



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

**NANJIL CATHOLIC COLLEGE OF ARTS
AND SCIENCE**

- Name of the Head of the institution **Dr. A. MEENAKSHISUNDARARAJAN**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04651244788**
- Mobile no **8903013368**
- Registered e-mail **nanjilccas@gmail.com**
- Alternate e-mail **naccas.naac@gmail.com**
- Address **Nedumcode, Kaliyakkavilai**
- City/Town **Kanyakumari District**
- State/UT **Tamil Nadu**
- Pin Code **629153**

2.Institutional status

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

- Financial Status **Self-financing**
- Name of the Affiliating University **Manonmaniam Sundaranar University**
- Name of the IQAC Coordinator **Dr. M. AMALANATHAN**
- Phone No. **04651244789**
- Alternate phone No. **04651244788**
- Mobile **9940347178**
- IQAC e-mail address **naccas.naac@gmail.com**
- Alternate Email address **nathan.amalphysics@gmail.com**

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

[https://nccas.edu.in/IQAC/documents/AQAR/AQAR%20Report 2021-2022 .pdf](https://nccas.edu.in/IQAC/documents/AQAR/AQAR%20Report%202021-2022.pdf)

4. Whether Academic Calendar prepared during the year?

Yes

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

https://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_I/1.1.2/a%20COLLEGE%20HAND%20BOOK.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.30	2017	30/10/2017	29/10/2022
Cycle 2	A	3.24	2023	07/02/2023	06/02/2028

6. Date of Establishment of IQAC

27/03/2014

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
Dr. M. Amalanathan	UGC-DAE CSR	UGC	2023	65000

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 **14**

- 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)

Completed the process of data collection and compilation from all the departments and carried out various Curricular, Co-curricular and Extra Curricular activities.

Submitted SSR for the second cycle of accreditation.

Mock visit was arranged as a preparatory work for NAAC peer team visit.

NAAC peer team visit was successfully completed and got A grade with CGPA score of 3.24

Feedback was collected from all the stakeholders and analysis report has been submitted to IQAC.

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
Preparation of Academic calender	Academic calender was prepared and distributed to all the students and staff members. It was displayed in the college website.

Preparation of an annual plan	Annual plan was prepared in consultation with the Management, Principal and Head of the Departments
Orientation for First year students	Orientation programme for first year students was conducted from 01.08.2022 to 06.08.2022
Bridge course	To bridge the learning gap between the school level and the college level the bridge course was conducted for first year UG students in all the departments
Plan for Internal Examinations	Three internal tests were conducted by Exam cell following the guidelines of University.
Result Analysis	The results analysis was done department wise after the publication of university results
Stock Verification in labs and library	The team was constituted to verify the stocks in the laboratory and library. The stock verification report has been submitted to Management through the Principal
Organising seminar/webinar	The departments have organized seminar/webinar for the benefit of staff and students and the report has been submitted to IQAC
Faculty Development Programme	For equipping the faculty members, the IQAC organised FDP for both teaching and non-teaching staff.
Classes for slow learners	Remedial classes were conducted for slow learners and the performance of the students has improved.
Classes for advanced learners	Special coaching classes were conducted for advanced learners

	in all the departments.
ICT training for students	Final year students were trained by ICT academy
QLM report preparation	The departments have prepared the QLM report and submitted to IQAC
QNM data collection	The QNM data collection has been completed and submitted to IQAC
Academic Audit	Academic Audit was conducted in all the departments
IIQA Submission	IIQA submitted on 02.09.2022
SSR Submission	SSR was submitted on 20.10.2022
DVV process	DVV was successfully completed
Participation in NIRF	The NIRF report was successfully submitted
Research Publications	Staff members have published good number of articles in various Journals
Graduation day	Graduation day was organized in the college on 30.7.2022
Sports day and college day	Sports day and college day was conducted on 24.04.2023 and 25.04.2023
Parents meeting	The parents meeting have been conducted in all the departments.
Extension activities	The departments have organised various extension activities for the benefit of local community.
Feedback collection and analysis	Feedback on teaching and learning process was collected from stakeholders through a standard questionnaire and the analysis report has been submitted to the IQAC.

13. Whether the AQAR was placed before Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
College Committee	30/11/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Committee	30/11/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	14/02/2023
15. Multidisciplinary / interdisciplinary	
<p>The college has a vision of transforming students lives through an innovative, professional, compassionate and lifelong learning approach to education. The college has mission of providing innovative educational opportunities, environments and experiences that enable students to learn, grow and transform the world.</p> <p>Since the college is affiliated one, it offers the courses prescribed by the University. The choice based credit system (CBCS) is followed in all the courses for UG and PG programs.</p> <p>For undergraduate programs, common courses on, Environmental science, valued based education and personality development are offered. The students can choose the allied courses offered by other departments based on their interest. Chemistry major students can choose Zoology or Mathematics and Physics as allied courses. Likewise, physics major students may choose chemistry and mathematics as allied subjects. The students of Master of social work undertake projects related to community service and development, awareness on several social issues etc.</p> <p>In addition to the allied courses, students have the option of selecting non major elective (NME) courses in the second year, thereby the students get significant knowledge about multidisciplinary areas.</p> <p>The university has made it project work compulsory for both undergraduate and postgraduate students in 6th and 4th semester</p>	

respectively which are interdisciplinary in nature. A good number of add-on courses and certificate programmes also offered by IGNOU study centre which are purely interdisciplinary in nature.

16.Academic bank of credits (ABC):

Academic bank of credits has been implemented in our University and the ABC number has been generated for all the students registered with the University. Even though it is affiliated college, Faculty members have been part of Board of Studies in their respective subject and get the opportunity in the designing of curriculum.

Since the college is affiliated to Manonmaniam Sundaranar University, it follows the syllabus with choice based credit system (CBCS) prescribed by the University. The subjects are allocated to faculty members based on their expertise in the particular area and interest. Faculty members prepare the course plan and work diary is maintained by each staff which is verified by HOD and Principal every week. The effective curriculum delivery is ensured by various strategies like

Black board teaching, Power point presentation, Project oriented learning, Industrial visit, Assignments, Group discussion, Seminar, laboratory classes, Field work and extension activities.

17.Skill development:

Skill development plays an important role in today's fast-changing world. Skill development is the process of acquiring new skills, improving existing skills. To develop the skill set of students several vocational training programmes are offered like art and craft making, Tailoring, Driving among others for which skilled trainers have been engaged. The college helps the students to learn the driving and appear for Vehicle License Test for which MOU has been signed with the Driving school.

Language lab classes are regularly conducted to improve the communication and confidence level of the students. To improve the computer skills of the students the University is offering compulsory paper on Computer for Digital Era for Undergraduate students. Six month TALLY software training course is conducted in association with Tally Academy.

The department of physics gives Hands on Training on Basic Electrical and Electronic Applications and students of chemistry are trained on hand wash and soap making. The college is

registered with NSQF, Delhi and has got accreditation for six add-on courses. Under Naan Muthalvan scheme, an initiative of Government of Tamilnadu, skill development courses on are offered both online and offline. The courses include Digital Training on Microsoft Office 365 Productivity Suite Offerings Beginners Course, Digital Training on Microsoft Excel Beginners Level, Digital Training on Microsoft PowerPoint Beginners Level, Industry readiness program of insurance conducted by NSE academy among others.

Coaching classes are conducted for the students to participate in various competitive exams such as TNPSC, Banking, defence and police selection. In association with ICT academy, several skill development programmes are offered to the students.

The institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa),

scientific temper, citizenship values, and also life-skills etc.

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

Since the college is located at the Kerela and Tamilnadu border, good number of students from kerala studies in the college. As part of Part I language the students can choose and study Tamil, Malayalam, Hindi and Sanskrit. The students who come from kerala have the opportunity to study Arimuga Tamil as the Non Major Elective paper in their second year of UG. Yoga classes are conducted for UG students which the University has made compulsory paper.

The festivals like Pongal, Onam and Christmas are celebrated every year in the college campus with the involvement of students and staff members, so as to take the importance of these traditions to all.

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

In Outcome based education, the learning outcomes are identified first and then the curriculum, teaching and learning methods, and assessments are taken into consideration to support the achievement of those outcomes. Under the OBE, the teachers are focusing on the knowledge and skills that the students acquire at

the end of a completion of courses. Outcome based education is essential to match the fast changing requirements of the industry and supports the growth of important abilities necessary for success in the workplace including communication and problem-solving. Group discussion, Seminar, Field work and extension activities, mini quiz are some of the activities organized so as to help students to achieve the outcomes.

The program outcomes and the course outcomes are evaluated through the class tests, internal tests, University examinations, practical examinations, seminar by the students, assignments making and project work.

Also under the Outcome based education, the students are trained on Problem Solving Skill, Decision Making Skill, Ethical Value, Communication Skill, Managerial and interpersonal skills, Individual and Team Leadership Skill, Contribution significantly to society among others.

20.Distance education/online education:

The IGNOU study centre [Centre Code: 40031] is functioning in the college, since 2015. The following diploma and certificate courses are offered in the study centre. 1. Diploma in Creative Writing in English 2. Certificate in Teaching of English as a Second Language 3. Certificate in Energy Technology and Management 4. Certificate Program in Laboratory Techniques 5. Certificate in NGO Management 6. Certificate in Communication and IT Skills among others.

The college has got an approval from Pondicherry university, to offer MBA (Twinning programme) under DDE mode, with a specialisation in Marketing, Finance, International Business, Tourism, Hospital management among others.

Under Naan Muthalvan scheme, an initiative of Government of Tamilnadu, skill development courses are offered both online and offline. The courses include Digital Training on Microsoft Office 365 Productivity Suite Offerings Beginners Course, Digital Training on Microsoft Excel Beginners Level, Digital Training on Microsoft PowerPoint Beginners Level, Industry readiness program of insurance conducted by NSE academy among others.

The institution is approved as local chapters of NPTEL, so as to enable students and staff members to enroll in courses of their choice to improve their knowledge level. The college has

developed an infrastructure with good ICT facilities in all the departments and has also trained the teachers and students regarding usage of ICT facilities.

The circulars and communications from the University and the college are sent through Whatsapp group and office automation.

Extended Profile

1.Programme

1.1	28
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1718
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	918
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	610
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	87
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Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	12	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	69	
Total number of Classrooms and Seminar halls		
4.2	293.33	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	329	
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		
<p>Since the college is affiliated to Manonmaniam Sundaranar University, it follows the curriculum prescribed by the University. Beginning of each semester, the Principal conducts a meeting with Head of the Departments and suggestions are given for effective implementation of curriculum. Head of the departments conducts department meeting in which papers are allocated to staff members based on their expertise in the subject and interest. HODs prepare timetable and give it to staff members and students. Every department prepares their own annual plan for the effective implementation of curriculum.</p> <p>A lesson plan and work diary is prepared by each staff based on the curriculum. Work diary is checked every week and signed by the</p>		

HODs and Principal. For science courses, laboratory manuals are prepared by the concerned departments and practical classes are conducted as per time table. Students are motivated to clear their doubt.

Assignment is mandatory for UG and PG programmes. For PG classes seminar is compulsory. Every department organizes guest lectures, seminar and conferences to enhance the knowledge of the students. Project is mandatory for UG and PG to develop their technical skills. Language department tries to develop the LSRW skills of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-i?layout=edit&id=191

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

Every academic year the IQAC prepares an academic calendar with the consultation of the principal and management. Academic calendar includes various components like schedule for internal tests, Seminars, sports day, parents meeting and celebrations, which are strictly followed to ensure smooth functioning of its teaching and administrative processes. Only the Principal is empowered to make changes in the academic calendar, if any.

Each semester three internal exams are conducted in regular interval which is in line with the university internal assessment guidelines. Exam cell function with principal as chairman and this committee conducts internal tests. The exam cell prepares the time table for internal test with the consultation of principal and IQAC. The staff members are asked to prepare question papers based on the curriculum. The committee conducts the internal test through centralised system. The staff members are allotted invigilation duties. The staff members evaluate the test papers and the papers are handover to the students to know their marks for further improvement. Two best marks scored out of three tests are taken for internal mark calculation. If the student is not satisfied with the marks, the student can approach the internal marks grievance committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nccas.edu.in/IOAC/index.php/docs/aqar/2022-2023/criteria-i?layout=edit&id=184

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

28

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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)**

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

237

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 courses which address crosscutting issues relevant to Professional ethics, Gender,

Human values, Environmental issues, Social Issues and Personality Development have been

introduced in the Curriculum of Manonmaniam Sundaranar University. Courses on Environmental Studies and Value based Education are offered to UG in first and second semester respectively. As part of value based education, students are introduced with the concepts of communal harmony, national integration, drug addiction, social justice, globalization, child rights and human rights. Personality development, which is a common paper is offered in the fifth semester. The IQAC of the college organizes orientation programme on various concepts for UG and PG freshers

regarding nature of protection, fire and safety, drug awareness and mobile addition etc.

An anti ragging and Anti eve teasing committee is functioning in the college with secretary as the patron and the students are made aware regarding menace of ragging. Women cell and counseling cell is functioning in the college and provide counseling to students. The IQAC and discipline committee of the college strives to maintain the discipline of the students. All the Festivals like Onam, Christmas, Pongal, are celebrated in the campus to develop unity among the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

16

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

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

157

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-i?layout=edit&id=183
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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	View File
URL for feedback report	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-i?layout=edit&id=183

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

424

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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**

424

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 institution takes care of the academic excellence of the students from the beginning of the semester itself. The department takes responsibility of motivating the students personally for the academic excellence of the students.

Advanced Learners - to support and enhance the learning quality of the fast learners' special classes and orientation programmes are arranged for them. The advanced learners are identified at the beginning of the semester with tests and assignments. These students are given additional and challenging project works to enable learning in a detailed way. The advanced learners are given special projects and assignments which help them create discussions and it also facilitates a more interactive classroom. The students are given question banks and all sort of previous year university questions for preparation.

Slow Learners - Every department recognizes the slow learners at the beginning of the semester and is given special coaching after 2.00 pm regularly, to help them achieve better results. Extra care

is given to students who are slow in learning by providing them with easy notes, adequate counseling's and proper mentoring. The slow learners are also given regular test papers to make sure they are improving by utilizing the given time.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria II/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1718	87

File Description	Documents
Any additional information	View File

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

All the departments use student centric teaching methods in our institution to make learning more interesting. The methods we use are, experimental learning, participative learning and problem solving methodology.

Experiential Learning: (Theory and Practical's)

Experiential learning is one of the methods where knowledge is gained by the learner through the experience he acquires from doing and reflecting. The institution conducts add-on programs to support students in their experiential learning.

- Students use the Language lab which helps them to improve their communication skills and language
- We take students for Industrial Visits to provide exposure related to the industrial work culture.
- Our students are provided with Summer Internships where students get hands on training while working in companies.

- Exhibitions are conducted to bring out the innovative qualities in them.

Participative Learning:

The students from various departments participate in group discussion, quiz, debates, role-play, seminars, projects, field work and industrial visits, educational trips, guest lectures, workshops and conferences and also use the various e-learning resources provided by the college.

Problem-solving methods:

- Through conducting Project works, Case Studies and sending students for Inter-college events, the students are profound in various problem handling ways.
- NSS & YRC conduct activities like Awareness Campaigns, Tree Plantation, De-addiction Drives, Swatch Bharat Abhiyan, and Drive for Fund Raising during the times of Natural Disasters in order to make the students responsible citizens.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://nccas.edu.in/IQAC/index.php/docs/aqar/2022-2023/criteria-ii/2-uncategorised/140-2-3-1

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

Teachers use ICT tools for more effective teaching and learning in the classroom. They use tools such as Power point presentation, Videos, Audios and online resources. ICT enabled Teaching methods make the classroom learning a more vibrant and effective way to impart knowledge. The teachers mix up traditional chalk and talk method with the ICT enabled teaching to make students more attentive and productive. The students are also very familiar with using the equipment's as they are also made to present seminars and presentation.

All the departments in the institution use the ICT facilities in

Teaching. Desktop and projectors are used by faculties for displaying experiments and more visual representation of the prescribed portions. Students are made to take seminars using these facilities to develop good communication and technological skills. The departments maintain an ICT register separately with proper entry to ensure the proper usage of ICT. The whole campus is Wi-Fi enabled and all class rooms are ICT enabled.

The college has an online automation system where the attendance entry for each student is done subject wise daily by the concerned staff. The portal has provision for entering the internal marks also. This facility has made documentation more accurate and flexible for reference.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

87

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

44

File Description	Documents
Any additional information	View File
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)	View File

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

87

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

Mechanism of internal assessment :

- The institution has an internal exam committee which holds a meeting prior to the exam and they decide the date of exams.
 - The institution conducts three internal tests in a semester.
 - The institution conducts the exam through centralized mode.
 - The heads of the departments inform details related to the internal exam date to the staff members and students, after which the staff members submit the question papers before the scheduled date.
 - Internal test evaluation is done by the course-handling faculty members within one week from the date of test.

- After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking. If they come across any doubts, clarification is done by the concerned faculty.
- All the grievances are settled within 15 days of paper distribution.
- Finally the marks are displayed on the communication board and also informed to the parents during the PTA meetings.

File Description	Documents
Any additional information	View File
Link for additional information	https://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_II/2.5.1/2.5.1.pdf

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

Time bound

Internal test evaluation is done by the course-handling faculty members within one week from the date of test. After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking. If they come across any doubts, clarification is given by the faculty. The students are free to raise queries and get clarification from the concerned staff. All the grievances get settled within 15 days.

Grievances

After the results are communicated to the students, they are free to raise their grievances regarding corrections in mark to the concerned faculty and the head of the department for speedy and effective remedy. If grievances are not resolved by the concerned subject teachers and heads of the departments, the students can approach the grievance redressal committee. Retest will be conducted for those students who are unable to attend the internal examinations due to valid reasons. Separate improvement examination is conducted for the students who have failed in the examinations. Once grievances are settled marks will be uploaded to the university web portal.

File Description	Documents
Any additional information	View File
Link for additional information	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_II/2.5.2/2.5.2.pdf

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 programme outcomes are prepared by the departments separately after going through the syllabus thoroughly.
- The programme outcomes after proper verification are being propagated to all the students and teachers through communication boards and the college website.
- Programme outcomes, Programme specific outcomes and course outcomes for all Programmes are offered by the institution and are stated and displayed on the website and communicated to the stake holders.
- The students are aware of learning outcomes through the orientation programme where the principal and HOD's address all the first year students.
- Soft copy of syllabi and learning outcomes are available in the college website for ready reference to the teachers and students.
- At the beginning of each year students handbook is distributed to students which contains the course details.
- At the beginning of each year subject teachers dictate their syllabus and

Programme planning to the students.

- This helps the students to get a clear idea about the subjects and the purpose of learning that particular subject.
- The program outcomes when specifically given, it is easier to prepare topics on the specified path.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://nccas.edu.in/IQAC/documents/Documents/AOAR/Criteria_II/2.6.1/2.6.1.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The program outcomes and the course outcomes are a source to measure the efforts taken up by the institution as a whole to achieve academic excellence. The programme outcomes and course outcomes are evaluated by the institution through the internal examination, university examination, practical exams, the seminars conducted by the student, their project works, their participation in the departmental programmes and activities.

Based on the course outcome the institution evaluates not only the programme outcome but also the caliber, performance and efficiency of the teacher.

The Program Outcomes (POs) are shown with the results of the students who appear for the university examination. With the regular monitoring of the Program specific outcomes (PSOs) each year the institution produces university ranks and distinctions.

Course outcomes (COs) are achieved by the students after gaining knowledge from theory and practical sessions that are given for the concerned subjects. For achieving Course outcomes (COs) the institution repeatedly trains students with quiz, debates, group discussions, seminars, workshops and practical training sessions.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_II/2.6.2/2.6.2_new.pdf

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

554

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_II/2.6.3.pdf

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://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_II/2.7.1_New22 .pdf](https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_II/2.7.1_New22.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)

3.1

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

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

8

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://nccas.edu.in/IOAC/documents/Documents/AOAR/Criteria_III/3.1.3.pdf

3.2 - Innovation Ecosystem

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

There are five university recognised research centres functioning

in the college which focus on innovation of eco system and transfer of knowledge. The staff members and research students are working in an emerging area of research such as polymers, nanoscience, commerce, water purification among others. Current academic year our staff members have published good number of research papers in various reputed indexed journals. The seminars, conferences and Guest Lecture have been conducted by various departments to transfer the knowledge to the students. Alumni members have also contributed significantly in organising seminars. Workshops have been conducted successfully in various departments for the benefit of students.

The laboratories are equipped with instruments and required facilities for doing basic research in science. The management is providing incentives for publishing articles and provide OD to attend seminar or conferences etc. Book publication with ISBN has also done by our faculties in this academic year.

The research forum of our institution organises program to encourage and improve the research activities. Entrepreneur development cell organize programs to create the thirst of entrepreneurship in the student community.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nccas.edu.in/IQAC/index.php/docs/aqar/2022-2023/criteria-iii?layout=edit&id=188

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

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

9

File Description	Documents
URL to the research page on HEI website	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_III/3.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

46

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

43

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

The institution gives utmost importance to the overall development of students in terms of academic, extracurricular and co-curricular activities. A number of extension activities in the neighbourhood community have been done to sensitize the students towards community needs. The students visit and organise various extension activities in Orphanage homes, old age homes. The students of our college actively participate in various social service activities leading to their personality development. NSS unit is actively functioning in the college and undertakes various extension activities such as cleanliness, drug abuse, road safety, Women empowerment among others. The Department of Social work of our college with various voluntary organisations sensitize the students and community by organizing programmes such as rally, gender campaign, awareness programmes, street play, role play, group activity, mime show among others.

The students also organize celebrations such as Pongal, Christmas, Onam and national celebrations Independence Day, Republic Day on their own with the active support from staff members and student council members.

The students also help the teachers to organize Seminar, conferences, association meetings, parents meeting etc. These types of participatory activities involving student community enhance their communication skills, management and leadership skills, team-work, time and resource management etc.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_III/3.4.1/3.4.1%20new.pdf
Upload any additional information	View File

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

5

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

798

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

81

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

28

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

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.

- Nanjil Catholic College of Arts and Science cover an area of 7.45 acres. The college has 13 departments, 4 UG laboratories and 3 PG laboratories in 5 blocks. It is a Wi-Fi free campus.
- The institution has 65 classrooms among which 44 classrooms have LCD projector facilities of both portable and importable.
- The students are benefited by traditional way of learning along with modern methods.
- Laboratories: The College has sophisticated laboratories for the department of Physics, Chemistry, zoology, computer science and English.
- Language lab: The College has the language lab to enhance language skills. The language lab has nearly 70 computers enabling teaching and learning.
- Computer Equipments: The College has a total of 329 computers to enable effective learning. 52 computers available in the library for reference, and 95 in the computer lab including 70 computers in the language lab.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-iv/2-uncategorised/152-4-1-1

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

- The institution provides with adequate facility for indoor and outdoor games as well as for conducting cultural activities. The Physical Director takes responsibility for the sports activity in the college.
- Sports: The ground with 200 mts running track facilitating a spacious play area to the students. The physical director trains the students early in the morning and at evening to enhance the performance of the students.
- The students also get the coaching to play Football, Hand ball, Cricket, Kho-Kho, Badminton, Kabaddi, Volley ball and Throw Ball . The college ground is used for celebrating the inter department celebrations and the independence day celebrations.
- Yoga: The auditorium is used as the yoga centre for all the second year UG students.
- Auditorium: The college has the spacious auditorium with the seating capacity of 2500 students. The auditorium has also LCD projectors and the spacious stage for all cultural activities. It is also used to conduct college day, Fine arts day, Literary association day, Farewell among others.
- Seminar Hall : Seminar Hall is fully air conditioned and facilities with LCD projectors, and computers. The seminar hall has a seating capacity of 250 students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-iv/2-uncategorised/190-4-1-2

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

69

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nccas.edu.in/IQAC/index.php/docs/agar/2022-2023/criteria-iv/2-uncategorised/187-4-1-3
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

293.33

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- The Bishop Jerome's Library is the main library for the institution. The library enables the pupils to advance their knowledge and abilities. The total volumes of books in our library are 11687. The library is used by staff and students for academic purposes. There are 74 closed racks, 54 open racks, 52 rows of a journal rack that is labelled with information about books, journals, and magazines. The library also houses collections of rare books (Medicine Books-244). The books are organized chronologically.

- To provide library visitors the chance to examine recent

acquisitions, new books are temporarily placed on the 'New Arrivals' shelves. In addition to books, 14 magazines and 31 journals are available. Users who wish to check the status of a document's availability in the library can make use of the computers that are connected to the library's network (LAN). In contrast to traditional libraries, the interior reading area has 250 seats, 55 computers, and other modern technology. 7 computers in the well-digitized PG Reference area, 7 computers in the Research Reference area, and 37 computers in the E-Library and OPAC 4 computers are available.

- The college is a member of INFLIBNET Nlist for electronic resources. With the aid of Customized Library Automation Software (Bonifon ERP), all library services have been entirely digitized. The automation program manages the library's operations, including circulation, E-Gate, and cataloguing.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://nccas.edu.in/IQAC/index.php/docs/agar/2022-2023/criteria-iv/2-uncategorised/153-4-2-1

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

4.25

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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**

50

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution has a safe and secure server facility that is located in the college office and is used for storage. Updates to the server are routinely made. The most recent upgrade was completed in 2019 The original Windows server2016 with 64 bit was installed on a rack server with the configuration of Intel Xenon & Silver4110CPU @ 2.18 GHz RAM of 32 Gb with RAID.

- **Network System:** Netsource has a reputable network system for colleges. The network upgrade was completed in 2019. The Star Topology-based network is connected to 15 numbers, each of which has a 24-port D Link Giga Byte switch.
- **Firewall System:**The institution's network infrastructure is very effectively guarded against intruders, malware, and internet threats. There are no internet-based viruses or threats on any of the college's computer systems. Our campus is connected to the Soplios XG135 UTM application with a 3 year full guard subscription. A firewall was deployed in the year 2019. In November 2022, it needs to be renewed. Gateway

Anti-Malware is included with this program.

- **Wi-Fi Connections:**For both staff and students, the Wi-Fi connections in our institutions are continuously available on all working days. To prevent outsiders from abusing the facilities, each member of staff and student has a unique Login Id and Password. In total, the institutions have 20 ties. A new access point 10 Wi-Fi DLink AC1750 Wave to Duel Band PoE Access point is being installed, and the Wi-Fi is also connected with a single domain password.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-iv/2-uncategorised/155-4-3-1

4.3.2 - Number of Computers

329

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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	View File

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)

293.33

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 provides with well established systems and procedures for maintaining and utilizing physical, academic and support facilities
- Annually a budget is set for the maintenance of the college infrastructure and physical facilities.
- Ground: The college has a well-maintained playground with a 200-meter track. The ground is adequately maintained and used for a variety of activities. The physical director oversees the regular weeding of the grounds by the institution's appointed supporting staff. Students are free to utilize the grounds, and they also contribute to keeping them tidy. Both students and staff effectively use the college's grounds.
- The Research Laboratories: They are properly maintained with separate registers for Instrument maintenance and cleanliness maintenance. To know the availability of instruments they use the following three registers.

1) Stock Register

2) Lab Maintenance Register

3) Lab Usage Register

The college library: It has registers maintained properly for the better utilization of the library facilities and to avoid damages of the books.

- Classroom: Each classroom in our institution is being maintained neat and clean by the supporting staff.

Department Library: Each department has its own department library which facilitates reference and book borrowing within the department.

- **Restrooms:** The restrooms are available in each floor and are well maintained by the supporting staff of our institution.
- **Drinking water:** There are drinking water pipes in every floor of the campus and is well maintained by the appointed supporting staff in regular intervals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-iv/2-uncategorised/156-4-4-2

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

134

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

134	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
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	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria V/5.1.3_new.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
21	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
21	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>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</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

173

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

5

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

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.

34

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 Student Council is operational in the college to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities. It encourages student support activities for inculcating social responsibility and ideal citizenship.

The Student Council are selected by the terms and regulations laid by the State Government/University/College. A student from each class is selected as class representative on the basis of discipline, leadership quality and merit. Gender equality is also emphasized in the student council. The selected representatives from each class elect the students as student council members for organizing events and also build a link between the faculty members, administrative staff and students.

The students are representing various committees and cells functioning in the College. The Student council plays an important role in all the curricular and extra-curricular activities namely, Science Forum, Symposium, Seminars, Workshop, Conference, Exhibition, Debate, Quiz, Independence Day, Women's Day, Fine Arts Day, Sports Day, Pongal, Onam, Christmas, Old age Home Visit, Library and Industrial Visit, to enhance the ability of the students. Thus, the student's representation nourishes administrative, co-curricular, extracurricular activities and enriches noble values like patriotism, equality and respect.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_V/5.3.2.pdf
Upload any additional information	View File

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

51

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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)	View File

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 of Nanjil Catholic College of Arts and Science, is vital and it has good rapport with the alumni from the inception. It was formed in the year 2017 under the Tamil Nadu Societies Registration Act, 1975. The college has Registration Number as 18 of 2017. The Prime objective is to enroll all alumni as members of the association. The college has illustrious alumni who are spread over different parts of the globe and the alumni meetings are held in every academic year in their respective departments.

The Alumni Association has Principal as President, Alumni secretary, Alumni treasurer, and faculties as executive members. It actively engages in both academic and non-academic activities.

They are also connected with the departments in separate Alumni Whatsapp groups for sharing information's on higher education and job opportunities. The IQAC of the College has an alumni representative as member whose, suggestions and support has enriched the activities of the IQAC. The Noble contribution of alumni is remarkable as it is revealed through the donation of books to their department libraries.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_V/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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 college is administered by the college committee which promotes the college to attend to the needs of the students and enable them to learn, lead and transform. The college provides educational opportunities with academic standards to equip the students to the fast changing world. It provides due preference to the poor people supporting them for higher studies.

The faculty of the college work constantly to maintain the quality of teaching, learning and evaluative processes to achieve the vision and the mission of the college. The academic matters are decided by the principal of the college which in turn are conveyed and discussed with the heads of the various departments. Department meetings are convened by the head of the departments to discuss those academic matters. Department plans are made in the meeting and executed with the help of all the staff and students of the departments.

The college provides up-to-date facilities like the central library, computer lab, e-library, language lab, ICT enabled class rooms, Science laboratory, canteen and chapel to fulfill the vision and mission of the college. In addition to regular curricular activities, the college organizes extracurricular activities through NSS, soft skill development programme and fine arts club.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IQAC/index.php/docs/aqar/2022-2023/criteria-vi/2-uncategorised/162-6-1-1
Upload any additional information	View File

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

There are several committees functioning in the college to ensure decentralization and participative management. All the staff and students have their representations and participation in various committees and decision making bodies of the college. When the college organizes academic programmes and cultural programmes, meetings are held where discussions are made and works are allotted. The faculties of the various departments contribute their ideas, take up the responsibilities of organizing the programmes and they give opportunities to the students too to develop their leadership qualities and talents as well.

The faculties and students of the college are the members of various committees like Staff Council, Internal Examination Committee, Academic Committee, Discipline Committee, Anti-ragging, Festival and Celebration, Eco club, Red Ribbon club, Alumni, Quiz etc. The work of the committee is decentralized at the beginning of the academic year. All the committees actively conduct different programmes under decentralization. The participative management has resulted in organizing seminars, faculty development programmes, competitions, literary associations and literary fests in the institution.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IOAC/index.php/docs/aqar/2022-2023/criteria-vi/2-uncategorised/185-6-1-2
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan, a five year plan, of every Department aligns with the vision and mission of the institution for improving the academic quality. At the beginning of the academic year, various committees are constituted and chalk out the plan of events and activities which will support the growth and development of the institution. Every Department works towards achieving its planned outcomes. It involves faculty members, students, alumni, and external partners, in the deployment of the strategic plan. Feedback mechanisms ensure that everyone's input is valued and considered. These plans take into consideration the academic and research priorities, faculty development, infrastructure enhancement, and other Department-specific needs. Following are the plans:

- Publishing Research Article with high Index Score
- Collaboration with other institutes and Research Departments
- Upgrading Departments with Research Center
- NET/ SLET Coaching classes
- Enhancing placement services
- Increasing the number of Department Library Books
- Workshop to promote Employability skills and women Entrepreneurs
- Smart classrooms
- Participation in faculty development programmes
- To organize seminars, conferences, workshops and faculty development programme

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://nccas.edu.in/IQAC/index.php/docs/agar/2022-2023/criteria-vi/2-uncategorised/169-6-2-1
Upload any additional information	No File Uploaded

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 institutional bodies function effectively following the Administrative and Service Manual of the college. The Organizational Structure of the institution consists of Bishop is Executive Head of the institution, Secretary is Administrative Head and Principal acts as the Academic head of the college. The Governing Body of the College meets often to discuss issues regarding the overall development of the College. The principal is assisted by Office Manager in the administrative activities. The head of the departments and IQAC assist the principal in academic related activities. The class in charges works in collaboration with the head of the departments to ensure effective delivery of curriculum and perform a major role in carrying out curricular and cocurricular activities. The Bursar and Secretary of the college manage finance and ensure effective utilisation of funds available for college purposes. The office assistants help the office manager for smooth functioning of the office.

The following are some of the service rules and procedures of the college.

1. Mandatory to be present in the premises during working hours.
2. Eligible for 12 days of casual leave.
3. Staff should not become member of any external associations / unions while in service.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IOAC/index.php/docs/aqar/2022-2023/criteria-vi/2-uncategorised/163-6-2-2
Link to Organogram of the institution webpage	https://nccas.edu.in/IOAC/index.php/docs/aqar/2022-2023/criteria-vi/2-uncategorised/163-6-2-2
Upload any additional information	View File

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	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution provides a lot of welfare measures for the teaching and non-teaching staff.

Following welfare schemes are available for the staff:

- On-Duty for attending seminars, conferences or workshops
- Employee Provident fund and Insurance
- Christmas Bonus
- Maternity Leave

- College day gift for all staff - uniform
- Free medical treatment during the working hours
- Rewards for 100% attendance
- Teaching staff are awarded if produced 100 % result in the university examinations

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IQAC/index.php/docs/aqar/2022-2023/criteria-vi/2-uncategorised/164-6-3-1
Upload any additional information	View File

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

2

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	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

36

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

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

The IQAC has staff performance appraisal system where the IQAC coordinator along with the principal assesses the performance of the staff by collecting feedbacks from the students. The performance of each staff is assessed by university exam results,

students feedback on teachers, alumni feedback and parents' feedback. Under students' feedback on teachers, the students are given a chance to evaluate the performance of the teachers, as per the procedures laid down by the IQAC. On the basis of a performance based questionnaire, the students evaluate the performance of their teachers and mark their rating. The principal analyses the data and takes needful measures.

The performance of the non-teaching staff is assessed too. The office manager evaluates their performance by monitoring their work constantly and takes needful measures if the performance is unsatisfactory.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_VI/6.3.5%20new.pdf
Upload any additional information	View File

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 finance committee of the college meets periodically and discuss the financial position of the college, salary revision, purchases to be made etc. The college finances are maintained by the Secretary and Bursar of the college. The Institution has a full time Bursar who is ably assisted by accountants to ensure the maintenance of accounts. All accounts of the institution are maintained by the head accountant, under the supervision of the bursar of the college.

The accounts of the Institution are annually audited by a qualified chartered accountant and experienced audit personnel. The Institution conducts periodical internal and external financial audits.

The department collects registration fee to organize seminars, conferences and competition. The fund is utilized towards conference kit, abstract book preparation, remuneration to resource person, Food, certificates to be distributed to the students etc.

There is a Purchase Committee functioning in the college to carryout purchases which involve large sum of money. The chemicals and glasswares are purchased by seeking Quotations from vendors and after making comparative statement.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IOAC/index.php/docs/agar/2022-2023/criteria-vi/2-uncategorised/182-6-4-1
Upload any additional information	View File

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)

921255

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Nanjil catholic college of arts and science is a self finance institution. The college gets the income mainly from tuition fee. The expenditure mainly consists of salary payments, laboratory infrastructure & building infrastructures and maintenance. The infrastructural facilities available in the college such as Auditorium, Seminar Hall, laboratories, Library are utilized in a best possible way. The departments who plan to organize seminar/conferences in the seminar hall/Auditorium must book it after getting prior approval from Principal. The entry should be made in the booking register and event register for each programme. The play ground and gym are maintained well.

Lab entry register is maintained in all the laboratories in which

entry of all the students is made. The RO purifier is installed in the college to provide clean drinking water and it is maintained with utmost care. Also maintenance/complaint register is available in the college office and maintenance and repair issues are rectified as early as possible.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_VI/6.4.3%20new.pdf
Upload any additional information	View File

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

IQAC has contributed significantly for institutionalizing the quality of the institution. It has got its direct eye on all the endeavors of the college. IQAC has suggested the departments to organize seminars, webinars, faculty development programmes and to publish articles to improve the quality of the department. Also IQAC has recommended the staff to encourage the students to participate in the competitions held within and outside the campus.

Because of the motivation given by the cell, the departments have organized seminars, faculty development programmes, workshops and competitions. Since the students were constantly encouraged to participate in the competitions, the students actively took part in competitions held within and outside the campus and brought laurels to the college. Also the staff of the institution have presented and published papers in various journals, because of the drive of the cell. Quality assurance strategies and processes include Preparation Annual Plan, Promoting extracurricular and extension activities, Collection of feedback from all the stakeholders on the designing and review of syllabus, Infrastructure and prepare analysis report and ensure appropriate action taken.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IQAC/index.php/docs/agar/2022-2023/criteria-vi/2-uncategorised/166-6-5-1
Upload any additional information	View File

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 teaching learning process, structures and methodologies of operations and learning outcomes of every department of the institution is reviewed and audited at periodic intervals by IQAC. Every year, the members of IQAC audit the department and check the files and registers to verify the operation and functioning of every department of the institution. Each semester, after the semester results, the staff are instructed to produce the result analysis of each subject, through which the IQAC reviews the teaching learning process and learning outcome of each department. After reviewing, IQAC suggests the department to bring improvement in the needed areas. The department follows the given suggestions and takes measures to make the department progress.

Also the institution reviews its teaching learning process and learning outcomes through the feedback on teachers from students. The feedback includes the preparation level of the teacher, content delivery, timely completion of syllabus, quality of teaching among others. Based on the feedback, the analysis report is prepared and suitable action is taken.

File Description	Documents
Paste link for additional information	https://nccas.edu.in/IQAC/index.php/docs/agar/2022-2023/criteria-vi/2-uncategorised/167-6-5-2
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

B. Any 3 of the above

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	https://nccas.edu.in/IOAC/index.php/docs/aqar/2022-2023/criteria-vi/2-uncategorised/168-6-5-3
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

For promoting Gender Equity our Institution has initiated the following measures like

- College conducts various career oriented programmes, personality development programmes, gender awareness lectures, seminars, workshops and association meetings to all the students together. It encourages the students to participate equally in sports, cultural, industrial visit, field trip, oldage home visit and competitions.
- The institution has Anti ragging & Anti Eve teasing Committee & Anti Sexual Harassment committee, which has been constituted based on the norms laid down by the UGC/ Government. Any issues arise on gender equity, will be reported to the above said committee and further action will be taken by the respective committees. Anti-Ragging Cell has conducted an awareness program on 19th September, 2022 which enlightened the students about the sufferings of the victims and taught them about the scopes to fight against ragging.

a. Counselling

- Institution has Guidance & counselling cell, counselling the students for their academic performance, career plans, personal and psychological issues.
- Institution has Student's Grievance Redressal Cell to solve the problems of students. Suggestion Box is installed in our campus.

b. Common Rooms for Boys and Girls

- Waiting rooms for Boys
- Seminar Hall
- Health room
- Language lab
- E-library
- Auditorium
- Canteen

File Description	Documents
Annual gender sensitization action plan	https://nccas.edu.in/IQAC/index.php/docs/agar/2022-2023/criteria-vii/2-uncategorised/170-7-1-1
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	https://nccas.edu.in/IQAC/index.php/docs/agar/2022-2023/criteria-vii/2-uncategorised/170-7-1-1

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	View File
Any other relevant information	No File Uploaded

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

Separate dustbins are provided for the students to collect bio-degradable and Non-biodegradable wastes. Bio-degradable wastes include food wastes, canteen wastes which are used in the vermi-compost. Non-biodegradable wastes include plastics, tins and glass bottles etc., which are collected in separate dustbins and send to Kaliyakkavilai Town Panchayat. Solid waste such as broken furniture, old newspapers and wooden items are discarded by selling them away to scrap dealers by the office manager at regular intervals.

Purified drinking water facility is provided by the institution for all the staff and the students. The water used for washing hands and waste water received from the washrooms of boys and girls are let-out into proper drainage system.

E-waste materials are separated into scraps and wastes. Rechargeable batteries are used in torch lights and in Multimeters. Blown out fuse are replaced in electronics instruments like power supply, oscillator and C.R.O.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 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	No File Uploaded
Various policy documents / decisions circulated for implementation	View File
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	View File
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

A. Any 4 or all of the above

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	View File
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).

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony.

Our institution promotes harmony between the people of different religion, language and culture by celebrating Pongal, Onam, and Christmas, Welcome and Farewell programme together. The students of two different states - Kerala and Tamilnadu, celebrate all the international and national festivals in complete socio-lingual harmony. This establishes positive interaction among people of different race and culture.

Our Institution is located at the border line between two states Tamil Nadu and Kerala. Most of our staffs are bilingual, which helps to maintain a good harmony with the students of different region and community.

The college strictly follows the reservation policies laid down by the government. Different sports and cultural activities are organized inside the college to promote harmony towards each other.

Institution encourages the students to participate in the various programmes organized by the college, inter-college, university and other government or non-government organization to make them

sensitize towards cultural, regional, linguistic, communal and socio economic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Our Institution takes all possible initiatives in organizing various events and programmes to mould the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country.

A course on Value Based Education is offered to students in which they are taught about constitution, freedom struggle, Ethical values, duties and responsibilities of citizens etc. Subjects like Human Rights covers the Fundamental Rights where the students are promoted with the knowledge of Birth Rights, Violation of Rights, Rights given to Disabled Child, and Rights provided for Bonded Labours. Consumer Protection inculcate the knowledge about consumer rights and duties like checking the date of expiry, manufacturing price, retail price, whole sale price and the AGMARK or ISO mark on the product before purchasing it. Environmental Studies aids the students with the knowledge on atmosphere and climate change. A Quiz competition was conducted on World Ozone Day, 16th September, 2022 to create an awareness among students on Global Warming and their effects.

Every year National day like Independence Day and Republic Day are celebrated by hoisting the Indian flag. Institution invites Ex-service men, Panchayat Presidents, Political leaders who illuminate our students on political responsibilities of a citizen in our country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://nccas.edu.in/IOAC/index.php/docs/aGAR/2022-2023/criteria-vii/2-uncategorised/178-7-1-9
Any other relevant information	https://nccas.edu.in/IOAC/index.php/docs/aGAR/2022-2023/criteria-vii/2-uncategorised/178-7-1-9

<p>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 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</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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	No File Uploaded
Any other relevant information	No File Uploaded

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

To maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage of our country, the National/International days are regularly being celebrated in our institution.

INTERNATIONAL DAYS

- International Women's day

Our Institution celebrate International Women's Day on March 8th

- World Book Day

The Department of computer science celebrated World Book Day by organizing intercollegiate e-quiz competition. College Library also celebrated World Book Day with a talk and Quiz Competition based on books on 12th of April, 2023.

- Department of Tamil celebrates the Ulaga Taimozhi Dinam on 21st February, 2023.

NATIONAL DAYS

- National Librarian's Day was celebrated in collaboration with IQAC on 12th of August, 2022.
- On 28th February, 2023 Department of Chemistry celebrated National Science day.
- On 15th August, our Institution celebrated Independence Day.
- On January 26th Republic Day was celebrated by our Institution.

EVENTS & FESTIVALS

- Christmas Day

Christmas day was celebrated by our Institution. A child was selected and some financial supports were provided by the departments.

- Pongal celebration

Our Institution celebrates Pongal in a very traditional form by making pongal and sharing with all students and staffs.

- Onam Celebration

Our institution celebrates Onam, the festival of Kerala where all the students wear Mundu and Kasavu saree.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
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.

Best Practice I : Good Samaritan Scheme

Good Samaritan Scheme is a small initiative to financially support economically weaker students. Students who are unable to pay their semester and exam fees get various benefits from this scheme. Institution has appointed staff-coordinators from each departments to inform the names of needy students to the committee. The students who are economically poor, ill or bedridden parents, disabled parent, orphans or has single parent are selected and informed in the committee. The money collected on a monthly basis by all the staff and students are equally divided and contributed to the selected students.

BEST PRACTICES II : Gifting Plant

The Department of English give plants to the students during their birthdays as a gift where as the Department of Physics welcome the fresher's by giving a plant and during farewell too they give the plants to the final year as a token of appreciation. Rose is a symbol of true love (red), mystery (blue), innocence or purity (white), death (black), friendship (yellow), and passion (orange). So, the Department of Physics gifts the first and the final year students with a rose plant to teach them the morale's needed in their life.

File Description	Documents
Best practices in the Institutional website	https://nccas.edu.in/IOAC/index.php/docs/aqar/2022-2023/criteria-vii/2-uncategorised/173-7-2-1
Any other relevant information	https://nccas.edu.in/IOAC/index.php/docs/aqar/2022-2023/criteria-vii/2-uncategorised/173-7-2-1

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

The prime motive of our Institution is to mould and empower students in the pursuit of knowledge, values and social responsibility and help them achieve excellence in various fields, thereby also preparing them to face global challenges and to provide an opportunity to the rural students of this area especially the rural girl students to pursue the higher education for their development and progress of the family.

The time scheduled for the college is 8 am to 1.45 pm, which is an ideal time as both the mind and the body remain fresh. The class ends at 1.45 pm which helps the students to attend extra courses and it also pays way to do part time jobs.

Our college is located nearer to the bus stand and railway station which makes the travel easy. Our college is also only one hour far from Trivandrum airport, thus it enables the resource persons to reach our college with great ease.

Well facilitated Library with Internet facilities creates a wonderful learning atmosphere for students & Staff. Students are provided with Inflibnet and e-library to enrich their Academic and Research Knowledge.

Our college provides the students with English Language Labbased on the methodology of LSRW skills that are listening, speaking, reading and writing.

The Institution focuses on all round development of the students by providing UGC Add on courses, Career oriented Programme, ICT course &Tally.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To apply and participate in NIRF and ARIIA Ranking
- To register for NPTEL courses
- To conduct internal and external Academic Audits in all the departments
- To get research grants from various funding agencies
- To organize funded seminar/conferences/FDP etc.
- To conduct extension activities in the villages.