ANNUAL QUALITY ASSURANCE REPORT

of

INTERNAL QUALITY ASSURANCE CELL

2017-18

Submitted to

National Assessement and Accreditation Council (NAAC)
Bangalore - 560 072

Nanjil Catholic College of Arts and Science

Kaliyakkavilai - 629 153, Kanyakumari District, Tamil Nadu, India.
Accredited by NAAC with 'B' Grade
India NIRF(MHRD) Ranking: (Rank Band 101-150)
Approved by UGC Section under 2(f) Status
(Approved by Government of Tamilnadu and Affiliated to
Manonmaniam Sundaranar University, Tirunelveli)
E-mail: nanjilccas@gmail.com, Website: nanjilcatholiccollegekk.com
Phone: 04651 244788, 8903013368

Part A

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

1. Details of the Institution

1.1 Name of the Institution

Nanjil Catholic College of Arts & Science

1.2 Address Line 1

Kaliyakkavilai

Address Line 2

City/Town

Kaliyakkavilai, Kanyakumari District

State

Tamilnadu

Pin Code

629 153.

Institution e-mail address

nanjilccas@gmail.com

Contact Nos.

04651 244788, 8903013368

Name of the Head of the Institution:

Dr. A. Meenakshisundararajan

Tel. No. with STD Code:

04651 244633

Mobile: | 9443119565

Name of the IQAC Co-ordinator: | Dr. M. Amalanathan

Mobile: | 9940347178

IQAC e-mail address: | nathan.amalphysics@gmail.com

1.3 NAAC Track ID | TNCOGN27390

1.4 NAAC Executive Committee
No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC(SC)/28/A&A/2.1 dated 30.10.2017

1.5 Website address: | http://nanjilcatholiccollegekk.com/

Web-link of the AQAR: | http://nanjilcatholiccollegekk.com/

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.30	2017	29.10.2022

1.7 Date of Establishment of IQAC :
DD/MM/YYYY

27.03.2014

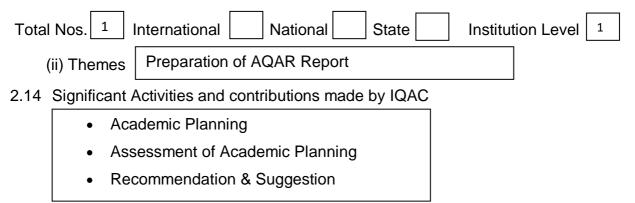1.8 AQAR for the year *(for example 2010-11)*

2017-2018

1.9 Details of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

NA

1.10 Institutional   Status

University   [✓]

Affiliated College   : Yes

Type of Institution   : Co-education

Urban [ ]   Rural [✓] Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [✓] UGC 12B [ ]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [✓]

[✓]

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [✓]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [✓]

Others   (Specify)   [   ]

1.12 Name of the Affiliating University *(for the Colleges)* | Manonmaniam Sundaranar University, Tirunelveli. |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [NA]

University with Potential for Excellence [NA]   UGC-CPE [NA]

DST Star Scheme   [NA]   UGC-CE [NA]

UGC-Special Assistance Programme | NA | DST-FIST | NA

UGC-Innovative PG programmes | NA | Any other (*Specify*) | NA

UGC-COP Programmes | NA

2. IQAC Composition and Activities

2.1   No. of Teachers | 4

2.2   No. of Administrative/Technical staff | 1

2.3   No. of students | 2

2.4   No. of Management representatives | 4

2.5   No. of Alumni | 1

2. 6 No. of any other stakeholder and community representatives | 2

2.7   No. of Employers/ Industrialists | 1

2.8   No. of other External Experts | 2

2.9   Total No. of members | 16

2.10 No. of IQAC meetings held | 4

2.11 No. of meetings with various stakeholders: No. | 1   Faculty | 4

Non-Teaching Staff Students | 2   Alumni | 1   Others | Nil

2.12   Has IQAC received any funding from UGC during the year?   Yes ☐   No ✓

If yes, mention the amount | -

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 1 | International | | National | | State | | Institution Level | 1 |

(ii) Themes | Preparation of AQAR Report |

2.14 Significant Activities and contributions made by IQAC

- Academic Planning
- Assessment of Academic Planning
- Recommendation & Suggestion

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Sl.No.	Plan of Action	Achievements
1	**Admission:** All seats in PG, UG, M.Phil and Ph.D programmes should be filled up	Most of the seats were filled
2	**Increase the no. of Research Centres**	Four Research Centres was introduced
3	To produce at least 2 sports students for national participation.	**National Level:** One of our Student participated in national level sports competitions and won Bronze Medals.

Refer *Annexure I*

2.15 Whether the AQAR was placed in statutory body   Yes | ✓ | No | |

Management | ✓ | Syndicate | | Any other body | |

Provide the details of the action taken

- Academic Planning prepared by IQAC was approved.
- Starting of New courses
- Infrastructure development

Part B

3.1. Curricular Aspects

(Criterion – I)

3.1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	-	4	4	-
M.Phil.	4	-	4	-
PG	8	-	8	-
UG	10	1	11	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	2	-	2	-
Certificate	6	-	6	-
Others	3	-	3	-
Total	**33**	**5**	**38**	**-**

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

3.1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG - 9, PG - 8, M.Phil. - 7 **Total - 24**
Trimester	
Annual	

3.1.3 Feedback from stakeholders* Alumni ☑ Parents ☑ Employers ☑

Students ☑

(On all aspects)

Mode of feedback   :   Online ☐   Manual ☑   Co-operating schools (for PEI) ☐

3.1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, As per university guidelines

3.1.5 Any new Department/Centre introduced during the year. If yes, give details.

4 Research Centres:

Physics, Chemistry, Computer Science, Tamil

(Criterion – II)

3.2. Teaching, Learning and Evaluation

3.2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
1	90	-	-	-

3.2.2 No. of permanent faculty with Ph.D.   28

3.2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	6	-	-	-	-	-	-	6	6

3.2.4 No. of Guest and Visiting faculty and Temporary faculty   5

3.2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	4	4	-
Presented papers	4	4	-
Resource Persons	-	2	2

3.2.6   Innovative processes adopted by the institution in Teaching and Learning:

> ICT Teaching & Learning

3.2.7   Total No. of actual teaching days during this academic year | 182 |

3.2.8   Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

> Bar Coding, Double Valuation, Photocopy facilities available in the University

3.2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

| NA | NA | NA |

3.2.10   Average percentage of attendance of students | 70 |

3.2.11   Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Pass %
B.A. English	64	82.8
B.A. English with Computer Applications	64	70.3
B.Sc. Maths	48	83.3
B.Sc. Physics	48	85.4
B.Sc. Chemistry	48	66.6
B.Sc. Computer Science	48	87.5
B.Sc. Zoology	48	45.8
B.B.A.	51	76.4
B.Com.	53	0.05
B.Com. with Computer Applications	60	85
M.A. Tamil	8	75
M.A. English	26	100
M.Sc. Maths	26	96.15
M.Sc. Physics	25	68
M.Sc. Chemistry	11	45.5
M.Sc. Computer Science	19	84.2
M.Com.	17	82.3
M.S.W.	18	100

3.2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Through Feedback system
Academic Audit

3.2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	3
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

3.2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	-	-	-
Technical Staff	7	-	-	-

(Criterion-III)

3.3 Research, Consultancy and Extension

3.3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Faculty Development Programmes were organized related to outcome based Education and research capacity building.
- Encourages more faculty members with Doctorate to become research guides, and to do Collaborative research.
- Encourages faculty to participate in International / National seminar /conferences.

3.3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	-	-
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	8	-	-

3.3.5 Details on Impact factor of publications:

Range | 1.0 - 2.0 | Average | 1 | h-index | 10 | Nos. in SCOPUS | 5 |

3.3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.3.7 No. of books published   i) With ISBN No. [-]   Chapters in Edited Books [-]

ii) Without ISBN No. [-]

3.3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.3.9 For colleges
Autonomy   CPE [-]   DBT Star Scheme [-]   [-]

INSPIRE   CE [-]   Any Other (specify) [-]

3.3.10 Revenue generated through consultancy   Rs. 5325/-

3. 3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number	-	10	-	-	-
Sponsoring agencies	-	Institution	-	-	-

3.3.12 No. of faculty served as experts, chairpersons or resource persons | 2 |

3.3.13 No. of collaborations | 1 | International | | National | 1 | Any other | |

3.3.14 No. of linkages created during this year | 2 |

3.3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of College | Rs.2,25,560/- |

Total | Rs.2,25,560/- |

3. 3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

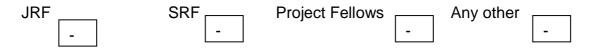| Total	International	National	State	University	Dist	College
14	2	-	-	4	-	16

3.3.18   No. of faculty from the Institution | 16 |

who are Ph. D. Guides
and students registered under them | 10 |

3.3.19 No. of Ph.D. awarded by faculty from the Institution | - |

3.3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.3.21   No. of students Participated in NSS events:

University level | 50 | State level | - |

National level | - | International level | - |

3.3.22   No. of students participated in NCC events:

University level | - | State level | - |

National level | - | International level | - |

3.3.23   No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.3.24   No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.3.25   No. of Extension activities organized

University forum | - | College forum | 8 |

NCC | - | NSS | 3 | Any other | 4 |

3.3.26   Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The N.S.S. Club celebrated the World Environment Day and International Yoga Day on 05.06.2017 and 21.06.2017 respectively.

- The Y.R.C. unit of our college conducted an Eye Donation camp on 19.07.2017 in collaboration with Agarwal Eye Hospital, Tirunelveli.

- The Y.R.C. unit of our college conducted an Blood Donation camp on 16.08.2017 in collaboration with Government Hospital, Padmanabapuram.

- The N.S.S. unit of our college Swachtha Pakhwara from 01.08.2017 to 15.08.2017.

Extension Activities done by the departments

Sl.No.	Department	Name of Extension Partner	Date
1	Chemistry	Kollenvilai Panchayat	19.06.2017
2	English	Library Visit	15.07.2017
3	Mathematics	Village Adopation	19.07.2017
4	Computer Science	Computer Literacy Programme	24.07.2017
5	Physics	Socio-Economic Survey	25.07.2017
6	English (CA)	Library Visit	27.07.2017
7	Mathematics	St. Antony's School, Mulanginavilai	09.08.2017
8	Commerce	Mother Mary Memorial Boys Home, Kaliyal	12.08.2017

(Criterion – IV)

3.4. Infrastructure and Learning Resources

3.4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	26,425.972 sq.mts.	-	-	26,425.972 sq.mts.
Class rooms	47	2	Management	49
Laboratories	10	-	Management	10
Seminar Halls	1	-	Management	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

3.4.2 Computerization of administration and library

> ‣ Library automation-'NACCAS College Automation'

3.4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	7520	14,87,557	488	1,30,563	8008	16,18,120
e-Books	-	-	-	-	-	-
Journals	57	-	-	-	57	-
e-Journals	INFLIBNET					
Digital Database	NDL					

3.4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Library	Language Lab	Research Lab	Office	Depart-ments	Others
Existing	235	80	45	70	10	12	15	3
Added	6	-	-	-	3	-	1	2
Total	241	80	45	70	13	12	16	5

3.4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Nil

3. 4.6 Amount spent on maintenance in lakhs :

i) ICT   10,79,580

ii) Campus Infrastructure and facilities   9,34,248

iii) Equipments   50,06,752

iv) Others   -

Total :   **70,20,580**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC took initiative to organise the oriantation programme for first year students..

- IQAC invite experts from various fields to deliver lectures on various topics

- IQAC take initiative to explain the curricular and extra curricular activities conducted by the college through respective HOD'S.

- IQAC conducted skill development programme, social awareness programme, environmental awareness programme, personality development programme,

- IQAC monitors the students' grievances and redressed mechanism on a regular basis

- Awareness programmes are being conducted by IQAC to promote the involvement and participation of student's in various committees.

- IQAC took action to update the College website and provides details about various facilities available for the students.

5.2 Efforts made by the institution for tracking the progression

Faculty and students progression are monitored by the Head of the institution based on the reports and found to be progressive.

- Research contribution of faculties is monitored during the review meetings.

- Result Analysis is done in every semester after the publication of results.

- Remedial measures are taken after the review meeting.

- Student's Database is maintained by all the departments.

5.3 (a) Total Number of students

UG	PG	M.phil	Ph.D	Others
1704	336	26	-	-

(b) No. of students outside the state: 191
(c) No. of international students:

	No	%		No	%
Men	481	23.3	Women	1585	76.7

Last Year				This Year			
General	OBC	Physically Challenged	Total	General	OBC	Physically Challenged	Total
76	629	1	706	57	750	2	809

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

coaching to appear for NET/SET examination has given to students

No. of students beneficiaries | 25

5.5 No. of students qualified in these examinations

| NET | - | SET/SLET | - | GATE | | CAT | - |

| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

Counselling:

- All the student support initiatives of the College are monitored by the management and they fall into three categories namely 'curricular, 'co-curricular' 'guidance and counselling needs'.
- About 20 to 25 students are under the care of a mentor/tutor. The mentor/tutor keeps watch on the students' attendance, academic performance, behaviour and personal problems.
- The mentor informs the parents if any student takes leave regularly.
- The mentors monitor the marks obtained by the students in the internal and model tests and guide them to score better marks in the semester examinations.
- Mentors help the students to identify their problems and solve by themselves.
- The mentor counsels students who are at the risk of dropping out.
- Parents/guardians of such students meet the class in-charges concerned, to discuss and find solutions to the problems.
- The College has also introduced remedial classes to cater to the specific needs of slow-learners. In addition, remedial classes are conducted for students who need extra care.
- The College has a well-structured system to support the students in their co curricular activities. The Physical Director and the coordinator of the Fine Arts club enable the students to excel in sports, games and fine arts respectively.
- The Grievance Redressal cell looks into the grievances of the students if any, while Women's Redressal cell addresses the issues concerning girl students.
- Anti-Ragging and Anti Eve-teasing committee is also a part of student support system.
- Remedial system: A faculty member is assigned to a group of 20 to 25 students of a class in UG level. Our staff maintains a remedial register which contains the student profile and the record of their academic performance.
- The class-wise Parents Teachers meetings held during each semester are extremely useful in sorting out the learning and other difficulties of the students in the presence of both students and parents.
- Students who have to clarify issues and require professional support are directed to the Counselling Centre, where the service of trained counsellors is utilized.

Career Guidance:

- Conducted Personality development programme for the final year students
- Conducted skill development programme for the final year students
- Orientation program for " How to facing interview" to the final year student
- The College has an actively functioning Counselling Centre which helps the students to sort out their psychological and inter-personal issues and helps them to manage their stress.

- The Career Guidance cell is keen in organizing programmes which contribute positively to the skill development of students and extends support in choosing their career which suits them the best.
-

No. of students benefitted

596

5.7 Details of campus placement

	On campus		*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8. Details of gender sensitization programmes

The College has taken initiatives to sensitize the staff and students based on the following issues:

- Gender issue-based programmes were conducted.
- Based on the University Part-V curriculum the gender based issues were discussed.
- Committee against sexual harassment.
- Topics like gender equality, women and law are routinely handled by resource persons.
- Dowry issues programme.
- Women empowerment programme.
- Women education programme.
- Personality development programme.
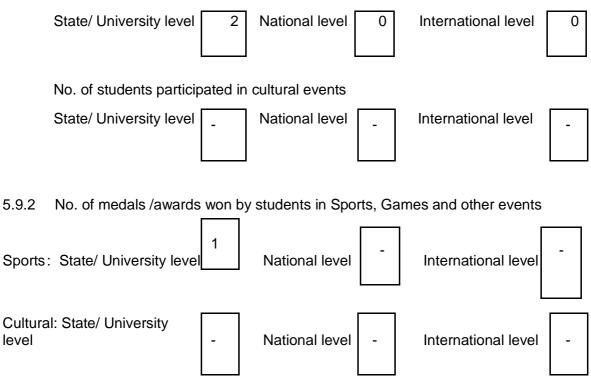- Anti- Ragging and Atni-Eve teasing programme

Women Cell

To sensitize women about their status, identity and role, the College organizes the following programmes:

- A seminar on "Health and Hygiene".
- Dowry issue based programmes arranged by Women's Redressal Cell to create awareness regarding dowry.
- The College Grievance Cell looks into complaints related to gender based issues concerning women.
- Self-confidence and self-awareness programmes are conducted.
- The Institution, gives equal opportunity to both the genders in all curricular, co-curricular and extra-curricular activities.
- Women Empowerment programme.
- Women education.
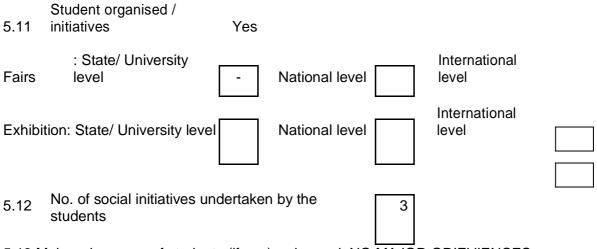
- Personality development.
-

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 2 | National level | 0 | International level | 0

No. of students participated in cultural events

State/ University level | - | National level | - | International level | -

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 1 | National level | - | International level | -

Cultural: State/ University level | - | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of studentss
Financial support from institution	74
Financial support from government	341
Financial support from other sources	36
Number of students who received International/ National recognitions	-

| 5.11 | Student organised / initiatives | Yes | | | |

| Fairs | : State/ University level | - | National level | | International level | |

| Exhibition: State/ University level | | | National level | | International level | | |

| 5.12 | No. of social initiatives undertaken by the students | 3 |

5.13 Major grievances of students (if any) redressed: NO MAJOR GRIEVIENCES

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision of the College is to strive to be a world class Institution in transforming lives of students through an innovative, professional, compassionate and lifelong learning approach to education.

Mission

The mission of the College is to provide innovative educational opportunities, environments and experiences that enable students to learn, grow, prosper and liberate (transform) the world.

The Motto: The Motto of the College is 'Learn, Lead and Transform'.

6.2 Does the Institution has a management Information System

Yes. Academic, administrative and library section have been computerized for instant access and retrieval of information.

- Academic Council meeting
- Staff Council Meeting
- Sending Notice
- Public Announcement System
- Meeting with the parents and students

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Since the college is affiliated to Manonmaniam Sundaranar University, we follow the syllabus prescribed by University.

6.3.2 Teaching and Learning

The college follows well planned teaching and learning schedules to provide quality education and   the same is ensured by preparing academic calendar and time tables etc.

Apart from traditional teaching methods, the faculty members are encouraged to utilize ICT methods for effective teaching and learning process.

Preparing student for seminar, Assignment and Power Point presentation

6.3.3 Examination and Evaluation

1. Internal Test: Three internal tests are conducted in every semester.
2. At the end of the semester Model Examination is conducted.
3. Question banks are maintained in the respective departments
4. The practical examination is conducted with internal and external examiners.
5. Faculty members serve as evaluators for theory and practical examinations

6.3.4 Research and Development

- The Institute has an exclusive Nanjil Research Forum and the encouraged the faculty members to publish their research findings in various National and International Journals.
- Non Ph.D Faculty members are encouraged to do PhD
- Faculty are encouraged to attend and present papers in seminars, workshops and conferences.
- Faculty have access to e-journals through INFLIBNET.
- Coaching is provided to staff members to clear NET/SET examinations

6.3.5 Library, ICT and physical infrastructure / instrumentation

- All class rooms were equipped with ICT facilities
- Physical infrastructure available are adequate
- Well stocked central library is functioning in the college
- Each department has its own library
- Student records/ attendance/ internal marks/ fee payments are fully computerised.
- Wi-Fi enabled campus.

6.3.6 Human Resource Management

- Transparent policy for recruitment of staff members
- Performance of faculty is reviewed by the HOD, Principal and Management
- Periodical training programmes are conducted to enhance the subject and soft skills of the Staff members

6.3.7 Faculty and Staff recruitment

As Per the UGC norms

6.3.8 Industry Interaction / Collaboration   : Nil

6.3.9 Admission of Students

As Per the Government and University norms

6.4 Welfare schemes for

Teaching	• The management contributes an amount equal to the employee share for EPF , Group insurance
	• Staff members may avail Medical Leave based on their requirement
	• On duty leave is provided to staff members for participating in seminars/Conferences
	• Refreshments are provided to staff members free of cost
	• Well equipped health centre is functioning in the college
	• Festival bonus and Uniform
Non teaching	• Uniforms for supportive staff members
	• Festival Bonus for administrative and supportive staff
Students	• Well equipped health centre is functioning in the college
	• Language lab for development of soft skills of students

6.5 Total corpus fund

| Rs.4856052.00 (including EPF,Gratiuity etc.) |

6.6 Whether annual financial audit has been done   Yes ☑   No ☐

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

Audit Type	Yes/No External Agency		Yes/No Internal Authority	
Academic	YES	University	YES	IQAC
Administrative	YES	P. Arokiasamy and Charles	NO	--

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Students apply for examination online and hall tickets can be downloaded from University website. Internal marks for theory papers and External Marks for Practical papers are uploaded in the Univesity website.

Facility available in the university for Revaluation, Re totaling, OMR answer Sheet, Supplementary examination, Fixed answer sheet etc.

6.10   What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

1. The Alumni Association Meeting is conducted every year to strengthen the relationship between Alumni and Faculty Members.
2. The Alumni members supports the students to get placements through their personal references.
3. Alumni students meet the final year students of the respective departments to give a motivational talk.

6.12 Activities and support from the Parent – Teacher Association

- Parent Teachers Meeting were conducted in Every Semester.
- Principal addressed the parents on the various facilities available in the college premises.
- Feedback were received from parents on infrastructure, extra and co-curricular activities of the College.
- Class in charges interacts with the parents about their wards performance.

6.13 Development programmes for support staff

- Development Programmes for Support Staff members were conducted to equip them with all necessary skills in the functioning of the college
- Training for administrative staff related to office automation
- Soft skill development programme

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Regular campus cleaning by NSS volunteers
- Use of Solar energy
- Rain water harvesting system
- Plantation of saplings

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. To improve the practical knowledge of students, guest lectures are arranged regularly.
2. Faculty members are encouraged to utilize the language lab effectively at least twice in a week.
3. To strengthen the subject knowledge of students, association meetings are organized twice in year for which subject experts are invited to deliver lectures.
4. Free education for meritorious sports students.

5. Bridge courses are conducted for new entrants to bridge the gap between school education and higher education.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Additional building is being constructed

2. Staff members were given OD to attend seminars/conferences

3. An awareness programme was organized for school students

4. Overall seminars were conducted

7.3 Give two Best Practices of the institution

Best Practice 1:

1. Title of the Practice: **REACH: Reach the unreached**

Rescue, **E**ducate, **A**dmire, **C**o-ordinate and **H**umanise

The prime aim of our Institution is to reach the people who are marginalized and excluded; people who are deprived of education and denied of opportunities; associate with them; educate, enlighten and empower them economically, culturally, socially and politically, by coordinating their scanty resources through self-help programmes and elevate and transform them into humane persons, leading a life of dignity and self -worth.

The aim of our college is to provide higher education to the children of very poor families and their parents are coolies, construction laborers and Labors working in rubber estates.

Our aim is to provide higher education to those students (unreached) who are not able to think about their higher education and their dream of joining the college comes true.(Reached)

Best Practice II

1. Title of the practice: TEACH: Teach to Transform

Top, **E**ducate, **A**wesome, **C**heerful and **H**elpful

To provide higher education to all, especially the economically weaker sections of society, transcending caste, community, gender and religion and transform those into persons who realize their awesome potential and become achievers in life by occupying topmost positions and who cheerfully and enthusiastically help people in similar situations to overcome all odds with belief in themselves in God.

Our College is taking necessary steps to admit UG level and encourage them to join PG, M.Phil Respectively.

Many Students who have passed at UG level and joined B.Ed Colleges. Those students who got M.hil and B.Ed to join in colleges and schools as teachers and transform our students in to teachers.

Before starting Nanjil Catholic College of Arts and Science many girls' students in that area were deprived of higher education. 80 % of girls of our college are getting higher education and transform into middle level to high level literates. Due to this higher education their families(Poor Families) are completely transformed in to good level of standard of living .

7.4   Contribution to environmental awareness / protection

- Awareness program was conducted stressing the importance of water and air pollution.
- Traditional lights have been replaced with LED lamps.
- Saplings have been planted in the college premises to raise the green cover

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- College has got UGC 2(f) and UGC(12B) status
- Faculty members were recruited with PhD qualification

Strengths

- College is very popular in our University area (NIRF Rank is 101-150 band in India and 4th rank at the University level)
- With in short span of time 6 years, the college has developed very good infrastructure facilities. Our college is advanced from UG to PG and Research centre level
- Well Disciplined College. No Eve teasing, No ragging
- College has produce very good result at the university level and produce more university ranks

Weaknesses

- Since our college is a self financing college and finding difficult to mobilize finance.

Opportunities

- To get 12B status from UGC
- To get autonomous status
- To have a plan to attract the international students to our college if our university permits.

Challenges

- Students face a lot of domestic problems from families they could not concentrate on their studies
- Earn and learn is a major problem for our students

8. Plans of institution for the next year

- To Start new Courses
- To construct a separate block for the Department of English
- If the HRD ministry permits (NCET) permits our College will add Department of Education
- Our teachers (approved guides) will produce Ph.D's.

Name:Dr.M.AMALANATHAN

(Signature of the Co-coordinator of IQAC)

Name: Dr.A.Meenakshisundararajan

(Signature of the Chairperson of IQAC)

Annexure I: Academic Calendar for the year 2017-18 Odd semester

		Nanjil Catholic College of Arts and Science	
		Kaliyakkavilai	
		CALENDAR FOR THE ACADEMIC YEAR 2017-2018 (Even Semester)	
		DECEMBER - 2017	
Date	Days	Particulars	Working Days
1	Friday		
2	Saturday	**Milad-un-Nabi (Holiday)**	
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday	College Reopens for even semester	1
8	Friday		2
9	Saturday	Inter School Football Competition (Dept. of Physical Education)	
10	Sunday		
11	Monday	**University Exam (Holiday)**	
12	Tuesday		3
13	Wednesday	Lit-Feast (Department of English)	4
14	Thursday		5
15	Friday	Industrial Visit (Dept. of Physical Education) Quiz [Department of English (CA)]	6
16	Saturday		
17	Sunday		
18	Monday	Quiz [Department of B.Com (A)]	7
19	Tuesday	Sports Club Meeting (Dept. of Physical Education)	8
20	Wednesday	Entension Activity (Department of Commerce (PG))	9
21	Thursday	Extention - Village Adotption (Department of Mathematics)	10
22	Friday	Christmas Celebration	11
23	Saturday		
24	Sunday		
25	Monday	**Christmas Day**	
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday		

		JANUARY - 2018	
1	Monday	**New Year, Suchindram Car Festival**	
2	Tuesday	I Internal Exam Question Paper Submission	12
3	Wednesday	Quiz Competition (Department of Chemistry)	13
4	Thursday	Helicon (Department of English) Extention - School Adoption (Department of Mathematics)	14
5	Friday	Quiz (Department of Commerce (PG)) Workshop (Department of Computer Science)	15
6	Saturday		
7	Sunday		
8	Monday	Commencement of Internal Tests - I	16
9	Tuesday	Agency Visit / Workshop (Department M.S.W)	17
10	Wednesday		18

11	Thursday	Association (Department of Tamil)	19
12	Friday		
13	Saturday		
14	Sunday	**Pongal (Holiday)**	
15	Monday	**Thiruvalluvar Day**	
16	Tuesday	**Uzhavar Thirunal (Holiday)**	
17	Wednesday		20
18	Thursday	Association (Department of Mathematics) Assoication Meeting (Department of B.B.A)	21
19	Friday	Workshop (Dept. of Physical Education)	22
20	Saturday		23
21	Sunday		
22	Monday	Pegasus (Department of English)	24
23	Tuesday	Debate Programme (Department of Malayalam)	25
24	Wednesday	International Conference (Department of Commerce (PG)	26
25	Thursday	Association Meeting (Department of Commerce)	27
26	Friday	**Republic Day (Holiday)**	
27	Saturday		
28	Sunday		
29	Monday	Research (Department of English)	28
30	Tuesday	II Internal Test Question Paper Submission	29
31	Wednesday	**Nagaraja Temple Festival**	

FEBRUARY - 2018			
1	Thursday	Magazine (Department of English)	30
2	Friday	Sports Club Celebrations (Dept. of Physical Education)	31
3	Saturday	Compensatory Working day (31.01.2018) (VI Day order)	32
4	Sunday		
5	Monday	Consultancy Activity (Department of Mathematics) Students Magazine Blooming (Department of Malayalam)	33
6	Tuesday	National Conference (NCCSR-2018) - (Department of Computer Science)	34
7	Wednesday	Seminar [Department of Commerce] Sports Day Department of Physical Education) Journal (Department of English) Collaboration (Department of Mathematics)	35
8	Thursday		36
9	Friday	Association Meeting [Department of Commerce (CA)] Extension Program - Hospital Visit (Department of Malayalam)	37
10	Saturday	Association (Department of Commerce (PG)	
11	Sunday		
12	Monday	Exhibition (Department of Mathematics) Commencement of Internal Tests - II	38
13	**Tuesday**	**Maha Shivarathiri (Holiday)**	
14	Wednesday		39
15	Thursday		40
16	Friday	Physics Fest & Association (Department of Physics) Quiz Club Programme [Department of Commerce (CA)]	41
17	Saturday		42
18	Sunday		
19	Monday		43
20	Tuesday	Collaboration (Department of Mathematics)	44
21	Wednesday	Extention Programme (Department of Malayalam)	45
22	Thursday	Exhibition (Department of English)	46

23	Friday	Village Adotpion Program [Department of Commerce (CA)] Workshop (Department of Tamil) National Level Symposium on Management (Dept. of B.B.A) Asianet Visit [Department of English (CA)]	47
24	Saturday		48
25	Sunday		
26	Monday		49
27	Tuesday		50
28	Wednesday	National Science Day Celebration & Science Exhibition (Department of Physics)	51

MARCH - 2018			
1	Thursday	Village Adotpion (Department of English)	52
2	Friday	National Seminar (Department of Chemistry)	53
3	Saturday	Industrial Visit (Department of Malayalam)	
4	Sunday		
5	Monday	School Adoption (Department of English)	54
6	Tuesday	III Internal Test Question Paper Submission Social Workers' Association cum Alumini Fest (Department M.S.W)	55
7	Wednesday		56
8	Thursday		57
9	Friday	Year achiever celebrations in sports (Dept. of Physical Education)	58
10	Saturday		59
11	Sunday	Extension Activity (Department of Commerce)	
12	Monday	Quiz Programme for school students (Dept. of Chemistry)	60
13	**Tuesday**	**Mondaikadu Festival (Holiday)**	
14	Wednesday	Guest Lecture (Department of Commerce (PG)) π-day Celebration (Department of Mathematics) Association (Department of Malayalam)	61
15	Thursday	Consumer Day Celebration (Department of B.B.A)	62
16	Friday	Extension - Village (Department of Mathematics) Quiz Competition (Department of B.B.A)	63
17	Saturday		
18	Sunday	**Telugu New Year**	
19	Monday	Commencement of Internal Tests - III	64
20	Tuesday	Orphanage Adoption (Department of English)	65
21	Wednesday		66
22	Thursday	Extension - School (Department of Mathematics)	67
23	Friday	Orphan Visit (Department of Commerce)	68
24	Saturday		69
25	Sunday		
26	Monday	Field Trip (Department of English) Model Exam Question Paper Submission (B.A. Section)	70
27	Tuesday	Oldage Home Visit (Department of Commerce) Quiz Competition (Department of Malayalam)	71
28	Wednesday	Guest Lecture [Department of English (CA)]	72
29	Thursday	**Mahavir Jayanthi (Holiday)**	
30	Friday	**Good Friday (Holiday)**	
31	Saturday		

APRIL - 2018			
1	Sunday	**Easter (Holiday)**	
2	Monday	**Local Holiday**	
3	Tuesday	Model Exam Question Paper Submission (B.Sc. Section)	73

4	Wednesday	Workshop (Department of English)	74
5	Thursday		75
6	Friday		76
7	Saturday	Model Exam begins for B.A. Section	77
8	Sunday		
9	Monday		78
10	Tuesday		79
11	Wednesday	Model Exam begins for B.Sc. Section	80
12	Thursday		81
13	Friday	Village Cleaning [Department of English (CA)]	82
14	Saturday	**Tamil New Year (Holiday)**	
15	Sunday		
16	Monday		83
17	Tuesday		84
18	Wednesday		85
19	Thursday		86
20	Friday		87
21	Saturday		88
22	Sunday		
23	Monday		89
24	Tuesday		90
25	Wednesday		91
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		

MAY - 2018			
1	Tuesday	**May Day**	
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday		
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday		
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		

25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

EVEN Semester:

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Kaliyakkavilai
CALENDAR FOR THE ACADEMIC YEAR 2017-2018 (Odd Sem)

JUNE 2017			
Date	**Days**	**Particulars**	**Working Days**
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday		
12	Monday		
13	Tuesday		
14	Wednesday	**College opens for freshers (UG)**	
15	Thursday	I year Bridge Course	
16	Friday	I year Bridge Course	
17	Saturday		
18	Sunday		
19	Monday	College re-opens for II, III UG & II PG classes I year Bridge Course	1
20	Tuesday	I year Bridge Course	2
21	Wednesday	I year Bridge Course	3
22	Thursday		4
23	Friday		5
24	Saturday		
25	Sunday		
26	Monday	**Ramzan (Holiday)**	
27	Tuesday	**Local Holiday**	
28	Wednesday		6
29	Thursday		7
30	Friday	Magazine Publish - Department of English (CA)	8

JULY 2017			
1	Saturday		9
2	Sunday		
3	Monday		10

4	Tuesday		11
5	Wednesday		12
6	Thursday		13
7	Friday		14
8	Saturday		
9	Sunday		
10	Monday		15
11	Tuesday	Extension Programme - School (Department of Mathematics)	16
12	Wednesday	Association Meeting (Department of Tamil)	17
13	Thursday	Association Meeting (Department of PG Commerce)	18
14	Friday	Association Meeting (Department of Commerce (CA)) Book Day (Department of Malayalam)	19
15	Saturday		
16	Sunday		
17	Monday	Sports Club Meeting (Department of Physical Education) I Internal Exam Question Paper Submission	20
18	Tuesday	Association Meeting (Depatment of Comp. Sci.)	21
19	Wednesday	Association Meeting (Depatment of Zoology)	22
20	Thursday	Association Meeting (Depatment of Malayalam)	23
21	Friday	Physics Fest-2017 & Association (Department of Physics)	24
22	Saturday		
23	Sunday		
24	Monday	Commencement of Internal Tests - I	25
25	Tuesday		26
26	Wednesday		27
27	Thursday		28
28	Friday	Inter-School Volleyball competition (Department of Physical Education)	29
29	Saturday		30
30	Sunday		
31	Monday	Literary Association HELECON (Department of English) Industrial Visit (Department of Physical Education)	31

AUGUST 2017			
1	Tuesday	Biz Quiz (Department of Commerce)	32
2	Wednesday	Digit Quiz (Department of Mathematics)	33
3	Thursday		34
4	Friday	International Conference on Biodiversity - 2017	35
5	Saturday	Extention Programme - Orphanage Visit (Department of Malayalam)	
6	Sunday		
7	Monday		36
8	Tuesday	Exhibition (Department of Malayalam) Workshop (Department of Physical Education)	37
9	Wednesday		38
10	Thursday	International Conference (Dept. of PG Commerce)	39
11	Friday	Industrial Visit [Department of Commerce (CA)] Intercollegiate Quiz (Department of English)	40
12	Saturday	Seminar (Department of Tamil)	
13	Sunday		
14	Monday	**Krishna Jayanthi (Holiday)**	
15	Tuesday	**Independence Day (Holiday)**	
16	Wednesday		41

17	Thursday	Exhibition (Department of Computer Science) Oneday Seminar (Department of Mathematics)	42
18	Friday	Quiz competition (Department of Chemistry)	43
19	Saturday	National Conferece (Department of Physics) Inter School Kho-Kho Meeting (Department of Phy. Edn.)	
20	Sunday		
21	Monday		44
22	Tuesday	Village Adoption - Plantation (Department of Malayalam)	45
23	Wednesday	Extension Programme - Village (Department of Mathematics)	46
24	Thursday	Department level Quiz competition (Department of B.B.A)	47
25	Friday	**Ganesh Chathurthi (Holiday)**	
26	Saturday		
27	Sunday		
28	Monday	Workshop (Department of M.S.W)	48
29	Tuesday	PG Literary Association - PAGASIS (Depatment of English) One day Camp (Department of Physical Education)	49
30	Wednesday	Workshop (Department of Commerce)	50
31	Thursday	Workshop (Department of Commerce)	51

SEPTEMBER 2017			
1	Friday	Association Meeting (Department of Chemistry) Association Meeting (Department of B.B.A)	52
2	Saturday	**Bakrid (Holiday)**	
3	Sunday		
4	Monday	**Onam (Holiday)**	
5	Tuesday		53
6	Wednesday	Quiz competition (Department of Tamil)	54
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday		
11	Monday	II Internal Exam Question Paper Submission	55
12	Tuesday	Quiz Competition (Department of Malayalam)	56
13	Wednesday	Techno Thirst 2017 Technical Symposium (Department of Comp. Sci.)	57
14	Thursday	Quiz Competition (Department of M.S.W)	58
15	Friday	National Seminar (Department of English) NET/SET Examination - Orientation Programme (Department of Mathematics)	59
16	Saturday		
17	Sunday		
18	Monday	Commencement of Internal Tests - II	60
19	Tuesday		61
20	Wednesday	III Internal Exam Question Paper Submission	62
21	Thursday		63
22	Friday	Workshop (Department of Tamil)	64
23	Saturday	Department level Quiz Competition [Department of B.A. English (CA)]	65
24	Sunday		
25	Monday	Extention Programme (Department of Malayalam)	66
26	Tuesday	Entrepreneurial Skill Development Programme [Department of Commerce (CA)]	67

27	Wednesday	Sport Club Celebrations (Department of Physical Education) Exhibition (Department of Commerce)	68
28	Thursday		69
29	Friday	**Ayutha Pooja (Holiday)**	
30	Saturday	**Vijayadhashami (Holiday)**	

OCTOBER 2017			
1	Sunday	**Muharam (Holiday)**	
2	Monday	**Gandhi Jayanthi**	
3	Tuesday	Commencement of Internal Tests - III Association Meeting (Department of Mathematics)	70
4	Wednesday		71
5	Thursday		72
6	Friday	Model Exam Question Paper Submission Exhibition (Department of Tamil)	73
7	Saturday		74
8	Sunday		
9	Monday		75
10	Tuesday		76
11	Wednesday		77
12	Thursday		78
13	Friday		79
14	Saturday		
15	Sunday		
16	Monday	Commencement of Model Exam No dues - I year UG & PG	80
17	Tuesday	No dues - II year UG & PG	81
18	Wednesday	**Deepavali (Holiday)**	
19	Thursday	No dues - III year UG	82
20	Friday		83
21	Saturday		84
22	Sunday		
23	Monday		85
24	Tuesday		86
25	Wednesday		87
26	Thursday		88
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		89
31	Tuesday		90

NOVEMBER 2017			
1	Wednesday	**Local Holiday**	
2	Thursday		91
3	Friday	**Last Working Day**	92
4	Saturday		
5	Sunday		
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday		
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday		
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		