



# **YEARLY STATUS REPORT - 2020-2021**

## **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 its own campus? **Yes**

- Phone no./Alternate phone no. **04426380549**
- Mobile no **6380056960**
- Registered e-mail **info@ncas.in**
- Alternate e-mail **principal@ncas.in**
- Address **Kovilpathagai, Main Road,  
Kannadapalayam, Avadi**
- City/Town **Chennai**
- State/UT **Tamil Nadu**
- Pin Code **600062**

#### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **University of Madras**
- Name of the IQAC Coordinator **Ms.K.Alamelu**
- Phone No. **04426380203**
- Alternate phone No. **9442472223**
- Mobile **9442472223**
- IQAC e-mail address **iqac@ncas.in**
- Alternate Email address **alamelu@ncas.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

<https://www.ncas.in/downloads/NCA-S-AQAR-2019-2020.pdf>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.ncas.in/academiccalendar.html>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.24</b>	<b>2014</b>	<b>03/05/2014</b>	<b>04/05/2019</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.39</b>	<b>2019</b>	<b>15/07/2019</b>	<b>14/07/2024</b>

**6.Date of Establishment of IQAC**

**20/06/2012**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 10

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

International conference on Restoring our Earth to Normalcy on 22/04/2021 to 24/04/2021 by Department of Social Work

Alumni meet on 2/04/2021 by Department of Computer Science

Orientation program for first year students on 22/02/2021 by All the department

National level Webinar on "Sensitizing Trends and cyber frauds" on 12/03/2021 by Department of Computer Science

National Level virtual workshop on AWS cloud overview with demo of launching virtual machine- Integral 2021 on 6/03/2021 by Department of Computer Application

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
To organize International conference	International conference on Restoring our Earth to Normalcy was organized on 22/04/2021 to 24/04/2021 by Department of Social Work.
To organize National level Webinar	National level Webinar on "Sensitizing Trends and cyber frauds" was organized by

	Department of Computer Science on 12/03/2021
To organize workshop	AE- Workshop on "Road map to intellectual property rights and patent filing" organized by Department of Computer Science on 21/08/2021
To organize webinar	Webinar on "A Shield of security in Cyber frauds" was organized by Department of Computer Science on 12/03/2021.
To organize webinar and conference	Webinar on "A Shield of security in cyber sniffing" was organized by Department of Computer Science on 18/03/2021.
To organize webinar	Webinar on "Protecting the intellectual Property of Entrepreneurs" was organized by Department of Commerce on 04/12/2021.
To organizes webinar	Webinar on Intellectual Property Rights organized by corporate secretary ship on 4/12/2021.
To organize webinar	Webinar on Leadership skills by Rotract Club on 9/11/2020
To organize webinar	Webinar on " Fuzzy Expert Systems and its Application by Department of Mathematics on 19/6/2020
To organize National level Virtual Workshop	National level Virtual Workshop on AWS Cloud overview with demo of launching virtual machine- Integral 2021.
To organize webinar	Webinar on "IT Industry Expectation at the time of Recruitment and HR to prepare themselves for the organization they work" by College
To organize workshop	Workshop on Financial Wellness

	conducted by IQAC on 5/2/2021
Faculty Development Programme for teaching staff members	FDP on How to handle online class organized by IQAC on 3/8/2020
To apply for Bharath Shiksha Award	Dr. S. Radhakrishnan Bharat Shiksha award for Outstanding Contribution in Extension Outreach Programs in south zone
To get listed in promising College and Performer Band in ARIIA Achievements	Recognized as Promising College among(Private/Self financed) and Performer Band 2021
To work for the community during pandemic	Appreciation to Nazareth Emergency Relief and Rehab Foundation (INDIA) For the contribution in implementing the community Intervention Program in Chennai city during the COVID-19 Pandemic in 2020
To apply for Education World ranking	Achieved 4th place non-autonomous colleges in Tamilnadu. in Education world
To get minimum 3 stars in IIC Ranking	Received 3.5 star rating for Institution Innovation Cell, Ministry of Education, Government of India.
To apply for India Today Ranking	Overall India Today ranking B. Com - 177 , BCA - 130 ,MSW -47 , BBA -152 ,Science-169
To represent in the District, State, University and International level in Sports and Games	Represented won laurels
To increase the number of recruiters approaching for placement.	Recruiters are Infosys / I Gate / CSS / DELL / Eschol / MCube / Capgemini / LIC / Merit Software Services / Ford / EDS Placement / Sutherland / NTT / Aspire / Bigbasket / Just Dial / Tata Consultancy / TI Cycle / TeachSub / MyOS etc

**13. Whether the AQAR was placed before statutory body? Yes**

- Name of the statutory body

Name	Date of meeting(s)
AQAR was placed for approval in the Management Council Meeting and IQAC Meeting, where approval and suggestions were sought.	06/09/2020

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	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 its own campus?	Yes
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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.ncas.in/academiccalendar.html">https://www.ncas.in/academiccalendar.html</a>				
<b>5.Accreditation Details</b>					
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<b>6.Date of Establishment of IQAC</b>			20/06/2012		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
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• Were the minutes of IQAC meeting(s)			Yes		

and compliance to the decisions have been uploaded on the institutional website?	
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
AQAR was placed for approval in the Management Council Meeting and IQAC Meeting, where approval and suggestions were sought.	06/09/2020
<b>14. Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
2022	18/03/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The Institution has a clear vision and mission to build enriched socially responsible citizens. In the process of providing best resources, opportunities to challenges of global competency the college has prepared itself to a holistic multidisciplinary institution.</p> <p>In line with NEP, the College offers a wide array of Undergraduate and Postgraduate Programmes in Humanities, Sciences, Information Technology, Commerce and Management.</p> <p>The institution offers innovative curricula that includes choice based credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education.</p> <p>The first step was integrating STEM in the add on and certificate courses offered to the students. Being an affiliated college decides the courses offered through BOS but the college has prepared itself to transform to a multidisciplinary institution. The following initiative have been taken.</p> <ol style="list-style-type: none"> <li>The college has introduced SDG curriculum as a add on course to create awareness among the students on the</li> </ol>	

importance of SDG 2030.

2. The college has initiated Nazareth Community Tool Box for community engagement and serve
3. Environmental education is inculcated through our social enterprise "Idhu Namma Avadi"
4. Value based course have been offered which are multidisciplinary and holistic

#### **16.Academic bank of credits (ABC):**

Nazareth College is affiliated to the University of Madras and all decisions regarding syllabus, examination process and evaluation is communicated through the BOS. The college encourages its faculty to conduct Add on Programs. The designing of the curriculum, teaching, learning and evaluation is be done by the faculty. The institution offers flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. The college has instructed the final year students in UG & PG to register for the ABC in view of NEP 2020.

#### **17.Skill development:**

Skill development aim to acknowledge the ability of the youth and help them to be more valuable for the family, society and the country. Skills empower the students and helps them to progress and better their persona, career, professional and social life. Nazaretes centre for skill development (NCSD) was launched in the year \_\_\_\_ It has been entrusted with the responsibility to train the students by providing them skills with the objective for enhancing their employment.

Self-employment opportunities.

The Nazareth Centre for skill development has collaborated with, Finmark Trainer Private India, TeachSub.com, Eyopen technologies, Gusto, Do it, The Ministro Foundation,Alchemy Academy of performing arts, Art Lab Madras, Gusto, Bryn Trin, & Vy systems. My online statun, Graple, Excelr, IT Neworking, & Skill based courses were offered to the students of the college.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The college adopts the Indian languages offered by the Parent University (UNOM) like Tamil, Hindi, Telugu, Malayalam. To facilitate learning process, the teacher also adopt bilingual mode based on the topic of the syllabus. Every year a group of interested students are trained in the folk arts like Karaga, Oyilattam, Parai, Puppetry. Bilingual teaching is followed for all courses only for students who come from a tamil medium.

The institution has been promoting culture and ancient traditional knowledge - fundamental concepts and ideologies from Vedas, upanishad, thirukural and various other sources of literature are used to incorporate value-based education through the social work curriculum. Predominant Indian arts like Silambam, Karagam, Oyilattam, Mayilattam, Parai, Bommalattam are practiced. The south Indian traditional festival of Harvest festival (Pongal) is celebrated every year. Exposure of all students through the social responsibility pillar to tribes and their culture is included in the social sensitization programme for all the first years.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome based education is a pedagogical model that entails the restructuring of curriculum, pedagogy and assessment practices to reflect the achievement of higher order learning, as opposed to a mere accumulation of course credits. learning, as opposed to a mere accumulation The institution is preparing itself to implement outcome-based education (OBE) to ensure that the graduate possess the qualities to enable them to respond to rapid growth knowledge, information technology and globalization.

The institution prepares the course outline and lesson plan based on OBE which is a follow: Part A - Introduction, Part B - Content of the course, Part C - Assessment and evaluation, Part D - Learning resources. The teaching, learning and evaluation are embedded in the Lesson plan. The curriculum of the parent university is mapped into delivery process, experiential, creative and critical thinking abilities are incorporated into the various activities. The institution has visualized to offer vocational fields as an additional course and enhance his / her holistic growth.

Best Practice

"Fieldwork evaluation form" - MSW

Dimension assessed : Knowledge, study, values

When & Where student assessed : End of field work / Field work agency

Who assessed student Competence: Field work instructor

Outcome measure for Competencies: Score of 3 for each competency and average of the score for each.

#### Competencies Assessed

1. Demographical and professional behavior
2. Engage diversity and differences in practice
3. Advance human right and social, economic and environmental justice
4. Engage in practice informed research and research informed practice
5. Engage in policy practice
6. Engage with individual, families, groups, organization and communities
7. Assure individual, families, group, organization and communities
8. Intact with individual, families, group, organization and communities
9. Evaluate practice with individual, families, groups, organization and communities

Competency benchmark (Percent of student of the program expects to have achieved the minimum score, inclusive of all measure) for competencies 1-9

#### 20.Distance education/online education:

The College initiated Distance Education Programmes from the year 2017 -2018 (Bharathidasan University) and 4 students completed their courses. Currently. The Institution signed MOU with University of Madras, Distance Education Centre in the year 2018. The study center offers 15 Undergraduate courses, 15 Post graduate Courses. for learners. 30 students completed this study from the first batch across various 30 programmes.

## Extended Profile

### 1.Programme

1.1	314
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1441
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1388
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	226
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	85
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	85
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	40
Total number of Classrooms and Seminar halls	
4.2	7326456.06
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	150
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college is affiliated to the University of Madras and follows the curriculum designed based on CBSC pattern followed by the University of Madras. The college offers nine Undergraduate and four Postgraduate programmes. The academic calendar is prepared based on the parent university (UNOM). The institution follows the syllabus prescribed by UNOM. The (IQAC) along with the Heads of the Departments plan the curriculum delivery process, prepare general guidelines and schedule timeline approved by Principal and the management council. Members of the faculty follow online lesson plans to deliver the curriculum which is monitored by work

done registers.

#### Academic Plan:

According to the workload, Semester and Weekly plans are compiled by the faculty members and uploaded online for each subject. Topics beyond syllabus are included based on alumni and Industrial feedback. Assignment and seminar topics within the syllabus and beyond the syllabus are given to the students. Seminars, Assignments, Guest lectures, workshop sand Exhibitions are carried out to enrich the curriculum delivery. The college offers add on, value added courses and career-oriented classes in collaboration with industries and corporations to enrich the curriculum. All notifications are issued to the students through institutions'' email I.D (G suit) and Myonline status.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/1.1.1.pdf">https://ncas.in/wp-content/uploads/2022/12/1.1.1.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic Calendar serves as a source of information and planning documents for faculty, and students, and the CIE and annual examination schedule are printed in the student's handbook which is also uploaded on the college website. The institution strictly follows the examination schedule, except the time of emergencies such as natural calamities and Government announcements and the same is re-planned.

The continuous Internal Evaluation is assessed at two levels.

#### Institution Level:

The College prepares the Action Plan and conducts the I and II Theory Internal Tests for the Students for 25 and 75 Marks respectively. The Unit Tests were also conducted for the students by all the U.G. Departments for the Slow Learners as per criteria set by the College. The entire Paper Credits are evaluated by the faculty members of the Department and the Final Marks are uploaded to the university IMES. The value-added and add-on courses have

their assessment and the certificate of completion is issued to the students.

#### University Level:

The College has the Exam Center status, and it facilitates the conduct of the End semester examinations every semester of their respective students. The Internal assessment marks are uploaded into the university IMES.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/1.1.2-Academic-calendar.pdf">https://ncas.in/wp-content/uploads/2022/12/1.1.2-Academic-calendar.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

171

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college conducts department wise orientation programmes that make the students to be aware of all cross-cutting issues.

**Professional Ethics:** Training students in good work ethics is essential and the curriculum also focuses on the same. Courses like Principles of Management, Ethics for Social Work, Business

Ethics etc.

**Gender:** Various programmes in the form of seminars, workshops, skit, mime, rally, puppet shows through various cells like Nirbhaya Women's Cell, NSS, YRC, RRC and CCC. The college campus is free from sexual harassment, ragging and malpractices. The Augmenting use of gender equality is communicated effectively and in proper manner to the students through the aforesaid.

**Human Values:** 'Value Education', Destination Excellence and Value education programme classes are conducted for students. Courses like migration issues and Human Security, Marriage and Family Life Education are offered as elective papers in the programme.

**Environment and Sustainability:** A paper on EVS is introduced by the University compulsorily and followed by the College to educate the students about the environment and sustainability. The students maintain the college as an eco-friendly college campus, maintain an organic garden, harvest green leaves, vegetables, and fruits which are sold in the college at a reasonable rate.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

62

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://ncas.in/1.4.1/">https://ncas.in/1.4.1/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://ncas.in/1.4.1/">https://ncas.in/1.4.1/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

598

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

598

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The advanced learners are motivated to conduct and attend cultural events, seminars, workshops and conferences at both department and college level. The students are encouraged to register for Massive

Open Online Courses (MOOC) offered by a variety of courses based on their subjects and completion of such courses is recognized as extra credit.

The advanced learners are also encouraged to register in the student study cell and receive coaching and training coaching for UPSC, TNPSC, RPF, SSC, RRB and other competitive examinations. Coaching for NET/SET is also given for Research students.

The institution provides special care to the students who are identified as slow learners. These students are given personal counselling on a regular basis through the assigned mentors. In order to improve the academic performance of the students, solved question banks are provided to the students. Special coaching classes are also conducted after the college hours. The parents of the slow learners are informed of the performance of their wards periodically. Personal and individual attention is given to the students by every faculty member. Remedial classes are organized for the slow learners.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/2.2.1.pdf">https://ncas.in/wp-content/uploads/2022/12/2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1292	74

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College ensures that a rich learning experience is provided to all the students using alternate teaching pedagogy along with the traditional methods.

**Experiential learning:**

To make an impact beyond four walls, the institution brings leaders from MNC, NGO'S, Portfolio managers to address the students on real world challenges at workplace. The students of Business Administration carry out mini projects and undertake industrial visits. The Department of social work, Extension and outreach cells encourage students to carry out surveys and undertake mini research. Study tour, block and summer placement encourages students to understand the realities of society in social work education. The students of Computer Science engage themselves in internship and live projects. Stock exchange simulation tool is used by the Departments of Commerce to impart knowledge on the stock market trends.

**Participative learning:**

The students are motivated to participate in seminars, workshops, cultural activities organized by the college. Every department association releases Newsletters designed by the students.

**Problem-Solving Methodology:**

The teachers use the case study method in the departments of Business Administration, Commerce and Social work so that students can learn with examples to develop their skills in problem solving, decision making and cope with ambiguities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ncas.in/wp-content/uploads/2023/06/2.3.1-1.pdf">https://ncas.in/wp-content/uploads/2023/06/2.3.1-1.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Online classes were conducted during the academic year 2020-21 for imparting quality education to the students. Desktops, laptops & printers were the ICT tools used by the teachers in the teaching-learning process at the computer labs and the respective departments. Classes were conducted online through Google Meet.

Teachers used PPT'S, YouTube Videos, Interactive white Board &

Recorded Videos to deliver the course content to the students. GCR was created for every subject and the study materials, syllabus, Videos or PPT related to the topics, links of e-journals, and eBooks were posted in the respective GCR's. Every GCR was monitored by the Principal, Academic Dean and Heads of the department. Students were evaluated through assessments and assignments posted in GCR. The institution adopted the Asynchronous method of learning which helped the students to be responsible in the learning process.

Every asynchronous class had an assessment to evaluate the learning outcome of the students. Online quiz was conducted on completion of every topic through google forms posted in the GCR. Association inauguration, Webinars, Conference and Guest Lectures were organized through the ZOOM platform. Online competitions like connection, Business quiz, Debate etc. were also organized through ICT.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

85

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

344.9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The institution adopts a standard procedure as per UNOM guidelines for assessing the students' academic performance through internal assessments. A transparent evaluation pattern is formulated and communicated to the faculty, students, and stakeholders. Each semester internal marks are assessed based on the various tests, assignment, seminar, and attendance. Internal exams are conducted online through GCR. Question papers are posted in the GCR, and the answer scripts are uploaded by the students in the respective GCR meant for every subject. The evaluated answer scripts are returned to the respective students. A common criterion is followed by all departments for assessment of assignment and seminars. In the semester, monthly tests, assignments, seminars, and a model exam are conducted online and the student's overall performance is considered for grading. The frequency of internal monthly tests is once in twenty-five working days. Internal marks were awarded for the students with their full consent to the grading. Continuous Internal assessment components were shared with the students before the same is uploaded in the university portal. Internal Evaluation pattern: Portions: CIA 2 Units Model Exam 5 Units Marks Distribution: Tests 10 Marks, Assignment 5 Marks, Seminar 5 Marks, Attendance 5 Marks.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/2.5.1.pdf">https://ncas.in/wp-content/uploads/2022/12/2.5.1.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

At the college level, an examination committee is formed, consisting of Principal as the chief Superintendent, Senior Faculty member as Dean of Examinations, teaching faculty and non-teaching staff as members, a department HOD and their staff members for the conduction of internal and external examinations without any difficulties.

- Timetable is prepared in advance and 3 internal assessment tests (CIA I, CIA II and Model Examinations) are conducted each semester.

- A proper seating arrangement is followed and displayed on the

notice board.

- After the evaluation, the scripts are given to the students to check for corrections and the department review the Inter exam grievances.
- The final internal assessment marks calculated based on attendance, test marks, assignment and seminar marks were uploaded on university ERP.
- Any grievances related to university question paper like out of syllabus, repeated questions etc during semester exams were addressed to the Chief Superintendent of Examination and the same is reported to the University immediately.
- After examination, the answer scripts are evaluated at University Valuation camp designated by university and results are declared. The students are asked to apply for revaluation/ retotaling as per the UNOM guidelines.
- University declared the result after completing the process on university website.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/2.5.2.pdf">https://ncas.in/wp-content/uploads/2022/12/2.5.2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College is affiliated to the University of Madras and follows the curriculum as designed by the respective University. Programme and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students. Every department follows the Programme outcomes (PO) and course outcomes (CO) for their respective disciplines. The same has been delivered to the students in the respective department displayed Department notice board during subject orientation. This gives an opportunity for the learner what to expect from the program. The respective subject teachers expatiate the course outcomes to the learners during the subject

orientation. Continuous assessments are done to attain the programme and course outcome. This provides confidence to the students to take up the university examination.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ncas.in/wp-content/uploads/2023/06/2.6.1-.pdf">https://ncas.in/wp-content/uploads/2023/06/2.6.1-.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of Programme Outcomes and Course Outcomes are measured by the following methods.

- Marks scored in the Continuous Internal Assessments
- Semester results
- Placement of students
- Students proceeding with higher studies
- Participation of students in Conference, Workshops, Seminars
- Students participation in training programs
- Performance of students in extracurricular activities
- Presentation of seminar and assignment by students
- Soft skill program and Aptitude training classes conducted to prepare students for interviews

Direct Evaluation:

Marks obtained in formative and summative evaluations are the direct measures of attainment of specific Course Outcomes (COs). The elements of formative assessment for theory and internals are theory paper for 75 Marks, conducted by the University of Madras which the students take up and are evaluated and 25 marks conducted for CIA by the examination committee. The summative

assessment is calculated by the effectiveness of the learning outcome of the students reflected by their academic performance through their CGPA.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ncas.in/wp-content/uploads/2021/07/POPSO-CO-2020-2021.pdf">https://ncas.in/wp-content/uploads/2021/07/POPSO-CO-2020-2021.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

252

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://ncas.in/wp-content/uploads/2022/12/2.6.3.2.pdf">https://ncas.in/wp-content/uploads/2022/12/2.6.3.2.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://ncas.in/wp-content/uploads/2022/12/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

50000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://ncas.in/wp-content/uploads/2023/06/3.1.3.pdf">https://ncas.in/wp-content/uploads/2023/06/3.1.3 .pdf</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Nazareth Business Learning Centre (NBLC) is an innovative incubation center that is an ecosystem for young entrepreneurs and extends a helping hand in providing business planning support, supply of seed capital, providing industry partners, training, etc.

The Student Project and Entrepreneurial Development Cell enable the stakeholders to identify business opportunities, establish a small-scale business enterprise and facilitate them in Business plan preparation.

Unnath Bharath Abhiyan inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood and in the Adopter villages to render social services to the community. All UG students are engaged in the extension activity. Apart from them, National Service Scheme and National Cadet Corp also serve society.

MyOS Connect is an exclusive online platform that offers a host of benefits to students, colleges, and recruiters alike. The college had subscribed to this platform and used it during the pandemic for teaching, learning, and evaluation.

Institution Innovation Council is an Ecosystem registered to conduct various innovation and entrepreneurship-related activities prescribed by Central MIC. The IIC acts as an ecosystem for students, faculty, entrepreneurs, investors, and professionals. The IIC Organizes Hackathons, idea competitions, mini-challenges, etc. with the involvement of industries.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/3.2.1.pdf">https://ncas.in/wp-content/uploads/2022/12/3.2.1.pdf</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers

**published in national/ international conference proceedings per teacher during the year**

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

#### UBA

Our college inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood and in the 5 Adopted villages.

#### NATIONAL SERVICE SCHEME

National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports that aims to develop the personality of student volunteers. The NSS conducts camps in rural places or sub-urban areas.

#### NATIONAL CADET CORPSE

The Youth wing of the Indian Armed Forces trains young students to live a life of discipline and service to society through various activities including residential training camps.

#### YOUTH RED CROSS & RED RIBBON CLUB

Indian Red Cross Society is a premier humanitarian organization which works for all sections of society both nationally and internationally without any expectation. The Red Ribbon clubs educates youth with correct concise and adequate information and heightened their level of awareness about AIDS.

#### NAZARETH COMMUNITY TOOLBOX

NCTB is a group of social initiatives of Nazareth Institution that inculcate Social Responsibility among the students of Nazareth and other stake holders.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/3.4.1.pdf">https://ncas.in/wp-content/uploads/2022/12/3.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1235

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate

houses etc. during the year

### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programs. The Classrooms, Laboratories and Seminar Halls are well equipped along with computing system and Internet facility. Cleanliness, light, and ventilation facilities are maintained in the classroom and laboratories. White Boards and Green Boards are available in the classrooms.

06 ICT enabled classrooms. 04 ICT enabled laboratories.

The institutional building is earthquake resistant and built ergonomically to promote a conducive environment for good teaching and learning. Every classroom is ventilated well and sufficient to accommodate the entire student's strengths. The institution has two blocks and they are connected through an aerobridge. The overall infrastructure easily caters to the 9 UG courses and 4 PG courses. Apart from the computer and a printer, every department has one LCD projected for their use. The College is a wi-fi-enabled campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college gives importance to sports and games as equal to academics as it plays an important role in the students' overall personality development. The institution has adequate facilities for sports and cultural activities. The Physical Education Department chooses players for different teams and provides regular practice. Special coaches are invited to train the students. The college has a vast playground, volleyball court, kho kho court and athletic tracks, which can accommodate a 200-meter track. The college has two clay courts for tennis. There is a separate cement court for basketball. The Tennis and Volleyball courts have floodlights. The sports equipment is maintained by the physical director and the team of student coordinators. The sports facilities are used by the studentscommunity of the college and is also open for sports activities conducted by sports associations at the district level/state level/University level. The college has a gymnasium to help the team members of different sports and games to strengthen their physique and to stay fit. The college has a good infrastructure to conduct its cultural activities. It has a centralized air-conditioned auditorium (500 seating capacity), a seminar hall (120 capacity), and an outdoor stadium ( 8000 sq.ft).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7316213

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library has an adequate number of terminals to facilitate searching/accessing e-resources, Web browsing, and for other academic work. The library uses the partially automated library software (OPAC) developed by the students for digitizing book records. The management has planned to automate the central library using the Integrated Library Management system. The college has created a database of the list of books/journals available in the institution. However, the integration with our website is to be carried out. The college has provided INFLIBNET E-resource to the faculty members for enriching their knowledge. The institution uses free search engines for any research/study/survey purpose. Various E-Resources are available in the library for the use of faculty members and students. Free WiFi and internet access have been given to all who enter the library. The librarian also

organizes annual book exhibitions for college students and students for school.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ncas.in/ilms/">https://ncas.in/ilms/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

153120.4

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

1797

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has provided adequate IT facilities to administrative offices and various departments. The college has five numbers with four Mbps internet connection obtained from the UGC/BSNL scheme and four numbers of twenty Mbps of private internet facility to cater to the needs of the campus. These IT facilities are updated at regular intervals. The college is wi-fi enabled and the staff members are provided with access to use the internet for all their academic purposes. All teaching staff members use the ICT in the classrooms and laboratories, whenever needed since the campus is Wi-Fi enabled. The computer laboratories are interconnected through the Local Area Network. They are provided with internet facilities to support add-on courses. The college has a bio-metric attendance system for all the faculty members. The entire campus is computerized with digital cameras and every move is monitored by the Principal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

#### 4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

996730.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution has a clear policy and procedure for the maintenance of academic support facilities. Be it, infrastructural or ICT equipment, library books & journals, etc. The Campus Manager has to register to maintain the inward and outward movement of stock. Annual infrastructure audit is conducted at the Department level and IQAC level. Stock registers are maintained both at Administrative offices and Departments. Repairs are attended to within the stipulated time and the same is marked in the register.

The library stock is regularly subject to audit. Torn or worn-out books are replaced upon request. The library committee channels the requirement of Books, Journals from various departments.

Apart from the campus manager, the institution has maintenance staff like electrician and plumber who keeps checking all the

electrical fittings/fans and other items for safety and proper functioning. The institution maintains a register for complaints and they are addressed immediately. The computer lab has a service room and in case of any repair of computer parts, the lab assistants would address the same and they are rectified.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

206

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

69

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.ncas.in">www.ncas.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**225**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**700**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

19

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

8

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The management created the Student Development Cell to encourage active participation of students in the decision making process related to support services and academics.

The 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 suggestions 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.

The SDC is formed with the following criteria

- President - III year
- Vice - President - III year
- Secretary - III year
- Joint secretary - III year
- Treasurer - III year
- Joint Treasurer - III year

Class representative - Gender equity which includes 1 boy and 1 girl

**Association heads -**

- III year - President
- II year - Vice President
- III year - Secretary
- III year - Joint Secretary
- III year - Treasurer
- II year - Joint Treasurer

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/5.3.2.pdf">https://ncas.in/wp-content/uploads/2022/12/5.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year****84**

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association at Nazareth College fosters a spirit of loyalty and works towards the promotion of the welfare of the organization. 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. The sports alumni students joined together and contribute tuition fees to one of the deserving students. They also contribute towards sponsorships for department programs. The college has registered the alumni association under the registrar of association to enable a structured process.

The college website holds an alumni registration button that encourages new membership and also updates of data. The database of the alumni is maintained at the department level and alumni association level. The alumni are invited to all college and department events.

#### Alumni Engagement:

- Invited as visiting faculty, chief guests, guest of honor, guest lecture
- Alumni facilities internship, part-time job, campus training and raising funds for college events.
- They contribute towards scholarships and payment of fees for meritorious students. Alumni also engage in social responsibility.
- Alumni organize career guidance for final year students.
- Sports alumni organize the South India level Alumni Trophy

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/Alumni-enrollment.pdf">https://ncas.in/wp-content/uploads/2022/12/Alumni-enrollment.pdf</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year E. <1Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution has a clear Vision and Mission.

#### Vision

To build enriched socially responsible citizens and leaders through quality higher education.

#### Mission

1. To provide the best resources to impart the highest quality education.
2. To provide opportunities to the students for practical exposure to meet the challengers of global competency.
3. To provide value based education for nation building.
4. To provide creativity leadership training and placement.

The management follows democratic leadership procedure to ensure that the policies and guidelines are framed for all academic matters in accordance with the Vision and Mission of the institution. These policies are communicated through staff meetings, practiced in the day to day governance and administration. The college follows decentralized governance constituting various cells, clubs and associations, enabling leadership and responsibility even at micro level which helps to accomplish the Vision and Mission.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/about-us/">https://ncas.in/about-us/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college promotes a culture of participative management where the management, the Principal and the Heads of the Departments implement the quality policy and procedure of the institution. All decisions regarding academic matters are taken in consultation with the Heads of the Departments. The Heads of the Departments conduct frequent meetings to discuss and decide on various academic activities. All Faculty meetings are convened twice a semester where presentations are made on future programs. Suggestions and ideas are shared, deliberated and executed.

Decentralization ensures autonomy at every level of management. The management provides an

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.

The following committees work to decentralize the academic and administrative activities.

- 1.IQAC
- 2.Discipline Committee
- 3.Nazareth Centre for Academic Excellence
- 4.Examination Committee
- 5.Placement Committee
- 6.Library Committee
- 7.College Industry Interaction Cell
- 8.Student Project and ED Cell
- 9.Physical Education Committee
- 10.Health Centre
- 11.Publicity Cell

## 12.Hospitality Cell

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/about-us/#organogram">https://ncas.in/about-us/#organogram</a>
Upload any additional information	<a href="#">View File</a>

### 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has different academic and non-academic that ensures strategic planning and deployment at different levels in order to have the successful completion of any event.

With over six months of preparatory work our college developed a step strategic plan to strengthen the Teaching and Learning process to Global standards. The present reality of the parent universuniversity-affiliatedes is that they have no freedom in curriculum development. Within the framework, the college developed a curriculum delivery plan to make education more personalized and innovative. The Internal Quality Assurance cell with the team of heads laid down a plan which decides the future of the students passing out of this college.

Nazareth College has a culture of Innovation and Creativity in the Teaching and Learning process for all the status. Regardless of the situational positioning of the college each faculty act as an educator, counsellor, and advocate who guides the students to successfully respond to the challenges of global standards.

#### GOALS & STRATEGIES:

In order to achieve this envisioned future, the college identified a goal that will enable faculty members to give personalized and student-centered focus in teaching and learning. The goal is followed by strategies that address the way the goal is achieved for an envisioned future.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/6.2.1.pdf">https://ncas.in/wp-content/uploads/2022/12/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is headed by the Secretary, one of the managing trustees of the trust. The Principal who is the head of academics & administration reports to the Secretary. The heads of various departments take instruction from the Principal. The management council supports the Principal in managing the institution.

The College has different cells, clubs, associations, and committees that oversee the functions of every activity, be it academic or non-academic. The HR policy of the institution is circulated to the faculty members which provides all information with regard to the service rules and procedures. The institution follows a systematic recruitment process, where the first round of interviews goes with the Principal and the Heads of the Departments. Upon academic satisfaction, the prospective faculties will meet the Secretary for the finalization of recruitment.

The promotion of the faculty member is based on the performance appraisal which is carried out at the end of the academic year. The college has a grievance redressal cell to cater to the needs of the students. The college has provided a box for the students to drop in a complaint/grievance/suggestion. The students have the access to meet the Principal or Secretary to express their grievances.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/6.2.2.pdf">https://ncas.in/wp-content/uploads/2022/12/6.2.2.pdf</a>
Link to Organogram of the institution webpage	<a href="https://ncas.in/about-us/#organogram">https://ncas.in/about-us/#organogram</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has many welfare schemes in place for both teaching and non-teaching faculty members. The provident fund is provided for all the staff members. The college gives free transport facilities for all the staff members. The faculty members who attend workshops/conferences are provided on duty and the registration fee for participation is reimbursed. The staff members are also provided with seed money for their publication of papers at conferences. The outbound professional development program for all faculties is sponsored by the management.

The non-teaching staff members like drivers and cleaners are provided with free lunch. The college provides additional two days of sick leave over and above entitled to 11 days of earned leave. The non-teaching staff also enjoy two weeks of paid holidays during summer vacation. The management provides salary advances

when they are in need and encashment of the earned leave. Every year the teaching and the non-teaching staff are given gifts on teacher's day and Christmas eve respectively.

The management has tied up with Vijaya Bank for the sanction of personal loans. The gentlemen staff can avail of free accommodation in the boy's hostel. The children of the class four staff members are given admission with fee concession in our group of schools.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2023/05/6.3.1.pdf">https://ncas.in/wp-content/uploads/2023/05/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Our institution practices an effective self-appraisal system which is enabled through the Internal Quality Assurance Cell to evaluate the performance of the teaching and non-teaching staff members every year.

Every staff of the college is evaluated and the outcome of the evaluation is placed with the management for further necessary action. The management reviews the same and necessary skill add-on programs/value add-on programs are considered for both teaching and non-teaching staff through various programs like FDP and Orientation. To upgrade the quality of the teaching-learning process and the administrative performance of our institution.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2023/05/Staff-Appraisal.pdf">https://ncas.in/wp-content/uploads/2023/05/Staff-Appraisal.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts both internal and external audits regularly. The accountant of the college does the reconciliation of daily accounts on an 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 into the Tallysoftware. They also check the accounts with the corresponding bills and get them approved for finalization. As per the norms of the government, the Income Tax returns are filed by the auditor.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/Audit-report.pdf">https://ncas.in/wp-content/uploads/2022/12/Audit-report.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

2054114.00

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Nazareth College of Arts and Science is affiliated with the University of Madras and is registered as a SelfFinance Institution. The UGC awarded 2F status in the year 2017. The college's main source of funding is the fees collected from the students. At the end of the Academic year, the departments raise the budget and submit it for approval to the Principal.

The Principal and IQAC review the proposed budget and after addition/detections, it is submitted to the management for approval. The dispersal of funds is monitored by the timely submission of bills within 2 working days after the event. The college follows a transparent accounting system and audit practice. The college also receives minimal sponsorship for events raised by students and alumni towards the support of student education.

The instituion opens up its resources for some of the entrance examinations conducted by the RailwaysRecruitment Board, Tamilnadu Public Service Commission (TNPSC), Group IV, and other agencies. The college act as study center facility for conduct of distance education for Bharathidasan University, Triuchirappalli. As the resources of the college are utilised, this also generate marginal income for the instituion.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/Fund-Mobilization-policy.pdf">https://ncas.in/wp-content/uploads/2022/12/Fund-Mobilization-policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell has constantly upgraded its strategies and process to institutionalize its quality initiatives.

Post accreditation, the research cell through IQAC has developed strategies to upgrade the research culture among the faculty members and students.

1. Faculty members are encouraged to publish papers in conference proceedings, seminars both

National and International.

2. Faculty members are encouraged to write minor projects with institutional and private funding.

3. Faculty members are encouraged to register for Ph. D

4. Faculty members are also encouraged to write for Scopus Indexed and UGC-approved journals.

5. Seed money has increased as an incentive to encourage research culture among faculty members.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/6.5.1.pdf">https://ncas.in/wp-content/uploads/2022/12/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process, structure, and methodologies of operations and

learning outcomes at periodic intervals through feedback. The feedback showed that the students are interested in visual learning and E-Resources.

Use of ICT in Teaching and Learning

The IQAC included visual learning in the Semester plan and the course instructors implemented the same in their respective courses. To facilitate this the departments are provided with LCD projectors with wi-fi connection, enabling the staff members to access the internet in the classroom. This engages the students to the maximum level within the classroom.

#### Repository of E-Resources

The IQAC directed the departments to include e-resources in the teaching-learning process based on the feedback of the students. Resources are divided into Online e-resources like E-Journal, E-Books, Online databases, websites and electronic resources like CD ROM, Diskettes, computer databases, Adobe Acrobat documents (.pdf), Web Pages (.htm, .html, .asp, etc), and more. Each department and library have a repository of all resources. A link is provided in the website for the students to access the E-resources.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/e-resources/">https://ncas.in/e-resources/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://ncas.in/wp-content/uploads/2022/12/Annual-report-2020-2021.pdf">https://ncas.in/wp-content/uploads/2022/12/Annual-report-2020-2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has engaged a private security agency on a contract basis to provide safety and security for students round the clock. Inside the college campus, eight to ten guards and one assistant security officer perform their duties. The security agency has provided one lady security guard to handle security issues with regard to female students.

The entire campus is under surveillance with 21 CCTV cameras erected in important locations, including the main road. The principal monitors the safety and security of the students and faculty members from her room. The Heads of the Departments and the faculty members also monitor the corridors of all buildings, entrances, laboratories, and classrooms.

A full-time nurse is stationed at the Medical Health Centre to provide first aid and medical assistance in case of any health issues. Besides, the college has appointed a physio to take care of sports injuries.

The college has counselling cell and women cell to cater the needs of female students which conducts various programs to sensitize the students like gender equality, women trafficking etc,

The college has a common room for the female students and lady staff members that is used to rest in case of sickness.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ncas.in/wp-content/uploads/2023/06/7.1.1-20-21.pdf">https://ncas.in/wp-content/uploads/2023/06/7.1.1-20-21.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://ncas.in/wp-content/uploads/2023/06/7.1.1-2.pdf">https://ncas.in/wp-content/uploads/2023/06/7.1.1-2.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

### **1. Solid Waste Management:**

Solid waste disposal is managed in collaboration with the local municipality. The dry and wet waste are segregated in different color dustbins. The municipality collects the waste every alternate day. The use of plastic bags within the premises of the college is prohibited.

### **2. Liquid Waste Management:**

Wastage is checked by the student council members and the campus manager. Waste water is directed to water the plants.

### **3. E-waste Management:**

The damaged computer parts are reused. The low-configured computers are donated to the nearest schools. E-waste materials

are properly disposed of. The department of computer science with Eco Club organizes awareness programs on E-waste management. Most of the E-waste is recycled and refurbished. UPS batteries are exchanged as a buy-back by the supplier.

#### 4. Bio Medical Waste Management:

Use the sanitary napkins or disposed of by incinerators installed in the ladies toilet.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Nazareth College of Arts and Science provides equal opportunity for all students across different strata of society.

Personalities like Dr. APJ Abdul Kalam by planting saplings in the neighborhood schools. The Department of Tamil conducts various competitions on songs of the Tamil poet Subramania Bharathi to commemorate his birth.

The Indian Languages department college organizes National festivals and birth anniversaries of freedom fighters and other great Indian personalities.

The English department celebrated the Noble laureate, debate, and drawing competition. Hindi diwas and National Integration Day are celebrated annually. Documentaries have been shown to students on many occasions. To bring in the spirit of patriotism among the students, the college celebrates all national festivals like Christmas, which educates them in sharing a love for humanity, Pongal, the harvest festival to honor the farmers of India, and other regional festivals like Onam to bring prosperity. These festivals nurture young minds in religious equality. The college also remembers the death anniversaries of great Indian

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The vision and mission of the college clearly states, socially responsible citizens, and provision of value for Nation Building which is shared on website, included in the handbook. Further all the staff and students are sensitized on the constitutional obligations with respect to the values, rights, duties, and responsibilities of the citizens. The university curriculum also has been framed view course on Environmental studies, Value Education, Personality enrichment, Professional ethics and human values, Conflict resolution and Peace Building, Business Ethics, Corporate Governance & Social Responsibility, Consumer protection and consumer rights, and child rights.

Eco Club, Herbal garden, Nazareth Sed Bank, Nazareth Horticulture Unit are functioning for greenery of campus and community for sustainable development. Swatchh Bharath activities like lake bund cleaning, cleaning of Anganwadis, maintenance of Traffic Islands, creation and maintenance of Miyawaki Forest in Avadi Constituency. Orientation on Gender Issues and Domestic Violence are organized for all the students of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://ncas.in/wp-content/uploads/2023/06/7.1.9-1.pdf">https://ncas.in/wp-content/uploads/2023/06/7.1.9-1.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website** A. All of the above

**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Nazareth College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, environmental, communal socio-economic, and other diversities. Feelings of national integration are instilled in the students by celebrating various national days like National Independence Day, and Republic Day. Commemorative days like Women's Day, International Yoga Day, World wildlife week, World Ozone Day, World Water Day, and International AIDS Day, along with many regional festivals are also celebrated in the college. Various days of social and moral importance like Zero Discrimination Day, Safer Internet Day, and International Day of Persons with Disabilities have also been commemorated in the college. Different sports and cultural activities are organized by the various department of the college to promote harmony towards each other. Various activities like photography competitions, signature campaigns, webinars, poster competitions, essay writing, and other programs have been conducted in which the students from various departments actively participated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Practice- 1: Nazareth Sapling Centre

Planting trees fight climate change and a simple way to soak up carbon emission. Post pandemic the number of trees has considerably reduced in Avadi because of improper maintenance during covid 19 lockdown. The Nazareth sapling center was initiated in the year 2021 to distribute free saplings to all fulfilling SDG 15. The process involves a range of activities to collect sampling planting trees had many benefits improves habitat. Total of more than 5000 tree saplings were grown on campus. Students also collected 500 saplings from their home and total of 3000 saplings distributed to visitors and public.

### Practice -2 : Feed the Need

Sustainable Development Goal 2 is about creating a world free of hunger by 2030. There are many people going hungry and suffering from food insecurity. The main objective of this initiative is to serve hot, fresh food to the homeless involving the students and staff who are trying to help homeless who suffer from hunger. More than 2000 food packets have been distributed to the homeless. This initiative has also given us a larger scope to convert it into a community food box at gated communities in Avadi.

File Description	Documents
Best practices in the Institutional website	<a href="https://ncas.in/best-practices/">https://ncas.in/best-practices/</a>
Any other relevant information	<a href="https://ncas.in/best-practices/">https://ncas.in/best-practices/</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

(Greater Chennai Corporation) implemented COVID-19 prevention and care intervention in the high density area across the 15 Zones of Greater Chennai Corporation herein after referred as the Community Intervention Program (CIP). Nazareth College was given responsibility of Community intervention for 5000 houses in Padi, Chennai. Responsible for overall implementation of COVID-19 prevention and control project as allocated to the NGO, NATIONAL emergency Relief and Rehab Foundation which is one of our Nazareth Community Tool Box unit.

This is a distinctive feature as the students of the college were involved in Liaison with Greater Chennai Corporation (GCC) and Project Management Unit (PMU) to ensure effective implementation of COVID-19 prevention & control activities as envisaged, Provide technical support to the field implementation activities, Facilitate training of the field staff, Supportive supervision and mentoring of Out Reach Workers (ORW), Field supervisors, Data Managers, Overall monitoring of the project performance. The college received a certificate of appreciation for the distinctive contribution from Greater Chennai Corporation.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college is affiliated to the University of Madras and follows the curriculum designed based on CBSC pattern followed by the University of Madras. The college offers nine Undergraduate and four Postgraduate programmes. The academic calendar is prepared based on the parent university (UNOM). The institution follows the syllabus prescribed by UNOM. The (IQAC) along with the Heads of the Departments plan the curriculum delivery process, prepare general guidelines and schedule timeline approved by Principal and the management council. Members of the faculty follow online lesson plans to deliver the curriculum which is monitored by work done registers.

#### Academic Plan:

According to the workload, Semester and Weekly plans are compiled by the faculty members and uploaded online for each subject. Topics beyond syllabus are included based on alumni and Industrial feedback. Assignment and seminar topics within the syllabus and beyond the syllabus are given to the students. Seminars, Assignments, Guest lectures, workshop sand Exhibitions are carried out to enrich the curriculum delivery. The college offers add on, value added courses and career-oriented classes in collaboration with industries and corporations to enrich the curriculum. All notifications are issued to the students through institutions'' email I.D (G suit) and Myonline status.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/1.1.1.pdf">https://ncas.in/wp-content/uploads/2022/12/1.1.1.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic Calendar serves as a source of information and planning documents for faculty, and students, and the CIE and annual examination schedule are printed in the student's handbook which is also uploaded on the college website. The institution strictly follows the examination schedule, except the time of emergencies such as natural calamities and Government announcements and the same is re-planned.

The continuous Internal Evaluation is assessed at two levels.

#### Institution Level:

The College prepares the Action Plan and conducts the I and II Theory Internal Tests for the Students for 25 and 75 Marks respectively. The Unit Tests were also conducted for the students by all the U.G. Departments for the Slow Learners as per criteria set by the College. The entire Paper Credits are evaluated by the faculty members of the Department and the Final Marks are uploaded to the university IMES. The value-added and add-on courses have their assessment and the certificate of completion is issued to the students.

#### University Level:

The College has the Exam Center status, and it facilitates the conduct of the End semester examinations every semester of their respective students. The Internal assessment marks are uploaded into the university IMES.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/1.1.2-Academic-calendar.pdf">https://ncas.in/wp-content/uploads/2022/12/1.1.2-Academic-calendar.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of**

**A. All of the above**

**Curriculum for Add on/ certificate/  
Diploma Courses Assessment /evaluation  
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**
**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**
**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**
**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

171	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The college conducts department wise orientation programmes that make the students to be aware of all cross-cutting issues.</p> <p>Professional Ethics: Training students in good work ethics is essential and the curriculum also focuses on the same. Courses like Principles of Management, Ethics for Social Work, Business Ethics etc.</p> <p>Gender: Various programmes in the form of seminars, workshops, skit, mime, rally, puppet shows through various cells like Nirbhaya Women's Cell, NSS, YRC, RRC and CCC. The college campus is free from sexual harassment, ragging and malpractices. The Augmenting use of gender equality is communicated effectively and in proper manner to the students through the aforesaid.</p> <p>Human Values: 'Value Education', Destination Excellence and Value education programme classes are conducted for students. Courses like migration issues and Human Security, Marriage and Family Life Education are offered as elective papers in the programme.</p> <p>Environment and Sustainability: A paper on EVS is introduced by the University compulsorily and followed by the College to educate the students about the environment and sustainability. The students maintain the college as an eco-friendly college campus, maintain an organic garden, harvest green leaves, vegetables, and fruits which are sold in the college at a reasonable rate.</p>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

62

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

<b>institution from the following stakeholders</b> <b>Students Teachers Employers Alumni</b>	
File Description	Documents
URL for stakeholder feedback report	<a href="https://ncas.in/1.4.1/">https://ncas.in/1.4.1/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://ncas.in/1.4.1/">https://ncas.in/1.4.1/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>598</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>598</b>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The advanced learners are motivated to conduct and attend cultural events, seminars, workshops and conferences at both department and college level. The students are encouraged to register for Massive Open Online Courses (MOOC) offered by a variety of courses based on their subjects and completion of such courses is recognized as extra credit.

The advanced learners are also encouraged to register in the student study cell and receive coaching and training coaching for UPSC, TNPSC, RPF, SSC, RRB and other competitive examinations. Coaching for NET/SET is also given for Research students.

The institution provides special care to the students who are identified as slow learners. These students are given personal counselling on a regular basis through the assigned mentors. In order to improve the academic performance of the students, solved question banks are provided to the students. Special coaching classes are also conducted after the college hours. The parents of the slow learners are informed of the performance of their wards periodically. Personal and individual attention is given to the students by every faculty member. Remedial classes are organized for the slow learners.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/2.2.1.pdf">https://ncas.in/wp-content/uploads/2022/12/2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1292	74

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College ensures that a rich learning experience is provided to all the students using alternate teaching pedagogy along with the traditional methods.

#### Experiential learning:

To make an impact beyond four walls, the institution brings leaders from MNC, NGO'S, Portfolio managers to address the students on real world challenges at workplace. The students of Business Administration carry out mini projects and undertake industrial visits. The Department of social work, Extension and outreach cells encourage students to carry out surveys and undertake mini research. Study tour, block and summer placement encourages students to understand the realities of society in social work education. The students of Computer Science engage themselves in internship and live projects. Stock exchange simulation tool is used by the Departments of Commerce to impart knowledge on the stock market trends.

#### Participative learning:

The students are motivated to participate in seminars, workshops, cultural activities organized by the college. Every department association releases Newsletters designed by the students.

#### Problem-Solving Methodology:

The teachers use the case study method in the departments of Business Administration, Commerce and Social work so that students can learn with examples to develop their skills in problem solving, decision making and cope with ambiguities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ncas.in/wp-content/uploads/2023/06/2.3.1-1.pdf">https://ncas.in/wp-content/uploads/2023/06/2.3.1-1.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Online classes were conducted during the academic year 2020-21 for imparting quality education to the students. Desktops, laptops & printers were the ICT tools used by the teachers in the teaching-learning process at the computer labs and the respective departments. Classes were conducted online through Google Meet.

Teachers used PPT's, YouTube Videos, Interactive white Board & Recorded Videos to deliver the course content to the students. GCR was created for every subject and the study materials, syllabus, Videos or PPT related to the topics, links of e-journals, and eBooks were posted in the respective GCR's. Every GCR was monitored by the Principal, Academic Dean and Heads of the department. Students were evaluated through assessments and assignments posted in GCR. The institution adopted the Asynchronous method of learning which helped the students to be responsible in the learning process.

Every asynchronous class had an assessment to evaluate the learning outcome of the students. Online quiz was conducted on completion of every topic through google forms posted in the GCR. Association inauguration, Webinars, Conference and Guest Lectures were organized through the ZOOM platform. Online competitions like connection, Business quiz, Debate etc. were also organized through ICT.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors**

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

85

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

344.9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution adopts a standard procedure as per UNOM guidelines for assessing the students' academic performance through internal assessments. A transparent evaluation pattern is formulated and communicated to the faculty, students, and stakeholders. Each semester internal marks are assessed based on the various tests, assignment, seminar, and attendance. Internal exams are conducted online through GCR. Question papers are posted in the GCR, and the answer scripts are uploaded by the students in the respective GCR meant for every subject. The evaluated answer scripts are returned to the respective students. A common criterion is followed by all departments for assessment of assignment and seminars. In the semester, monthly tests, assignments, seminars, and a model exam are conducted online and the student's overall performance is considered for grading. The frequency of internal monthly tests is once in twenty-five working days. Internal marks were awarded for the students with their full consent to the grading. Continuous Internal assessment components were shared

with the students before the same is uploaded in the university portal. Internal Evaluation pattern: Portions: CIA 2 Units Model Exam 5 Units Marks Distribution: Tests 10 Marks, Assignment 5 Marks, Seminar 5 Marks, Attendance 5 Marks.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/2.5.1.pdf">https://ncas.in/wp-content/uploads/2022/12/2.5.1.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

At the college level, an examination committee is formed, consisting of Principal as the chief Superintendent, Senior Faculty member as Dean of Examinations, teaching faculty and non-teaching staff as members, a department HOD and their staff members for the conduction of internal and external examinations without any difficulties.

- Timetable is prepared in advance and 3 internal assessment tests (CIA I, CIA II and Model Examinations) are conducted each semester.

- A proper seating arrangement is followed and displayed on the notice board.

- After the evaluation, the scripts are given to the students to check for corrections and the department review the Inter exam grievances.

- The final internal assessment marks calculated based on attendance, test marks, assignment and seminar marks were uploaded on university ERP.

- Any grievances related to university question paper like out of syllabus, repeated questions etc during semester exams were addressed to the Chief Superintendent of Examination and the same is reported to the University immediately.

- After examination, the answer scripts are evaluated at University Valuation camp designated by university and results are declared. The students are asked to apply for revaluation/ retotaling as per the UNOM guidelines.

- University declared the result after completing the process on university website.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/2.5.2.pdf">https://ncas.in/wp-content/uploads/2022/12/2.5.2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College is affiliated to the University of Madras and follows the curriculum as designed by the respective University. Programme and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students. Every department follows the Programme outcomes (PO) and course outcomes (CO) for their respective disciplines. The same has been delivered to the students in the respective department displayed Department notice board during subject orientation. This gives an opportunity for the learner what to expect from the program. The respective subject teachers expatiate the course outcomes to the learners during the subject orientation. Continuous assessments are done to attain the programme and course outcome. This provides confidence to the students to take up the university examination.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ncas.in/wp-content/uploads/2023/06/2.6.1-.pdf">https://ncas.in/wp-content/uploads/2023/06/2.6.1-.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of Programme Outcomes and Course Outcomes are measured by the following methods.

- Marks scored in the Continuous Internal Assessments
- Semester results
- Placement of students
- Students proceeding with higher studies
- Participation of students in Conference, Workshops, Seminars
- Students participation in training programs
- Performance of students in extracurricular activities
- Presentation of seminar and assignment by students
- Soft skill program and Aptitude training classes conducted to prepare students for interviews

#### Direct Evaluation:

Marks obtained in formative and summative evaluations are the direct measures of attainment of specific Course Outcomes (COs). The elements of formative assessment for theory and internals are theory paper for 75 Marks, conducted by the University of Madras which the students take up and are evaluated and 25 marks conducted for CIA by the examination committee. The summative assessment is calculated by the effectiveness of the learning outcome of the students reflected by their academic performance through their CGPA.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ncas.in/wp-content/uploads/2021/07/POPSO-CO-2020-2021.pdf">https://ncas.in/wp-content/uploads/2021/07/POPSO-CO-2020-2021.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination

<b>during the year</b>	
<b>252</b>	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://ncas.in/wp-content/uploads/2022/12/2.6.3.2.pdf">https://ncas.in/wp-content/uploads/2022/12/2.6.3.2.pdf</a>
<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://ncas.in/wp-content/uploads/2022/12/2.7.1.pdf">https://ncas.in/wp-content/uploads/2022/12/2.7.1.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>50000</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://ncas.in/wp-content/uploads/2023/06/3.1.3_.pdf">https://ncas.in/wp-content/uploads/2023/06/3.1.3_.pdf</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Nazareth Business Learning Centre (NBLC) is an innovative incubation center that is an ecosystem for young entrepreneurs and extends a helping hand in providing business planning support, supply of seed capital, providing industry partners, training, etc.

The Student Project and Entrepreneurial Development Cell enable the stakeholders to identify business opportunities, establish a small-scale business enterprise and facilitate them in Business plan preparation.

Unnath Bharath Abhiyan inculcates social value and responsibilities to the faculty members and students by

imparting extension activities in the neighborhood and in the Adopter villages to render social services to the community. All UG students are engaged in the extension activity. Apart from them, National Service Scheme and National Cadet Corp also serve society.

MyOS Connect is an exclusive online platform that offers a host of benefits to students, colleges, and recruiters alike. The college had subscribed to this platform and used it during the pandemic for teaching, learning, and evaluation.

Institution Innovation Council is an Ecosystem registered to conduct various innovation and entrepreneurship-related activities prescribed by Central MIC. The IIC acts as an ecosystem for students, faculty, entrepreneurs, investors, and professionals. The IIC Organizes Hackathons, idea competitions, mini-challenges, etc. with the involvement of industries.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/3.2.1.pdf">https://ncas.in/wp-content/uploads/2022/12/3.2.1.pdf</a>

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### **3.3 - Research Publications and Awards**

#### **3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

##### **3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**UBA**

Our college inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood and in the 5 Adopted villages.

**NATIONAL SERVICE SCHEME**

National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports that aims to develop the personality of student volunteers. The NSS conducts camps in rural places or sub-urban areas.

**NATIONAL CADET CORPSE**

The Youth wing of the Indian Armed Forces trains young students to live a life of discipline and service to society through various activities including residential training camps.

**YOUTH RED CROSS & RED RIBBON CLUB**

Indian Red Cross Society is a premier humanitarian organization which works for all sections of society both nationally and internationally without any expectation. The Red Ribbon clubs educates youth with correct concise and adequate information and heightened their level of awareness about AIDS.

**NAZARETH COMMUNITY TOOLBOX**

NCTB is a group of social initiatives of Nazareth Institution that inculcate Social Responsibility among the students of Nazareth and other stake holders.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/3.4.1.pdf">https://ncas.in/wp-content/uploads/2022/12/3.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

13

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1235

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programs. The Classrooms, Laboratories and Seminar Halls are well equipped along with computing system and Internet facility. Cleanliness, light, and ventilation facilities are maintained in the classroom and laboratories. White Boards and Green Boards are available in the classrooms.

06 ICT enabled classrooms. 04 ICT enabled laboratories.

The institutional building is earthquake resistant and built ergonomically to promote a conducive environment for good teaching and learning. Every classroom is ventilated well and sufficient to accommodate the entire student's strengths. The institution has two blocks and they are connected through an aerobridge. The overall infrastructure easily caters to the 9 UG courses and 4 PG courses. Apart from the computer and a printer, every department has one LCD projected for their use. The College is a wi-fi-enabled campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college gives importance to sports and games as equal to academics as it plays an important role in the students' overall personality development. The institution has adequate facilities for sports and cultural activities. The Physical Education Department chooses players for different teams and provides regular practice. Special coaches are invited to train the students. The college has a vast playground, volleyball court, kho kho court and athletic tracks, which can accommodate a 200-meter track. The college has two clay courts for tennis. There is a separate cement court for basketball. The Tennis and

Volleyball courts have floodlights. The sports equipment is maintained by the physical director and the team of student coordinators. The sports facilities are used by the studentscommunity of the college and is also open for sports activities conducted by sports associations at the district level/state level/University level.The college has a gymnasium to help the team members of different sports and games to strengthen their physique and to stay fit. The college has a good infrastructure to conduct its cultural activities. It has a centralized air-conditioned auditorium (500 seating capacity), a seminar hall (120 capacity), and an outdoor stadium ( 8000 sq.ft).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7316213

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library has an adequate number of terminals to facilitate searching/accessing e-resources, Web browsing, and for other academic work. The library uses the partially automated library software (OPAC) developed by the students for digitizing book records. The management has planned to automate the central library using the Integrated Library Management system. The college has created a database of the list of books/journals available in the institution. However, the integration with our website is to be carried out. The college has provided INFLIBNET E-resource to the faculty members for enriching their knowledge. The institution uses free search engines for any research/study/survey purpose. Various E-Resources are available in the library for the use of faculty members and students. Free WiFi and internet access have been given to all who enter the library. The librarian also organizes annual book exhibitions for college students and students for school.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ncas.in/ilms/">https://ncas.in/ilms/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

153120.4

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

1797

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has provided adequate IT facilities to administrative offices and various departments. The college has five numbers with four Mbps internet connection obtained from the UGC/BSNL scheme and four numbers of twenty Mbps of private internet facility to cater to the needs of the campus. These IT

facilities are updated at regular intervals. The college is wi-fi enabled and the staff members are provided with access to use the internet for all their academic purposes. All teaching staff members use the ICT in the classrooms and laboratories, whenever needed since the campus is Wi-Fi enabled. The computer laboratories are interconnected through the Local Area Network. They are provided with internet facilities to support add-on courses. The college has a bio-metric attendance system for all the faculty members. The entire campus is computerized with digital cameras and every move is monitored by the Principal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

#### 4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

996730.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution has a clear policy and procedure for the maintenance of academic support facilities. Be it, infrastructural or ICT equipment, library books & journals, etc. The Campus Manager has to register to maintain the inward and outward movement of stock. Annual infrastructure audit is conducted at the Department level and IQAC level. Stock registers are maintained both at Administrative offices and Departments. Repairs are attended to within the stipulated time and the same is marked in the register.

The library stock is regularly subject to audit. Torn or worn-out books are replaced upon request. The library committee channels the requirement of Books, Journals from various departments.

Apart from the campus manager, the institution has maintenance staff like electrician and plumber who keeps checking all the electrical fittings/fans and other items for safety and proper functioning. The institution maintains a register for complaints and they are addressed immediately. The computer lab has a service room and in case of any repair of computer parts, the lab assistants would address the same and they are rectified.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/infrastructure/">https://ncas.in/infrastructure/</a>

## STUDENT SUPPORT AND PROGRESSION

**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

206

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

69

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.ncas.in">www.ncas.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

225

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

700

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

19

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

8

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The management created the Student Development Cell to encourage active participation of students in the decision

making process related to support services and academics.

The 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 suggestions 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.

The SDC is formed with the following criteria

- President - III year
- Vice - President - III year
- Secretary - III year
- Joint secretary - III year
- Treasurer - III year
- Joint Treasurer - III year

Class representative - Gender equity which includes 1 boy and 1 girl

Association heads -

- III year - President
- II year - Vice President
- III year - Secretary
- III year - Joint Secretary
- III year - Treasurer
- II year - Joint Treasurer

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/5.3.2.pdf">https://ncas.in/wp-content/uploads/2022/12/5.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

84

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association at Nazareth College fosters a spirit of loyalty and works towards the promotion of the welfare of the organization. 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. The sports alumni students joined together and contribute tuition fees to one of the deserving students. They also contribute towards sponsorships for department programs. The college has registered the alumni association under the registrar of association to enable a structured process.

The college website holds an alumni registration button that

encourages new membership and also updates of data. The database of the alumni is maintained at the department level and alumni association level. The alumni are invited to all college and department events.

#### Alumni Engagement:

- Invited as visiting faculty, chief guests, guest of honor, guest lecture
- Alumni facilities internship, part-time job, campus training and raising funds for college events.
- They contribute towards scholarships and payment of fees for meritorious students. Alumni also engage in social responsibility.
- Alumni organize career guidance for final year students.
- Sports alumni organize the South India level Alumni Trophy

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/Alumni-enrollment.pdf">https://ncas.in/wp-content/uploads/2022/12/Alumni-enrollment.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**The Institution has a clear Vision and Mission.**

#### Vision

To build enriched socially responsible citizens and leaders through quality higher education.

#### Mission

1. To provide the best resources to impart the highest quality education.
2. To provide opportunities to the students for practical exposure to meet the challengers of global competency.
3. To provide value based education for nation building.
4. To provide creativity leadership training and placement.

The management follows democratic leadership procedure to ensure that the policies and guidelines are framed for all academic matters in accordance with the Vision and Mission of the institution. These policies are communicated through staff meetings, practiced in the day to day governance and administration. The college follows decentralized governance constituting various cells, clubs and associations, enabling leadership and responsibility even at micro level which helps to accomplish the Vision and Mission.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/about-us/">https://ncas.in/about-us/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college promotes a culture of participative management where the management, the Principal and the Heads of the Departments implement the quality policy and procedure of the institution. All decisions regarding academic matters are taken in consultation with the Heads of the Departments. The Heads of the Departments conduct frequent meetings to discuss and decide on various academic activities. All Faculty meetings are convened twice a semester where presentations are made on future programs. Suggestions and ideas are shared, deliberated and executed.

Decentralization ensures autonomy at every level of management. The management provides an

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.

The following committees work to decentralize the academic and administrative activities.

- 1.IQAC
- 2.Discipline Committee
- 3.Nazareth Centre for Academic Excellence
- 4.Examination Committee
- 5.Placement Committee
- 6.Library Committee
- 7.College Industry Interaction Cell
- 8.Student Project and ED Cell
- 9.Physical Education Committee
- 10.Health Centre
- 11.Publicity Cell
- 12.Hospitality Cell

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/about-us/#organogram">https://ncas.in/about-us/#organogram</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has different academic and non-academic that ensures

strategic planning and deployment at different levels in order to have the successful completion of any event.

With over six months of preparatory work our college developed a step strategic plan to strengthen the Teaching and Learning process to Global standards. The present reality of the parent universuniversity-affiliatedes is that they have no freedom in curriculum development. Within the framework, the college developed a curriculum delivery plan to make education more personalized and innovative. The Internal Quality Assurance cell with the team of heads laid down a plan which decides the future of the students passing out of this college.

Nazareth College has a culture of Innovation and Creativity in the Teaching and Learning process for all the status. Regardless of the situational positioning of the college each faculty act as an educator, counsellor, and advocate who guides the students to successfully respond to the challenges of global standards.

#### GOALS & STRATEGIES:

In order to achieve this envisioned future, the college identified a goal that will enable faculty members to give personalized and student-centered focus in teaching and learning. The goal is followed by strategies that address the way the goal is achieved for an envisioned future.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/6.2.1.pdf">https://ncas.in/wp-content/uploads/2022/12/6.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is headed by the Secretary, one of the managing trustees of the trust. The Principal who is the head of academics & administration reports to the Secretary. The heads of various departments take instruction from the Principal. The management council supports the Principal in managing the

institution.

The College has different cells, clubs, associations, and committees that oversee the functions of every activity, be it academic or non-academic. The HR policy of the institution is circulated to the faculty members which provides all information with regard to the service rules and procedures. The institution follows a systematic recruitment process, where the first round of interviews goes with the Principal and the Heads of the Departments. Upon academic satisfaction, the prospective faculties will meet the Secretary for the finalization of recruitment.

The promotion of the faculty member is based on the performance appraisal which is carried out at the end of the academic year. The college has a grievance redressal cell to cater to the needs of the students. The college has provided a box for the students to drop in a complaint/grievance/suggestion. The students have the access to meet the Principal or Secretary to express their grievances.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/6.2.2.pdf">https://ncas.in/wp-content/uploads/2022/12/6.2.2.pdf</a>
Link to Organogram of the institution webpage	<a href="https://ncas.in/about-us/#organogram">https://ncas.in/about-us/#organogram</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

#### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has many welfare schemes in place for both teaching and non-teaching faculty members. The provident fund is provided for all the staff members. The college gives free transport facilities for all the staff members. The faculty members who attend workshops/conferences are provided on duty and the registration fee for participation is reimbursed. The staff members are also provided with seed money for their publication of papers at conferences. The outbound professional development program for all faculties is sponsored by the management.

The non-teaching staff members like drivers and cleaners are provided with free lunch. The college provides additional two days of sick leave over and above entitled to 11 days of earned leave. The non-teaching staff also enjoy two weeks of paid holidays during summer vacation. The management provides salary advances when they are in need and encashment of the earned leave. Every year the teaching and the non-teaching staff are given gifts on teacher's day and Christmas eve respectively.

The management has tied up with Vijaya Bank for the sanction of personal loans. The gentlemen staff can avail of free accommodation in the boy's hostel. The children of the class four staff members are given admission with fee concession in our group of schools.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2023/05/6.3.1.pdf">https://ncas.in/wp-content/uploads/2023/05/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Our institution practices an effective self-appraisal system which is enabled through the Internal Quality Assurance Cell to evaluate the performance of the teaching and non-teaching staff

members every year.

Every staff of the college is evaluated and the outcome of the evaluation is placed with the management for further necessary action. The management reviews the same and necessary skill add-on programs/value add-on programs are considered for both teaching and non-teaching staff through various programs like FDP and Orientation. To upgrade the quality of the teaching-learning process and the administrative performance of our institution.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2023/05/Staff-Appraisal.pdf">https://ncas.in/wp-content/uploads/2023/05/Staff-Appraisal.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts both internal and external audits regularly. The accountant of the college does the reconciliation of daily accounts on an 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 into the Tallysoftware. They also check the accounts with the corresponding bills and get them approved for finalization. As per the norms of the government, the Income Tax returns are filed by the auditor.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/Audit-report.pdf">https://ncas.in/wp-content/uploads/2022/12/Audit-report.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

2054114.00

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

Nazareth College of Arts and Science is affiliated with the University of Madras and is registered as a SelfFinance Institution. The UGC awarded 2F status in the year 2017. The college's main source of funding is the fees collected from the students. At the end of the Academic year, the departments raise the budget and submit it for approval to the Principal.

The Principal and IQAC review the proposed budget and after addition/detections, it is submitted to the management for approval. The dispersal of funds is monitored by the timely submission of bills within 2 working days after the event. The college follows a transparent accounting system and audit practice. The college also receives minimal sponsorship for events raised by students and alumni towards the support of student education.

The instituion opens up its resources for some of the entrance examinations conducted by the RailwaysRecruitment Board, Tamilnadu Public Service Commission (TNPSC), Group IV, and other agencies. The college act as study center facility for conduct of distance education for Bharathidasan University, Triuchirappalli. As the resources of the college are utilised, this also generate marginal income for the instituion.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/Fund-Mobilization-policy.pdf">https://ncas.in/wp-content/uploads/2022/12/Fund-Mobilization-policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell has constantly upgraded its strategies and process to institutionalize its quality initiatives.

Post accreditation, the research cell through IQAC has developed strategies to upgrade the research culture among the faculty members and students.

1. Faculty members are encouraged to publish papers in conference proceedings, seminars both

National and International.

2. Faculty members are encouraged to write minor projects with institutional and private funding.

3. Faculty members are encouraged to register for Ph. D

4. Faculty members are also encouraged to write for Scopus Indexed and UGC-approved journals.

5. Seed money has increased as an incentive to encourage research culture among faculty members.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/wp-content/uploads/2022/12/6.5.1.pdf">https://ncas.in/wp-content/uploads/2022/12/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process, structure, and methodologies of operations and

learning outcomes at periodic intervals through feedback. The feedback showed that the students are interested in visual learning and E-Resources.

#### Use of ICT in Teaching and Learning

The IQAC included visual learning in the Semester plan and the course instructors implemented the same in their respective courses. To facilitate this the departments are provided with LCD projectors with wi-fi connection, enabling the staff members to access the internet in the classroom. This engages the students to the maximum level within the classroom.

#### Repository of E-Resources

The IQAC directed the departments to include e-resources in the teaching-learning process based on the feedback of the students. Resources are divided into Online e-resources like E-Journal, E-Books, Online databases, websites and electronic resources like CD ROM, Diskettes, computer databases, Adobe Acrobat documents (.pdf), Web Pages (.htm, .html, .asp, etc), and more. Each department and library have a repository of all resources. A link is provided in the website for the students to access the E-resources.

File Description	Documents
Paste link for additional information	<a href="https://ncas.in/e-resources/">https://ncas.in/e-resources/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or**

**B. Any 3 of the above**

**international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://ncas.in/wp-content/uploads/2022/12/Annual-report-2020-2021.pdf">https://ncas.in/wp-content/uploads/2022/12/Annual-report-2020-2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The college has engaged a private security agency on a contract basis to provide safety and security for students round the clock. Inside the college campus, eight to ten guards and one assistant security officer perform their duties. The security agency has provided one lady security guard to handle security issues with regard to female students.

The entire campus is under surveillance with 21 CCTV cameras erected in important locations, including the main road. The principal monitors the safety and security of the students and faculty members from her room. The Heads of the Departments and the faculty members also monitor the corridors of all buildings, entrances, laboratories, and classrooms.

A full-time nurse is stationed at the Medical Health Centre to provide first aid and medical assistance in case of any health issues. Besides, the college has appointed a physio to take care of sports injuries.

The college has counselling cell and women cell to cater the needs of female students which conducts various programs to sensitize the students like gender equality, women trafficking etc,

The college has a common room for the female students and lady staff members that is used to rest in case of sickness.

File Description	Documents
Annual gender sensitization action plan	<a href="https://ncas.in/wp-content/uploads/2023/06/7.1.1-20-21.pdf">https://ncas.in/wp-content/uploads/2023/06/7.1.1-20-21.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://ncas.in/wp-content/uploads/2023/06/7.1.1-2.pdf">https://ncas.in/wp-content/uploads/2023/06/7.1.1-2.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**1. Solid Waste Management:**

Solid waste disposal is managed in collaboration with the local municipality. The dry and wet waste are segregated in different color dustbins. The municipality collects the waste every alternate day. The use of plastic bags within the premises of the college is prohibited.

**2. Liquid Waste Management:**

Wastage is checked by the student council members and the campus manager. Waste water is directed to water the plants.

**3. E-waste Management:**

The damaged computer parts are reused. The low-configured computers are donated to the nearest schools. E-waste materials are properly disposed of. The department of computer science with Eco Club organizes awareness programs on E-waste management. Most of the E-waste is recycled and refurbished. UPS batteries are exchanged as a buy-back by the supplier.

**4. Bio Medical Waste Management:**

Use the sanitary napkins or disposed of by incinerators installed in the ladies toilet.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**

A. Any 4 or All of the above

5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of</b>	<b>A. Any 4 or all of the above</b>

reading material, screen	reading
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>	
<p>Nazareth College of Arts and Science provides equal opportunity for all students across different strata of society.</p>	
<p>Personalities like Dr. APJ Abdul Kalam by planting saplings in the neighborhood schools. The Department of Tamil conducts various competitions on songs of the Tamil poet Subramania Bharathi to commemorate his birth.</p>	
<p>The Indian Languages department college organizes National festivals and birth anniversaries of freedom fighters and other great Indian personalities.</p>	
<p>The English department celebrated the Noble laureate, debate, and drawing competition. Hindi diwas and National Integration Day are celebrated annually. Documentaries have been shown to students on many occasions. To bring in the spirit of patriotism among the students, the college celebrates all national festivals like Christmas, which educates them in sharing a love for humanity, Pongal, the harvest festival to honor the farmers of India, and other regional festivals like Onam to bring prosperity. These festivals nurture young minds in religious equality. The college also remembers the death anniversaries of great Indian</p>	

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The vision and mission of the college clearly states, socially responsible citizens, and provision of value for Nation Building which is shared on website, included in the handbook. Further all the staff and students are sensitized on the constitutional obligations with respect to the values, rights, duties, and responsibilities of the citizens. The university curriculum also has been framed view course on Environmental studies, Value Education, Personality enrichment, Professional ethics and human values, Conflict resolution and Peace Building, Business Ethics, Corporate Governance & Social Responsibility, Consumer protection and consumer rights, and child rights.

Eco Club, Herbal garden, Nazareth Sed Bank, Nazareth Horticulture Unit are functioning for greenery of campus and community for sustainable development. Swatchh Bharath activities like lake bund cleaning, cleaning of Anganwadis, maintenance of Traffic Islands, creation and maintenance of Miyawaki Forest in Avadi Constituency. Orientation on Gender Issues and Domestic Violence are organized for all the students of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://ncas.in/wp-content/uploads/2023/06/7.1.9-1.pdf">https://ncas.in/wp-content/uploads/2023/06/7.1.9-1.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and**

**A. All of the above**

**conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Nazareth College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, environmental, communal socio-economic, and other diversities. Feelings of national integration are instilled in the students by celebrating various national days like National Independence Day, and Republic Day. Commemorative days like Women's Day, International Yoga Day, World wildlife week, World Ozone Day, World Water Day, and International AIDS Day, along with many regional festivals are also celebrated in the college. Various days of social and moral importance like Zero Discrimination Day, Safer Internet Day, and International Day of Persons with Disabilities have also been commemorated in the college. Different sports and cultural activities are organized by the various department of the college to promote harmony towards each other. Various activities like photography competitions, signature campaigns, webinars, poster competitions, essay writing, and other programs have been conducted in which the students from various departments actively participated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Practice- 1: Nazareth Sapling Centre

Planting trees fight climate change and a simple way to soak up carbon emission. Post pandemic the number of trees has considerably reduced in Avadi because of improper maintenance during covid 19 lockdown. The Nazareth sapling center was initiated in the year 2021 to distribute free saplings to all fulfilling SDG 15. The process involves a range of activities to collect sampling planting trees had many benefits improves habitat. Total of more than 5000 tree saplings were grown on campus. Students also collected 500 saplings from their home and total of 3000 saplings distributed to visitors and public.

### Practice -2 : Feed the Need

Sustainable Development Goal 2 is about creating a world free of hunger by 2030. There are many people going hungry and suffering from food insecurity. The main objective of this initiative is to serve hot, fresh food to the homeless involving the students and staff who are trying to help homeless who suffer from hunger. More than 2000 food packets have been distributed to the homeless. This initiative has also given us a larger scope to convert it into a community food box at gated communities in Avadi.

File Description	Documents
Best practices in the Institutional website	<a href="https://ncas.in/best-practices/">https://ncas.in/best-practices/</a>
Any other relevant information	<a href="https://ncas.in/best-practices/">https://ncas.in/best-practices/</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

(Greater Chennai Corporation) implemented COVID-19 prevention and care intervention in the high density area across the 15 Zones of Greater Chennai Corporation herein after referred as the Community Intervention Program (CIP). Nazareth College was given responsibility of Community intervention for 5000 houses in Padi, Chennai. Responsible for overall implementation of COVID-19 prevention and control project as allocated to the NGO, NATIONAL emergency Relief and Rehab Foundation which is one of our Nazareth Community Tool Box unit.

This is a distinctive feature as the students of the college were involved in Liaison with Greater Chennai Corporation (GCC) and Project Management Unit (PMU) to ensure effective implementation of COVID-19 prevention & control activities as envisaged, Provide technical support to the field implementation activities, Facilitate training of the field staff, Supportive supervision and mentoring of Out Reach Workers (ORW), Field supervisors, Data Managers, Overall monitoring of the project performance. The college received a certificate of appreciation for the distinctive contribution from Greater Chennai Corporation.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

To conduct workshop on recent trends on Network Marketing. To educate students about the various entrepreneurial development issues. To conduct webinar on " How to access your job interview. To conduct webinar on " Learn to learn for excellence. To conduct various day celebrations. To conduct

workshop on Photoshop. To conduct international webinar on software as a service in cloud computing. To organize E Workshop on road map to intellectual property rights and patent filing. To conduct a national level webinar on sensitizing trends and cyber frauds. To conduct Webinar on "Cybernetics towards Students approach". To organize Workshop on "Internet of Things (IOT)". To conduct Webinar on "Electric vehicle- Powering a green future". To organize Seminar on "Prevention, Prohibition and Redressal Act, 2013"