



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
|---|---|
| 1. Name of the Institution | NAZARETH COLLEGE OF ARTS AND SCIENCE |
| Name of the head of the Institution | Mary Angeline Santhosam E |
| 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://ncas.in/iqac/ | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.24</td> <td>2014</td> <td>03-May-2014</td> <td>04-May-2019</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.39</td> <td>2019</td> <td>15-Jul-2019</td> <td>14-Jul-2024</td> </tr> </tbody> </table> | | | | | | 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 |
| 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 | | | | | | | | | | | | | | | | | | | | | |
| NAAC /Peer team Visit | | 11-Jul-2020 | | 1100 | | | | | | | | | | | | | | | | | | | | | |

| | | |
|------------------------------|-------------------|------|
| | 2 | |
| Participation in NIRF | 22-Nov-2019 1 | 1100 |
| Participating in India Today | 20-Dec-2019 30 | 1100 |

L::asset('/', 'public') .'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status)}}}

[View Uploaded File](#)

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 | 2020 00 | 0 |
| No Files Uploaded !!! | | | | |

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 :

20

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

[View Uploaded File](#)

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)

1. Preparation of NAAC 3rd cycle of Accreditation

2. Participation in NIRF on 22/11/2019

3. Conduct of Academic and administrative audit for all the departments/ centres by external member.

4. Orientation programme for students based on UGC student induction programme and orientation programmes for staff members on teaching methodology, Lesson plan preparation, student mentoring, NAAC accreditation, usage of ICT tools, Research.

[View Uploaded File](#)

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 | Achivements/Outcomes |
|---|--|
| To hold conference / Workshops / Seminars at Institutional level | Seminars were organized and conducted |
| To undertake performance appraisal system for Teaching and Non Teaching | Yearly performance appraisal was collected and feedback given for upgradation |
| Administer the feedback for various stakeholders | Feedback was administered for students, staff members, Employees, Parents and Alumni |
| To conduct FDP for faculty | FDPs were conducted |
| To conduct meetings with IQAC, HODs and Deans | Annual, Monthly and Weekly meetings were conducted and documented |

[View Uploaded File](#)

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-Oct-2020 |

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

2021

Date of Submission

10-Mar-2021

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 in the lesson plan register provided. University of Madras (UNOM) course objectives are followed in the curriculum delivery. The programme outcome, course outcome are formulated based on the course objectives. 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. Academic flexibility is ensured through adherences to CBCS framework as well as Add on & certificate programmes initiated by college, for which faculty members prepare curriculum. The college offer add on courses value added courses and career-oriented classes as a supplement. The college makes efforts to infuse professional ethics, Human values and environmental sustainability through syllabus prescribed by the University through value education and environmental studies. The suggestions given by the stakeholders are communicated to the University by the Principal. The college has signed MOU's with industries and corporate 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 |
|-------------------|-----------------|-----------------------|----------|--|--|
| Event Management | Nil | 23/01/2020 | 3 | To determine the appropriate control action for events | They attain project management experience and develop communication interpersonal skills |
| Digital Marketing | Nil | 29/02/2020 | 4 | Attain the knowledge of both Global and Local | Creativity in problem solving and data |

| | | | | | |
|-------------------------|-----|------------|---|---|-------------------------------------|
| UX/UI | Nil | 03/03/2020 | 2 | businesses in lead generation | analysis in social media |
| Python | Nil | 10/02/2020 | 1 | Learn Advance techniques in Java | They themselves write a own program |
| Android App Development | Nil | 03/03/2020 | 1 | To start a own business and learn how to create a program | Creativity in writing a new program |
| | | | | Learn how techniques in app development | creativity in new app development |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | NIL | Nil |
| No file uploaded. | | |

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 |
|----------------------------------|--------------------------|---|
| Nil | NIL | Nil |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 319 | 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 | 03/01/2020 | 822 |
| Value Education | 18/07/2019 | 400 |
| English Enhancement Course | 01/07/2019 | 544 |
| View Uploaded File | | |

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 | Financial performance analysis | 3 |
| BBA | A study on employee absentism at Sai balaji | 3 |

| | | |
|------------------------------------|---|----------|
| | Enterprises | |
| BBA | A study on performance appraisal in chowel industries private ltd. | 3 |
| View Uploaded File | | |

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 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.</p> |

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 |
|---|--------------------------|---------------------------|--------------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| View Uploaded File | | | | |

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 |
|-------------|---|---|---|---|--|
| 2019 | 1400 | 43 | 71 | 4 | 8 |

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 |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 80 | 80 | 14 | 7 | 0 | 7 |
| 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)

The institution has a robust mentoring system in place to improve their personal goals, academic goals, career goals that is implemented year wise. The principal, Dean of academics along with the heads allocate the mentor and mentee for each department. At the beginning of the academic year, the mentors and mentees are given orientation. The students newly admitted are formally inducted into the mentoring system through a (mentor/ induction interface). The mentors maintain the biographic details of all their mentees. 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 is 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. The mentor/ mentee system follows the mentoring agenda practicing the principle of confidentiality and professional relationship. The mentoring systems empower the mentee to become responsible citizen who excel in academics. Mentor record is a self evaluative record maintained by the mentee and also a report is generated by the mentor for the mentee doing the finishing year.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 1443 | 79 | 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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 80 | 80 | 0 | 22 | 9 |

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 |
|-------------------|---|-------------|--|
| Nil | Nil | Nil | Nil |
| No file uploaded. | | | |

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 |
|----------------|----------------|----------------|--|---|
| | | | | |

| | | | | |
|------------------------------------|-----|----------|------------|------------|
| BCom | CPZ | II/IV/VI | 25/09/2020 | 14/08/2020 |
| BBA | MAM | II/IV/VI | 24/09/2020 | 14/08/2020 |
| BSc | SAE | II/IV/VI | 23/09/2020 | 14/08/2020 |
| View Uploaded File | | | | |

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. College regular events, the department activities and activities of various cells and clubs are planned and included in the calendar.

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 |
|----------------|----------------|--------------------------|---|---|-----------------|
| MAM | BBA | Business Administration | 57 | 57 | 100 |

| | | | | | |
|------------------------------------|-----|------------------|----|----|-----|
| SAE | BSc | Computer Science | 17 | 17 | 100 |
| TAM | BSc | Mathematics | 5 | 5 | 100 |
| View Uploaded File | | | | | |

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)

<https://ncas.in/igac-composition/#sss>

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 |
|-----------------------------|----------|------------------------------|------------------------|---------------------------------|
| Any Other (Specify) | 300 | ITHU NAMMA AVADI | 50000 | 50000 |
| Industry sponsored Projects | 340 | TEACH SUB TECHNOLOGY PVT LTD | 20000 | 50000 |
| Any Other (Specify) | 200 | INNOVATION NEST | 10000 | 20000 |
| Any Other (Specify) | 365 | PSM ASSOCIATES | 20000 | 30000 |
| No file uploaded. | | | | |

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 |
|--|--------------------------------|------------|
| E-workshop on "Road Map to Intellectual Property Rights and Patent FilingD | Department of Computer Science | 21/08/2020 |

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 |
|-------------------------|-----------------|-----------------|---------------|----------|
| APP DEVELOPMENT | HARIKRISHNAN | FINMARK | 29/05/2020 | STUDENT |
| APP DEVELOPMENT | YUKESH | FINMARK | 26/05/2020 | STUDENT |
| No file uploaded. | | | | |

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 | SELF | CATERING SERVICES | ENTREPRENEURSHIP | 07/10/2019 |
| INCUBATION | NERF | SELF | TAILORING | ENTREPRENE | 07/12/2020 |

| | | | | | |
|-------------------|--|--|--|--------|--|
| CENTRE -2 | | | | URSHIP | |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 1 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| 0 | 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) |
|-------------------|----------------------------|-----------------------|--------------------------------|
| National | BUSINESS ADMINISTRATION | 1 | 0 |
| National | COMPUTER SCIENCE | 4 | 0 |
| National | SOCIAL WORK | 1 | 0 |
| No file uploaded. | | | |

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 |
|-------------------|-----------------------|
| COMPUTER SCIENCE | 3 |
| MATHEMATICS | 2 |
| SOCIAL WORK | 3 |
| No file uploaded. | |

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 |
| No file uploaded. | | | | | | |

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 |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-------------------|---------------|----------|-------|-------|
| Attended/Semi | 36 | 36 | 198 | 5 |

nars/Workshops

No file uploaded.

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 |
|-------------------------------------|---|--|--|
| Nazareth Pongal Celebration 2020 | Department of Language, NCAS | 8 | 1020 |
| Belles Lettres | Department of English, NCAS | 7 | 150 |
| Workshop on Web Development | Department of Computer Science, NCAS | 6 | 145 |

[View File](#)

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 | 1400 |
| Cleaning Avadi Corporation | Swachhta Award | Avadi Corporation | 1443 |
| Covid19 Slum Intervention Program | Recognition | Greater Chennai Corporation | 24 |

No file uploaded.

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/Agen cy/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|------------------------|--|------------------------------|---|---|
| Training Programme | E - Sharing on Robotic Process Automation | Training programme | 6 | 5 |
| Workshop | Department of Computer Applications, NCAS | Workshop on Web Designing | 7 | 350 |
| Cultural Activities | Language Department, NCAS | Pongal Celebration | 8 | 1020 |

[View File](#)

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 |
|---------------------------|--------------------|-----------------------------|----------|
| Mini research | Dr.E.Mary Angeline | INA Social Enterprise | 100 |
| Student Exchange | Ms.Balasalocini.C | Teachsub | 90 |
| Student Exchange | Ms.Thilakavathi | Teachsub | 90 |
| View File | | | |

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 |
|---------------------------|--------------------------------|---|---------------|-------------|-------------|
| Industry Linkage | Financial performance analysis | Rane Brake Lining Limited | 16/05/2019 | 14/06/2019 | 3 |
| Industry Linkage | Financial performance analysis | Beetta Instruments and Equipments CO., | 10/05/2019 | 10/06/2019 | 3 |
| Industry Linkage | Mini project | Sai Balaji Enterprises | 13/05/2019 | 13/06/2019 | 3 |
| View File | | | | | |

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 |
|-------------------|--------------------|--|---|
| ExcelR | 10/01/2020 | Python Data Analytics | 47 |
| CSC | 10/01/2020 | Python Training Course | 17 |
| DOIT | 20/01/2020 | IT Networking, CCNA Basics and Photoshop training course | 205 |
| No file uploaded. | | | |

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 |
|--|--|
| 2500000 | 2386136 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|-------------------------|
| Campus Area | Existing |
| Class rooms | Newly Added |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
| Seminar halls with ICT facilities | Existing |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Others | Newly Added |
| No file uploaded. | |

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(s pecify) | 367 | 34983 | 0 | 0 | 367 | 34983 |
| No file uploaded. | | | | | | |

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 |
| Mr.Thiyagaraj | Open Student Access Catalog | Visual Basic and Microsoft Access | 05/06/2019 |
| No file uploaded. | | | |

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 | 0 | 0 | 0 | 4 | 12 | 20 | 0 |
| Added | 10 | 0 | 0 | 0 | 0 | 1 | 1 | 20 | 0 |
| Total | 189 | 4 | 0 | 0 | 0 | 5 | 13 | 40 | 0 |

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 |
|--|--|--|--|
| 18000000 | 18443235.4 | 2500000 | 2386136 |

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)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. Response: The Institution has a clear policy and procedure for maintenance of academic support facilities. Be it, infrastructural or ICT equipment, library books, 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 equipment's are cleaned, calibrated and maintained on a regular basis. The cleanliness and maintenance of washroom college campus and security services have been outsourced from 2019-2020 onwards. The maintenance of Printers is 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 up gradation is carried out. The computer

lab has a service room and in case if any repair of computer parts, the lab assistants would address the same and they are rectified. The library stock is regularly subject 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 channelizes 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 | Nil | 0 | 0 |
| Financial Support from Other Sources | | | |
| a) National | ADI DHIRAVIDAR SCHOLARSHIP16 | 137 | 891910 |
| b) International | Nil | 0 | 0 |
| No file uploaded. | | | |

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 |
|---|------------------------|-----------------------------|--|
| Mentoring | 13/08/2019 | 1020 | Nazareth College of Arts and Science |
| Bridge Course | 17/06/2019 | 480 | Department of Mathematics and Department of English - Nazareth College of Arts and Science |
| Personal Counselling | 06/09/2019 | 125 | Nazareth College of Arts and Science |
| Remedial Coaching | 19/08/2019 | 600 | Nazareth College of Arts and Science |
| No file uploaded. | | | |

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 | Nil | 0 | 1020 | 2 | 2 |
| No file uploaded. | | | | | |

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 |
|---------------------------|--------------------------------|---|
| 5 | 5 | 2 |

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 |
| Just Dial | 220 | 2 | United India Insurance | 129 | 0 |
| View File | | | | | |

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 |
|---------------------------|--|--------------------------|---------------------------|-------------------------------|-------------------------------|
| 2019 | 3 | B.Sc | Mathematics | Anna Adarsh College for Women | M.Sc |
| 2019 | 16 | B.A | English | Loyola College of Education | B.Ed. |
| 2019 | 3 | B.B.A | Business Administration | SNS College of Engineering | MBA |
| View File | | | | | |

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 |
|-------------------|---|
| Any Other | 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 |
|---------------------------------------|-----------|------------------------|
| Alumni Trophy (Men and Women) | State | 800 |
| Intercollegiate Tournament - Handball | Zone | 130 |
| Interzone Men Handball | Interzone | 160 |

Tournament

[View File](#)

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 | Nil | Nil | 0 | 0 | 00 | Nil |
| No file uploaded. | | | | | | |

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.

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:

521

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

156300

5.4.4 – Meetings/activities organized by Alumni Association :

8.2.2020 - General meeting, 22.2.2020 - Core team alumni meeting, 14.3.2020 - Core team Alumni meeting for academic planning, 26.4.2020 - Alumni meet postponed due to pandemic. 5.6.2021 - Alumni meeting

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)

Nazareth prepares a strategic plan to excel both in administration and academic dimension. The strategic plan is drafted in live with vision of the institution for the next five year. Besides these annual plans are also prepared. Annual plan are drafted for curriculum delivery, teaching, learning and evaluation, research, extension activities, publication, seminar/conference/workshop, consultancy, infrastructures, collaborating linkage. The up gradation, library up gradation, student support, leadership, faculty welfare, resource mobilization, academic and administrative audit, green initiatives. The annual plan is prepared department wise with the participation of the faculty and students. The Principal along with IQAC, Heads review the plan and gets approved from management. 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. The staff is 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. 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. 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 |
|-----------------------|--|
| 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 |
| 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. |
| 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. |
| 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. Visual communication lab are equipped and enriched with required instrumentation |
| 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. |
| 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., The university exams were conducted online as per the guidelines because of COVID lock down. |

| | |
|------------------------|---|
| | The end semester evaluation was done online by the faculty..Question bank was prepared for part A, Part B and Part C for all the subjects. |
| 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. ICT tools are used for effective teaching and learning. Student center learning is enhanced by training the teacher. |

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

| E-governance area | Details |
|-------------------------------|--|
| 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. |

| | |
|---|--|
| <p style="text-align: center;">Planning and Development</p> | <p>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.</p> |
| <p style="text-align: center;">Administration</p> | <p>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 though online portal. Student Transfer Certificate is maintained through ESSL Software.</p> |

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.K.Alamelu | NAAC Accreditation and Re-Accreditation | University of Madras | 2000 |
| Nill | Dr.E.Mary Angeline | NAAC Accreditation and Re-Accreditation | University of Madras | 2000 |
| No file uploaded. | | | | |

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) |
|-------------------|--|---|------------|------------|---|---|
| 2019 | FDP on Effective teachers | Nil | 11/06/2019 | 11/06/2019 | 78 | Nil |
| 2019 | International Workshop on Aim High Publish in Scopus | Nil | 03/10/2019 | 03/10/2019 | 79 | Nil |
| 2019 | Workshop on Blooms Taxonomy | Nil | Nil | Nil | 78 | Nil |
| 2019 | Nil | Effective Office Management | 10/06/2019 | 10/06/2019 | Nil | 4 |
| 2019 | Nil | Paperless office | 16/09/2019 | 16/09/2019 | Nil | 4 |
| 2020 | Nil | Recycling of Office Waste | 03/02/2020 | 03/02/2020 | Nil | 5 |
| No file uploaded. | | | | | | |

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 |
|--|---------------------------------|------------|------------|----------|
| Data Structures | 1 | 21/05/2020 | 29/05/2020 | 8 |
| Blooms Taxonomy | 4 | 23/11/2019 | 23/11/2019 | 1 |
| International workshop on Graph Labelling and coloring | 1 | 04/03/2020 | 04/03/2020 | 1 |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| | | | |

| | | | |
|----|----|---|---|
| 33 | 33 | 0 | 0 |
|----|----|---|---|

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|--|---|---|
| Provident Fund, ESI, Leave Encashment, Sick Leave, Teachers Day Gift, Free Transport | Provident Fund, ESI, Salary Advance, Leave Encashment, Sick Leave, Food Token, Free Transport, Trip Arrangement | Topper Concession, Canteen Subsidy, Infirmary, 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 |
|--|-------------------------------|-----------|
| Nazareth Emergency Relief Fund | 5000 | Walkathon |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|---------|
| 2000000 |
|---------|

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. Institutions Innovation Council Registration. 2. Unnat Bharat Abhiyan registration. 3. UN Charter registration 4. AEIDP registration 5. ARIIA

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 | No |

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 |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2019 | Out Reach - Village Survey | 03/08/2019 | 03/08/2019 | 03/08/2019 | 200 |
| 2019 | FDP on Effective teachers | 11/06/2019 | 11/06/2019 | 11/06/2019 | 75 |
| Nil | E - Sharing on Robotic Process Automation | 30/09/2019 | 30/09/2019 | 30/09/2019 | 25 |

[View File](#)

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 |
| Gender equity orientation | 17/06/2019 | 17/06/2019 | 600 | 300 |
| Seminar on | 13/09/2019 | 13/09/2019 | 70 | 30 |

| | | | | |
|---|------------|------------|-----|----|
| prevention of child sexual abuse and gender sensitization | | | | |
| Women cell: Self confidence workshop | 07/12/2019 | 07/12/2019 | 371 | 18 |
| Varam | 02/12/2019 | 02/12/2019 | 5 | 5 |
| Workshop on Kavalan App | 11/12/2019 | 11/12/2019 | 330 | 0 |
| Thaimai | 12/02/2020 | 12/02/2020 | 5 | 5 |
| International Womens Day | 08/03/2020 | 08/03/2020 | 50 | 15 |

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 |
|--|--------|-------------------------|
| Physical facilities | Yes | 1 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 1 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | Yes | 1 |
| Scribes for examination | Yes | 1 |
| Special skill development for differently abled students | No | 0 |
| 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 |
|------|--|--|------------|----------|------------------------------------|-----------------------------------|--|
| 2019 | Nil | 1 | 08/09/2019 | 1 | Swachh Bharat - Cleaning of Nearby | Segregated Bio Degradable and Non | 35 |

| | | | | | | | |
|------|------|---|------------|---|--------------------------------------|--|------|
| | | | | | Villages | bio degradable waste | |
| 2019 | Nill | 1 | 03/12/2019 | 1 | Anbai Pagirvom | Feed the needy | 20 |
| 2019 | Nill | 1 | 16/06/2020 | 1 | The Ills and evils of Covid 19 Virus | The preventive measures against contracting Covid 19 virus | 1115 |

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|-----------------|---------------------|---|
| Value Education | 20/06/2019 | <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, 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.</p> |
| Code of Ethics | 24/07/2019 | <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 and 6. Competence. The NASW</p> |

| | | |
|--------------------------|-------------------|---|
| | | <p>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> |
| <p>Students Handbook</p> | <p>24/06/2019</p> | <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 regulations and advocates the students to follow the same. The code of conduct which is prescribed in the handbok proves to be the behavioral etiquette and the means of transformation towards a more humane citizen. The institution serves students from diverse backgrounds and provides a congenial academic platform for the students. The students are instructed to be self disciplined and show respect, honor 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</p> |

| | | |
|-----------------------------|------------|---|
| | | students with positive character traits thereby providing them a propitious learning environment to make them socially responsible citizens. |
| Code of Professional Ethics | 24/07/2019 | 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, co-operate 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-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. |
| Examination Manual | 28/06/2019 | 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Tree for birds | 27/07/2019 | 27/09/2019 | 45 |
| World Humanitarian Day | 19/08/2019 | 19/08/2019 | 30 |
| Seminar on impact of corruption on the Nation | 23/10/2019 | 23/10/2019 | 60 |
| View File | | | |

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

Green Initiatives: -Roof-Top Solar Power Plant of 10 kW capacity is commissioned -Sewage Treatment Plant (STP) Reverse Osmosis (RO) plant are installed and the treated water from STP and waste water from RO Plant are used to water the plants in the garden. -Rain Water Harvesting system is in place -Reverse Osmosis (RO) water treatment plant is installed to get cleansed drinking water -Energy Efficient Lighting system is established through LED bulbs - Landscaping services for institutions - Miyawaki forest creation in the community

Green Practices : The institution has taken many initiatives in order to make the campus and eco-friendly. 1. The use of bicycles and public transport students and faculties who reside nearby are encouraged to come by to reduce the hazards of pollution, while others are encouraged to use transport to commute, which helps to keep traffic congestion lower, reduces air pollution from idling vehicles. 2. The Paperless environment, which uses minimal physical paper and instead uses primarily digital documents. 3. A Plastic-free campus, the institution tangible alternatives to single-use disposable plastics, from the c reuse to compostable products. 4. The Rain Water Harvesting 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. 5. The management of waste with solid and liquid waste management, E-waste management is also It is explored with the end view of promoting awareness, education proper e-waste disposal. Altogether, the Green

landscaping with trees and plants gives a refreshing environment to the campus. 6. Smoking is strictly prohibited. 7. Usage of one side paper is encouraged. 8. Paperless communication (E- MAIL/ Whatsapp communication) is encouraged. 9. Organic Garden is maintained in campus. 10. Various workshops and awareness programmes on tree plantation, waste management, energy conservation etc are conducted organized. 11. Environmental Science is a mandate course for all students

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE: 1 Social waste management as collective responsibility- Thooimai Avadi Objectives: 1. To join hands with Idhu Namma Avadi, a social enterprise and Avadi municipality to spread awareness among the public on effective waste disposal. 2. To create awareness among the public on methods of waste disposal in the community. 3. To engage with NGO and government to collaboratively join hands and make Avadi a clean city. The context: Avadi neighborhood generates more than 150 metric tons of garbage daily which is dumped at Sekkadu owned by Avadi municipal Corporation. All the waste dumped is collected from different zone from Avadi. In order to minimize the dumping at Sekkadu reducing the waste disposal and segregation is very much essential. A need to educate the public on the effective disposal of waste identified. Also the community spaces where waste was dumped had to be cleaned at regular intervals. Participation of the public was essential. Hence the college with the help of its NSS, NCC and social work Department volunteer joined hands with Idhu Namma Avadi and Avadi municipality to segregate and remove solid waste. The Practice: The volunteer from NSS, NCC and Department of Social work students and faculty joined hands and visited the dumped sites and removed the waste. This practice was scheduled every Saturday between 7.00 A.M to 11.00 A.M. The Avadi municipality workers joined hands and segregated the waste and collected it. Another group of students also created awareness at the same time at public places by performing street play, folk songs, Karagattam. They also both rally with placards and distributed information material. Evidence of Success: The students got an opportunity to understand the issues that municipality faces in waste management. They were able to reach out to the community spreading awareness on effective waste management. This practice proved that stakeholders (public, Government) can work together bringing positive changes in community. Problems Encountered: Parents hesitate to send their words to collect waste in the community. This practice promotes that solid waste management is everyone's responsibility. **BEST PRACTISE: 2 Title of the Practice: Promoting Civic Advocacy among Students and Community Objectives of the Practice:** Civic responsibility is the responsibility of a citizen in advocacy of various causes, such as political, economic, civil environmental and quality of life issues. Good governance and effective participation was instilled in students to promote civic advocacy and train them as responsible citizens of India. The Context The process involves educating and training youth of Nazareth. According to India's census 2011, 19.1 of India's total population contributes of youth in the age group of 15-24 years. The youth are the future of India and have the power to change the Nation. The current gadget world is confining the youth from healthy relationships. The youth are growing in a world of gadgets which has made them a slave to technology. Apart from other negative effect there is deterioration in civic sense and responsibility. It is the responsibility of Higher Educational Institution to promote and enlighten responsible citizens committed to democratic principles and create citizens who will be tomorrow's leaders. The Practice The college organized a series of workshops on the following topics to promote Civic advocacy among the students.

- o To educate students on urban, rural governance and structure
- o Structure of the Government
- o Secularism in India
- o Our constitution Rights and Duties
- o Our

parliament o Laws every citizen must know o Voting o Right to Information Act
 2. To create awareness to the adopted community on the above topics by the trained students. Evidence of Success • Introduction of theory workshops helped in eradicating civic ignorance among the students. • Created awareness among the youth on our democratic system • Nurtured future voters to make informed choices. • Encouraged students to express their thoughts and opinion on governance. • To empower citizens (students Community people), contain corruption, and fortify the government to work for the people Problems Encountered: 1. The students were not receptive to know about Civic Advocacy 2. It was difficult for the trained students to reach out to the community and make them understand their rights.

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

Nazareth College of Arts Science, having established in the rural area of Kannadapalayam, Kovilpathagai Village, Avadi proposed to give back to the society by empowering the neighbourhood. The institution established the Sanitary Pad manufacturing unit to provide employment opportunities to the neighbourhood women especially single women / widowed / women who are affected by domestic violence. It is understood from the statistics that still 42 of rural India doesn't have the awareness on mensural hygiene and this has led to many school dropouts and rural India needs support of educational institutions in creating awareness and support India on a broader scale. Hence, it I proposed to establish a unit of Sanitary Napkin Pad. The students volunteers of NSS / Women Cell shall create an awareness on mensural hygiene to the girl students of neighbourhood schools and provide them with the pads. Vision: To establish the employment opportunities to women in the neighbourhood. Objective: • To establish sanitary pad manufacturing unit • To create an awareness on mensural hygiene • To supply to all the neighbourhood schools at an affordable price The college has provided employment to 4 Single women in the community who work in the manufacturing unit. Menstrual hygiene supplies are a necessity that many low-income women lack. Rural areas of India are unable to afford these necessities do not know how to cope up. Realizing this need and a providing employment to single women and train students as advocates Nazareth College has established this initiative for improved access to menstrual hygiene supplies for low-income females across the State.

Provide the weblink of the institution

<https://ncas.in/>

8.Future Plans of Actions for Next Academic Year

Incubation and Innovation MHRD cell has to be initialized to inculcate entrepreneurship among the students. A FDP on "Research Methodology" to be arranged for the faculty members. An awareness on Voting rights on "National Voters Day" to be organized by "Idhu Namma Avadi". All the departments to conduct "Gender Sensitization Programme" for the academic year."Online Job fair" has been arranged by the Placement Cell for the Final year students. Virtual State-Level Conference to be conducted on "World Earth Day". Survey on Post-Covid19 among Micro Small Medium Enterprises will be conducted by the students will be employed to do this survey. Planned to organize one day regional level seminar on "Conservation of Nature". Nazareth Centre for Development of Teaching and Learning will organize a One-day workshop on Bloom's Taxonomy. Nazareth College

of Arts and Science, Avadi, Chennai, organized its biggest event of the year "WALKATHON 2020" emphasizing the social cause "Child Abuse and Protection". Door To Door Awareness Campaign to spread awareness against corruption amongst the general public. FDP on Effective teachers will be organized. International Workshop on Aim High Publish in Scopus will be planned for the year. State Level Intercollegiate Handball Tournament for Men and Women. Orientation Programme on Government Measures to encourage Tertiary Education has been planned. Workshop on Blooms Taxonomy has to be organized by IQAC. Workshop on Self Confidence. Planning to create awareness of COVID impact on human health such as Health Awareness Programme, Awareness program on Obesity, Awareness on Skipping Breakfast and Nutrition, Programme on Impact of Fast Food and Package food item Awareness on Promotion of Organic Diet. Vigilance Awareness Week will be conducted.