MSc	Computer Science	12
MSW	Social Work	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Internal Quality Assurance Cell of Nazareth College of Arts and Science collects feedback from various stakeholders like students, alumni, parents, employers, teaching faculty. The student and parent feedback are framed based on curriculum, Teaching and learning process, quality of teaching faculty, research facilities, Infrastructure facilities, sports and it is collected every semester wise. Further suggestion is also received from the stakeholders. The collected feedback is analyzed by IQAC and the report is submitted to the</p>

principal. The consolidated report is presented in the heads meeting and further action is taken based on the feedback. The main purpose of collecting the feedback is to ensure the quality of the institution on various aspects and to rectify if any issues are recorded.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce (General)	270	108	108
BBA	Business Administration	140	45	45
BSc	Computer Science	100	25	25
BSc	Mathematics	50	10	10
BCA	Computer Application	150	22	22

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1344	53	67	9	76

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
76	76	6	7	0	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Teachers through mentoring give individual care and attention to students and encourage them to strive to achieve their best and make them enjoy the process of learning. Student performance are being monitored on a regular basis through the student follow up and mentoring record which is maintained for each student. Although students are free to approach their teachers anytime if any issue is disturbing his/her routine, still, the system of mentor – mentee builds an extra confidence and sense of security among students. This whole system leads to a better connection between students and teachers and helps build a friendly and cordial relation between them.

Students get a sense of protection because they know that they have someone to go to in case of any eventuality. Mentors also collect feedback from students regarding the curriculum delivery, infrastructure, administrative and other non-academic matters.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1397	76	1:18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
76	76	0	23	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. M. Rani	Assistant Professor	Kavi Thilakam Award
2018	Dr. M. Rani	Assistant Professor	Karuthu Chemmal Award
2018	Dr. M. Rani	Assistant Professor	Peraasiriya Rathna Award
2018	Mr. Bharath Kumar	Assistant Professor	Peraasiriya Rathna Award
2019	Ms. K. Jenitha Mary	Assistant Professor	Thiruvalluvar Award
2019	Dr. Emayaraja	Assistant Professor	Thiruvalluvar Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	SAZ	II/IV/VI	26/04/2019	27/06/2019
BSc	TAM	II/IV/VI	05/02/2019	27/06/2019
BSc	SAE	II/IV/VI	05/04/2019	27/06/2019
BBA	MAM	II/IV/VI	27/04/2019	27/06/2019
BCom	CPZ	II/IV/VI	29/04/2019	27/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A transparent evaluation pattern is formulated and communicated to the faculty, students and stakeholders. Internal assessment is carried on as per the University of Madras guidelines. As per the university norms, internals are assessed for twenty five marks. Each semester internal marks are assessed based

on the variety of tests, assignment, seminar and attendance. A calendar for continuous internal assessment is made in advance, uploaded in website and displayed in student notice boards by the Examination department. A common criteria is followed by all departments for assessment of assignment and seminar. In every semester, monthly tests, assignments, seminar and a model exam are conducted. The students for all those on medical grounds or who were absent due to their representation in sports and games are given a chance to improve their internal marks. The frequency of Internal monthly tests is once in twenty five working days. Out of 3 internal tests (CIA, Open Book test, Model Exam) the two best marks will be considered. The overall performance of the student is taken into consideration while giving internal marks. Internal marks are awarded for the students with their full consent to the grading. Continuous Internal assessment component are shared with the students before the same is uploaded in the university portal. Internal Evaluation pattern: Portions: I CIA 1.5 Units II CIA 1.5 Units Open Book Test 1.5 Units Model Exam 5 Units Marks Distribution: Tests 10 Marks Assignment 5 Marks Seminar 5 Marks Attendance 5 Marks

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar serves as a source of information and planning document for faculty, departments and students. The same is compiled by IQAC, Principal, calendar committee and all the heads as members. The CIE and annual examination schedule are printed in the student's handbook which is also uploaded in the college website. The institution strictly follows the schedule of examination as per the academic calendar except in case of natural calamities and Government announcements and the same is re-planned.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://ncas.in/programs/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
CPZ	BCom	Commerce	181	113	62
MAM	BBA	Business Administration	43	40	93
SAE	BSc	Computer Science	47	31	66
TAM	BSc	Mathematics	36	11	31
SAZ	BCA	Computer Application	67	41	61

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	365	TeachSub Technologies	25000	25000
Any Other (Specify)	365	Nazareth Emergency Relief and Rehab Foundation	40000	40000
Any Other (Specify)	365	Nazareth College of Arts and Science	28000	28000
Any Other (Specify)	365	Nazareth College of Arts and Science	25000	25000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Branding	Department of Business Administration	06/02/2019
Workshop on Effective Communication Skills	Department of English	07/08/2018
National workshop on Creative Writing	Department of English	21/02/2019
Workshop on E-Resources	Library	28/07/2018
Workshop on Journal Review	Journal Review Club	30/10/2018
Workshop on Image Processing using MATLAB	Department of Mathematics, Department of Computer Science, Department of Computer Applications	29/01/2019
Workshop on Image Processing using MATLAB	Department of Mathematics, Department of Computer Science, Department of Computer Applications	30/01/2019
Workshop on Data Science Using Python	Department of Computer Science, Department of Computer Applications	01/10/2018

Workshop on Research in the Field of Computer Science	Department of Computer Science , Department of Computer Applications	06/09/2018
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Incubation Centre-1	NBLC	Nazareth Emergency Relief and Rehab Foundation	Tailoring	Entrepreneurship	01/10/2018
Incubation Centre - 2	NBLC	Self	Free Lance Catering Services	Entrepreneurship	27/10/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	5	3

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N.A	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Social Work	3	3.59
International	Computer Science	1	3.46
International	Business Administration	3	6.01
International	English	1	5.04
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Mathematics	3
Business Administration	6
Computer Science	1
Social Work	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	28	33	36	25

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	Youth Red Cross	1	54
Blood Donation Camp	Red Ribbon Club	1	54
Great Leaders Birth, AIDS Awareness, Anbai Pagirvom program, Great Souls Day	Rotaract Club	1	35
Road Safety Rally	National Service Scheme	4	45
Village Survey	Nazareth Emergency Relief Fund	3	12
Cleaning Work for creating awareness towards child safety and child abuse	Swatch Bharat Abhiyan Scheme	14	106

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Green Avadi	Green Supporter Award	Abdul Kalam Award	1357
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Government	Youth Red Cross	Blood Donation Camp	7	106
Government	Swatch Bharat Abhiyan Scheme	Cleaning work for creating awareness towards child safety and child abuse	7	106
NGO	Nazareth Emergency Relief Fund	Village Surey	3	12
Government	National Service Scheme	Road Safety Rally	4	45
NGO	Rotaract Club	Great Leaders Birth, AIDS Awareness, Anbai Pagirvom Program, Great Souls Day	1	35
Government	Red Ribbon Club	Blood Donation Camp	2	54
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
MOU Signing	Dr. Mary Angeline	Nazareth College of Arts and Science	3
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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Internship	Internship Program	Aavin	25/05/2018	22/06/2018	3
Internship	Internship Program	Mahalakshmi Tools and Machinery Pvt.	22/05/2018	25/06/2018	6
Internship	Internship Program	Vikran Global Management Solutions	16/05/2018	17/06/2018	6
Internship	Internship Program	Meldon Industries	16/05/2018	17/06/2018	6
Internship	Internship Program	Roalux Paints	16/05/2018	15/06/2018	6
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Eyeopen Technologies	07/12/2018	Course on Python and Photoshop	123
Vy Systems Pvt. Ltd.	07/04/2018	Add on Course	19
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15000000	11000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
OSAC	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3452	617675	527	104053	3979	721728
Reference Books	188	129374	106	67330	294	196704
e-Books	25	0	1476	0	1501	0
Journals	45	67380	0	0	45	67380
e-Journals	0	0	1765	0	1765	0
Digital Database	0	0	0	0	0	0
CD & Video	378	0	0	0	378	0
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	313	36317	313	36317
Others (specify)	0	0	367	34983	367	34983
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr.Thyagaraj	Open Student Access Catalogue	Visual Basic and Microsoft Access	05/06/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	179	4	11	0	0	4	12	20	0
Added	10	0	0	0	0	0	1	20	0

Total	189	4	11	0	0	4	13	40	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2800000	2000000	2000000	2000000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institution has a clear policy and procedure for maintenance of academic support facilities. Be it, infrastructural or ICT equipments, library books and journals, etc., The Campus Manager has register to maintain inward and outward movement of stock. Annual infrastructure audit is conducted at department level and IQAC level. Stock registers are maintained both at Administrative office and Departments. Repairs are attended within stipulated time and the same is marked in the register. Air Conditioner, Generator and other equipments are cleaned, calibrated and maintained on a regular basis. The maintenance of printers are outsourced. LCD maintenance register on a monthly basis and usage register at department level are maintained. Computer and Laptops maintenance register at the lab level and usage register at department level are maintained for repair, audit and follow up. To fulfill the emergency demands, individual system upgradation is carried out. The computer lab has a service room and in case if any repair of computer parts, the lab assistance would address the same and they are rectified. The library stock is regularly subjected to audit. Torn or worn out books are replaced upon request. The weeding of books from the library is done on a systematic way with selected criteria. The library committee channelized the requirement of books, journals from various departments. Apart from the campus manager the institution has maintenance staff like electrician and plumber who keep checking all the electrical fittings/fans and other items for safety and proper functioning. The institution also maintains register for complaints and they are addressed immediately.

<https://ncas.in/infrastructure/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nazareth Sports Excellence Program	52	623500
Financial Support			

from Other Sources			
a) National	Adi Dravidar Tribal and Welfare	134	867030
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
English Enhancement class	25/06/2018	613	Department of English, Nazareth College of Arts and Science
Personality Development	20/06/2018	521	Placement Cell, Nazareth College of Arts and Science
Remedial coaching	02/07/2018	1344	Respective Department
Mentoring	22/06/2018	1397	Mentoring Cell, Nazareth College Of Arts and Science
Bridge course	26/07/2018	263	Department of Mathematics, Nazareth College Of Arts and Science and English
Language lab	02/07/2018	263	Tata Class Edge
Personal Counselling	18/07/2018	26	Respective department, Nazareth College Of Arts and Science
Meditation	20/06/2018	52	Department of Physical Education, Nazareth College Of Arts and Science
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Quantitative Aptitude	393	0	0	0
2019	Career Guidance Workshop	0	22	0	0

2019	Career in counselling : Careers in NGOs	15	3	0	3
2019	Nazareth IAS Study Corner	20	20	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
HCL	42	4	Infosys	34	7
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	12	BPZ/CPZ	B. Com (General)	1. University of Madras, 2. MCC 3. University of Pondicherry 4. ST Joseph 5. SA Business School 6. YMCA	M. Com, MBA, B. P.Ed
2018	1	MAM	BBA	1. Anna University Regional Centre Madurai	MBA
2018	9	SAE	B. Sc Computer Science	"1. MOP Vaishnava College for Women 2. Queen Mary's College 3. University	M. SC IT, M. Sc CS, MBA,

of Madras 4.
Jaya College
5. Bhakthava
tsalam
College 6.
Dr. MGR
University
7. Alagappa
University
8. Nazareth
College of
Arts and
Science 9.
St. Joseph
College"

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Vivekananda Football Tournamnet	State Level	240
Wesley Arul Tournament	State Level	395
Inter Zone Hnadball	Inter Zone Level	126
Inter Collegiate Sports (Men and Women)	Zone	160
Alumni Trophy (Men and Women)	State Level	736
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	2nd National Federation Cup 2019	National	1	Nil	411801397	Esther Faith S
2019	National Karate Championship	National	1	Nil	211801564	Prasad B
2018	All India Open Karate Championship	National	1	Nil	211801564	Prasad B

2019	India - Maldives International Dueball Cup 2019 for Men and Women	International	1	Nil	211801564	Prasad B
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The management created the Student Development Cell to encourage active participation of students in decision making process related to support services and academics. Student Development Committee is a formal body of student representatives from various departments nominated by a panel of staff members. The nominated members are interviewed by the team of Principal and Vice Principal based on certain criteria. The SDC members give suggestion for quality improvement in student support services. These also coordinate major events of the college like College Day, Sports Day, Inter Departmental Cultural, Inter Collegiate Cultural.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association at Nazareth College fosters a spirit of loyalty and works towards promotion of welfare of the organization. The Alumni of the college work towards strengthening of the institution. Every time, an alumni visit the college, he/she would be received well and a short meeting is arranged with the respective department student to help understand the opportunities and challenges outside the college premises. This helps the students to prepare themselves for the future. The sports alumni students joined together and contribute tuition fee to the a one of the deserving students. They also contribute towards sponsorships for department program. Our alumni are invited for guest lecturing and as resource person for workshops conference and seminars. The college has registered the alumni association under the registrar of association to enable a structured process.

5.4.2 – No. of enrolled Alumni:

488

5.4.3 – Alumni contribution during the year (in Rupees) :

146400

5.4.4 – Meetings/activities organized by Alumni Association :

20.2.2019 - General meeting 5.3.2019 - Core team alumni meeting 13.3.2019 - Core team academic year planning 24.1.2019 - Planting Day 25.3.2019 - Alumni Reunion

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralized and Participative management exist in the institution to promote good governance. The Secretary and the Principal of the institution play a key

role in determining the policy framework of the college. The College Advisory Committee consists of other members including the Vice Principal, the Deans, the Heads of all departments and the Heads of different Committees/Cells set up by the college. The management ensures the grant of operational autonomy to the Principal within the institutional framework and policy. The Heads of the Departments are given authority to make their own decisions pertaining to their departments. Decentralization of administrative and academic powers The Secretary encourages all the members of the faculty to actively participate in the decision-making process involved in the academic and administrative reforms of the institution. Any decision concerning the policy and the procedure of the institution is taken after achieving the consensus of the College Advisory Committee. However, the College Advisory Committee does not function in isolation and seeks to be more inclusive in accommodating the views of staff and the student body. The Heads of the Departments hold regular meeting to discuss and decide on various academic and co-curricular activities that would serve to improve the teaching-learning process. All Faculty meeting is convened twice a semester to offer a common platform for the staff council to address their queries and grievances relating to their academic duty. The staff are given an opportunity to express its viewpoints regarding the general functioning of the college and the valuable feedback given by all the staff members are taken in to consideration by the College Advisory Committee which in turn adopts adequate measures to meet the requirements of the staff council. Faculties can exercise their autonomy while planning for guest lectures and remedial classes, Seminars/webinars, workshops, Industrial tours and subject related field trips. They are given adequate freedom in organizing co-curricular and extracurricular activities in accordance with IQAC quality indicators. The institution also promotes the participation of student body in enhancing the academic standard. The course teachers are advised to receive regular feedback from the students whose suggestions are communicated to the College Advisory Committee takes all necessary actions to cater to the needs of the students. Decentralization of financial powers The Principal and the Heads of various departments are given financial freedom to meet the day to day contingencies. Heads of departments are given financial freedom to conduct seminars, workshops and organize guest lectures at regular intervals. The indent for financial assistance is drawn up by the Heads of all Departments and presented to the Secretary for approval and sanction. The objective of this method is to promote transparency and accountability in the process of decentralization. The College has statutory and Non statutory committees to implement the policy of decentralization. The Principal assigns staff members for each committee and they discharge their responsibilities in a timely manner. The coordinated activities of various committees help the institution achieve its goal of offering quality education to students from underprivileged communities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum is developed by the University of Madras. The senior faculty represent the Board of Studies where the curriculum is drafted and enacted in the Academic Council.
Teaching and Learning	Qualified faculty are recruited in

the institution to maintain quality teaching. Interaction between students and faculty are encouraged through mentoring process. Learning is carried out beyond the curriculum. New methods of teaching are adopted for teaching and learning process. Remedial classes are held for the students requiring additional help on the basis of performance and observation. Well equipped library for both faculty and students and Excellent collection of latest books and journals. The library is also equipped with special software and resources for differently able students. Periodic feedback from students are obtained to improve teaching and learning methods in the institution.

Examination and Evaluation

The semester Examination is conducted by the University of Madras. The practical and Viva is conducted by Internal and External Examiners appointed by the Superintendent of Examination. The examination committee to ensure smooth conduct of examinations and maintains transparency in the evaluation process in the continuous assessment process. Continuous assessment is carried out to assess the students knowledge and evaluation through different methods like internal assessment test, open book test, assignments, presentations, projects etc.,

Research and Development

Seed money is given to the faculty for article publication by the Management. Faculty members are encouragement to publish paper and do research work. The staff members are encouraged to write the minor projects.

Library, ICT and Physical Infrastructure / Instrumentation

Nazareth College has a well established campus facility with unique library software Autolib. College campus has been monitored with CCTV facility for vigilance. Three full fledged Computer labs for the students.

Human Resource Management

The college has a well written HR policy 1. The Secretary and the Principal of the college with their leadership skills provide effective human resource management. 2. Need based training program and personality development capacity building program is conducted to the staff members.

Industry Interaction / Collaboration

The college brings industries and

	employers to the campus and facilitates interaction with staff and students on a regular basis both at the department level and college level. 1. The college Industry Interaction cell organizes programme for the students to interact with the industrial experts. 2. The placement cell brings in corporate for an interaction through pre-placement talk to the students. 3. The department of computer science and applications signed MOU with VY systems, Eye Open.
Admission of Students	The government reservation policy is strictly adhered. Special preference is given to the following category 1. First Generation learners 2. Women students 3. Minority Communities 4. Differently abled students 5. Single parents children 6. Wards of defence person 7. Sports candidate 8. Orphan children

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The institutional website informs regarding the planning and development of E Governance through the Vision and Mission which consists of planning and the academic and extra curriculum activities. The IQAC initiates the strategic plan and day to day activities of various events in the institution for updating and implementation of E Governance. The college has also registered with Inflibnet (UGC) which is a online data source for research and knowledge sharing. NOCKS a platform for knowledge was used for communication, creative writing is followed for Academic sharing.
Administration	Bio metric attendance for all the staff members is followed. The institution has fully automated wireless office with 24/7 internet facility. All administrative information including notice is regularly published through Google classroom for post graduate. All important events of the college (Curricular and co curricular is published in the website. Provident fund updated through EPF portal. ESI updated through ESI portal. AISHE, UNOM staff returns, IIQA, SSR Submissions, NIRF, Staff approval, Ph. D registration for the faculty, NET, SET

	are carried out through online portal. Student Transfer Certificate is maintained through ESSL Software.
Finance and Accounts	The account of the institute is maintained through tally software by external auditor (Lawrence Co). EPF, ESI, Scholarship and University fee are maintained and paid through online portal.
Student Admission and Support	Student admission and enquiry is made through website's chatbox. The institute made all efforts to assist the students through scholarship and free ship through the government portal. The student registration for University Examination is done through UNOM portal.
Examination	Under CBCS method of examination the student registration, subject allotment are done through online portal of UNOM. All communication regarding examination is done through the E Governance of University of Madras.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Ms.Prema	National Conference on Digital Economy: Business opportunities and Challenges	University of Madras	1000
2019	Dr.Smilee Bose	National Conference on Digital Economy: Business opportunities and Challenges	University of Madras	1000
2018	Dr.Emayaraja	Nill	Ayidha Ezhuthu - UGC Recognised journal	1000
2018	Dr.M.Rani	Nill	Ayidha Ezhuthu - UGC Recognised journal	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Faculty professional Development Programme on Innovative Teaching Pedagogy	Nil	14/06/2018	14/06/2018	76	Nil
2018	Faculty Development Programme on Qualitative Research	Nil	28/07/2018	28/07/2018	76	Nil
2019	Workshop on Knowledge sharing through NOCKS	Nil	05/02/2019	06/02/2019	74	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Decoding the NAAC new framework	36	06/10/2018	06/10/2018	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
22	22	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, ESI, Leave Encashment, Sick	Provident Fund, ESI, Salary Advance, Leave	Topper Concession, Canteen Subsidy,

Leave, Teachers Day Gift, Free Transport

Encashment, Sick Leave, Food Token, Free Transport, Trip Arrangement

Infirmery, Free Medical Camps, Book Bank, Part time Job, Free Education by Management, Disability Concession, Hostel Concession for Sports Students, Scholarship from Alumni, Reimbursement for Rank Holder, Travelling allowance for Sports Students, Amazing Grace - Free meals Scheme for the students attending Arrear Coaching

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts both internal and external audits regularly. The accountant of the college do reconciliation of daily accounts on everyday basis with the senior co-staff. The same is also audited by the management on monthly basis. The external audit is carried out by M/s Lawrence Co. The junior auditors from the auditor's office visit our college once a month and feed all the details in the Tally software. They also check the accounts with the corresponding bills and get it approved for finalization. As per the norms of the government, the Income Tax returns are filed by the auditor.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

2000000.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	OUTSIDE EXPERTS	Yes	IQAC
Administrative	Yes	OUTSIDE EXPERTS	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

6.5.3 – Development programmes for support staff (at least three)

Orientation and training programmes were offered by the Nazareth Centre for Administrative Excellence (NCAE) which was started in the year 2014 catering to the development of both teaching and non-teaching staff. Various development

programmes conducted for the support staff includes training in filing, soft binding, effective communication, personality development, leadership skills, personal counselling and seminars on equipping with new techniques of administration, employees loyalty towards organisation, and workshop on teambuilding and motivation. Support staff members are encouraged to do higher studies through distance education mode.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Gender Sensitization 2. Development of Solar Panels 3. Transportation Facilities 4. Conducting Skill Based Activity 5. Encouraging Staff Members for Ph. D Registration

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty Development Program by Nazareth Centre for Faculty excellence	14/06/2018	14/06/2018	14/06/2018	75
2018	Faculty Development Programme on Qualitative Research	28/07/2018	28/07/2018	28/07/2018	600
2018	Swatch Bharath Abhiyan Scheme on Cleaning Work	23/08/2018	23/08/2018	23/08/2018	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Menstrual Hygiene Awareness Programme	29/07/2018	29/07/2018	200	0

Self Defence Awareness Programme	27/08/2018	27/08/2018	320	0
Workshop on Self Confidence	03/09/2018	03/09/2018	270	0
Tharkapu	18/12/2018	18/12/2018	20	10
Guest Lecture on Women Studies	21/01/2019	21/01/2019	60	40
Women's Day Celebration	08/03/2019	08/03/2019	370	25
Gender Equity Programme Harassment and Unlawful Discrimination	02/07/2018	02/07/2018	70	122

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The power requirement of the Institution is met by renewable energy sources, Solar Energy, which has the least negative impact on the environment compared to any other energy source. Annual lighting power requirement is met through LED bulbs, which is more environmentally friendly and energy efficient.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	28/06/2018	365	Adoption of Cloth Banners	Ban on flex banners in the college	1473
2018	Nil	1	18/06/2018	300	Eat Healthy Be Healthy	Avoiding junk food	1473
2018	Nil	1	23/08/2018	1	Cleaning of Ponds	Better Environment	53

2018	Nil	1	24/01/2019	1	Head Injury Awareness	Road Safety	45
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Ethics	25/07/2018	<p>The NASW Code elucidates the values on which Social workers Mission is base. Its unique purpose and perspectives are: 1. Service, 2. Social Justice, 3. Dignity and Worth of the Person, 4. Importance of Human Relationship, 5. Integrity 6.Competence. The NASW Code summarizes the principles and ethics to follow. The NASW Code of Ethics contains 19 new standards and revisions to several longstanding standards developed to address ethical considerations when using technology. This NASW code of ethics continues to be the most accepted standard for social work ethical practice worldwide.</p>
Students Handbook	09/07/2018	<p>The institution, impelled by the social urge and encouraged by the lofty ideals, caters to the educational needs of the people at the outskirts of Chennai. To bestow truth, joy and peace for every individual and to impart quality education to the students, the college has framed a set of rules and regulation and advocates the students to follow the same. The Code of Conduct which is prescribed in the handbook proves to be the behavioral etiquette and the means of transformation towards a</p>

		<p>more human citizen. The institution serves the students from diverse backgrounds and provides a congenial academic platform for the students. The students are instructed to be self-disciplined, show respect, honour and be courteous to all the staff members, administrative officers, visitors and the management. The Members of the Faculty also impart values and morals during their discourse. The college firmly believes in molding up the personality of the students with positive character traits thereby providing them a propitious learning environment in order to make them socially responsible citizens.</p>
<p>Code of Professional Ethics</p>	<p>25/07/2018</p>	<p>The institutions code of professional ethics adheres to a responsible pattern of conduct and demeanor expected of the teachers by the community. The members of the faculty manage their private affairs in a manner consistent with the dignity of the profession. The faculties seek to make professional growth continuous through study and research. They perform their duties in the form of teaching, tutorial, practical, seminar, and research work conscientiously and with dedication. Also, cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university. All participate in extension, co-curricular and extra-</p>

		<p>curricular activities, including community service. Also, respect the right and dignity of the student in expressing his/her opinion. Deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.</p>
Examination Manual	28/06/2019	<p>The Examination Manual comprises an overview of the Examination Process. It provides the activities performed during the examination, the aim, objectives, general duties, instruction to the invigilators, and the conduct of the Examination. This manual comes in handy and serves to be a guide in completing the Examination process efficiently and effectively. It also instructs the duties of the Examination Committee and the members of the faculty. The manual carries the instruction to the invigilators while during the examination.</p>
Value Education	30/07/2018	<p>Value Education is an essential entity to mould the characteristics of today's youth. With this aim in mind, the manual "Moral Science for the Beginners" was published. It brings out the importance of values, describes how personal growth is possible through certain traits, the Importance of Truth, Obedience to the Parents,</p>

teachers, and elders and obedience to laws and regulations. Other titles such as Self-Motivation, Compassion, Interpersonal, Relationship, social responsibility, and Social Habits and Transformation helps them to understand the perspectives of life in a better way.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	20/06/2018	20/06/2018	200
World Youth Skill Day	15/07/2018	15/07/2018	25
Value Education Classes	26/07/2018	14/02/2019	178
Destination Excellence Week	26/07/2018	26/07/2018	40
National Leaders Week	07/08/2018	13/08/2018	1397

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The institution has taken many initiatives in order to make the campus green and eco-friendly. Firstly the use of bicycles and public transport. The students and faculties who reside nearby are encouraged to come by bicycles, to reduce the hazards of pollution, while others are encouraged to use public transport to commute, which helps to keep traffic congestion lower, and also reduces air pollution from idling vehicles. Secondly, the Paperless office environment, which uses minimal physical paper and instead uses primarily digital documents. Thirdly, a Plastic-free campus, the institution has taken tangible alternatives to single-use disposable plastics, from the concept of reuse to compostable products. Fourthly, the Rain Water Harvesting and its utilization on the campus. In this system, the rainwater is channelized and directed to the plants in the garden and also used for cleaning purposes. This helps the college stay green. Finally the management of wastes. Along with solid and liquid waste management, E-waste management is also initiated. It is explored with the end view of promoting awareness, education, and proper e-waste disposal. Altogether, the Green landscaping with trees and plants gives a refreshing environment to the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practice: Reformation Cell Nazareth College of Arts and Science have initiated The Student Reformation Cell in the academic year 2017-2018. Objectives of the practice Reformation cell operates on the humanistic principle where a student sympathetically and fact fully restored for Minor/Major behavioural problems like aggression to others, involvement in

fights leading to injuries, consumption of substance, alcohol, Ragging, Cheating, Breaking college rules, disregard for teacher and fellow students, engaging in petty fights in the community. The context Reformation is a great humanistic way of bringing discipline in students life. At times punishment combined with reformatory practices brings behavior change in the student and give a chance to the student to understand about himself and about the people he is engaged to work as reformatory centres. The practice minor behaviour issues Through engaging CSR campus beautification Library Assistance major behaviour issues Through attaching with NGOs when they work for the welfare of elderly ,orphans, disabled, alcoholic, de-addiction centre, Environment Conservation The NGO's give areas of reformation for 5 days NGO's give a completion Certificate Co-ordinator follow the case Evidence of success: Reformation cell brought about few changes in the lives and morale of the student who had problem behaviour. A case study of the student is mentioned below. Problems encountered: 1. Getting permission in NGOs for placing students for reformation. 2. Sometimes they felt that it is extra burden Best practice- II Title of the practice: Eat Healthy Be Healthy The Nazareth College of Arts and Science initiated Eat Healthy Be Healthy in the academic year 2017-2018 The objectives of the practice are To provide healthy homemade foods to the staff members and students To provide a platform to students to grow their entrepreneurial skill through sales promotion, product planning and marketing. The context College students are at risk for making poor dietary choices that can cause significant health problems. Most of the students hail from a lower socio economic background which further denies the access to healthy food. Inadequate daily intake of nutritious food can lead to frequent absenteeism and also poor in exams. In this Context the health centre initiated the above Eat healthy be healthy practice. The practice To provide healthy snacks to staff and student during the break time table is prepared department wise through health centre During the break hours the students sell the nutritious food according to the time table The profit generated through the sale is helpful for the family. Evidence of success: As a result of this programme the eating habit of the students has been changed. The students and staff prefer nutritional snacks during the break hours. This practice motivated the students to eat healthy as well as encourage the students to sell homemade food which yielded a good profit for them. Problems encountered: The students have very limited choice of food and time to sale their foods.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://ncas.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of the college is to build enriched socially responsible citizens and leaders through quality higher education. In order to achieve their vision the college promotes sportsmanship who are trained as leader who can meet the challenges of global world through their training, competition, self confidence and self esteem, discipline, social skills, teamwork and leadership skills. Building leaders who can meet the challenges with values for National building in one of the priorities of the college. The College has the distinction of producing sportsmen who represent the college at the University, State and National level. The college has produced more than two hundred and fifty university players in different sports and games like Handball, Basket ball, Volley ball, Kho-Kho, Kabadi, Hockey, Football, Fencing, Kick-Boxing, Body Building, Athletics. Many sports students have been selected for various government departmental job opening which include, Airforce, Indian Police,

Railways. Sports development is national priority as it promotes active lifestyle, child and youth development, social inclusions, employment opportunities, peace and development and above all a sense of belongingness and national pride.

Provide the weblink of the institution

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8.Future Plans of Actions for Next Academic Year

• Orientation Programmes for Sports and Literary Events to be organized. • Solar Power to be implemented instead of UPS. • International Workshop o The Department of Computer Applications will organize Intra-department workshop. o The Departments of Computer Science and Business Administration/Mathematics and Commerce will organize an International Workshop in the academic year 2019-2020 and 2021-2022. • FDP: FDP on Preparation of Question paper by Nazareth Center for Faculty Excellence will be organized. • Research Development o Research Week: Celebration of Research week will be organized o FDP for Research Scholars to be organized. • Cells And Clubs: o Lumathan/Valediction of Cell and Clubs: 8th January 2020 - Lumathan - Sarees and dhotis will be exhibited by the weavers for sales o Anti-human Trafficking Club will be initiated. • Placement o Finmark India - Job proposal for students and staff • Student Development Programmes o Clean Environment, Campus Cleaning, Lab Cleaning, Class room cleaning etc., will be organized. o YUVA - an initiative program to create awareness on laws. Every citizen should know secularism and Secularism in Indians to be organized. o SWACHH AVADI/UNNATH BHARATH ABIYAN events have to be enhanced o Summer Projects: New summer courses to be included in the academic year such as ? Beautician Course i. Spoken English ii. Growing mushrooms iii. First Aid Course and iv. Electrician Course, etc. a. Add on courses could be enhanced by MOU with Rooman Technologies FINN Mark pvt ltd. b. Free IAS coaching will be conducted in AY 2020-2021 2. Library: a. Library Week as a new initiative to enhance readability of students and faculty members. b. Library Resource INFLIBNET to be initiated.