



YEARLY STATUS REPORT - 2020-2021

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
• State/UT	Tamil Nadu
• Pin Code	629153
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• 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))	http://nccas.edu.in/IQAC/documents/AQAR/AQAR_2019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://nccas.edu.in/IQAC/documents/callender/2021-2022_Students_Hand_Book.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.30	2017	30/09/2017	29/09/2022
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	
NA	NA	NA	NA	0	
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	12
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
The IQAC take initiative to conduct workshops, seminars, talks for students faculty and also for nonteaching staff to facilitate internalising of a quality culture. 28 webinars and 9 FDPs were organised by various department.	
The AQAR for 2019-2020 was compiled and submitted in the NAAC portal.	
IQAC take initiative to apply for the 6 add on courses from UGC under National Skills Qualification Framework (NSQF) scheme. The UGC sanctioned six add-on courses were conducted.	
IQAC encouraged the faculty to publish research papers in International and National journals of repute. This year faculty members published their research papers in 54 International journals and 21 staff members were published ISBN numbered books.	
Feedback were collected from students, parents and alumni and a summary was prepared and suggestions were forwarded to the college council for implementation.	
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 an action plan	Action plan was prepared in consultation with the management and the principal

Bridge course	In order to bridging the gap between the school level and the college level the bridge course was conducted for first year UG students from 15-08-2020.
Orientation for First year students	In order to give awareness on their career, environment, social issues IQAC conducted orientation for the first year from 20-08-2020.
Preparation of Academic Calendar	Academic Calendar was prepared and given to all students and displayed in the college website.
Syllabus Review Meetings	As per IQAC guidelines the departments organized the syllabus review meeting and submitted through the Principal.
Plan for Internal Examinations	As per the University guidelines IQAC instruct the departments to conduct the internal test. As per IQAC plan the 1st, 2nd and 3rd internal exams were conducted on Odd Semester: As per plan the Internal exam for UG and PG were conducted through online mode. Even Semester: As per plan the Internal exam for UG and PG were conducted through online mode.
Result Analysis	The results analysis was conducted after publishing the university results.
Student Satisfaction Survey	The SSS was conducted and the report was submitted to the IQAC and the Principal
Conduction of Shift II program	Shift II program such as TNPSC, Banking, Tailoring, Art and Craft, Tally, Driving classes, Keyboard and Gittar) were conducted.

Academic Audit	Academic Audit was conducted from 09.11.2020 to 17.11.2020
Feedback collection and analysis	The feedback on curriculum, teaching and learning is collected from students and analysis was done. Similarly the feedback on infra-structure also collected from parents and alumni.
Orientations for Third year students	Orientation on higher studies and job opportunities was conducted for the final year students from 18-02-2021 to 20-02-2021
Faculty Development Programme	For equipping the faculty members, the IQAC organise various FDP, PDP for teaching and non-teaching staff.
Conduction of webinar	All the departments have organized webinar in the National and international level. Nearly 54 Webinars have been organized.
Participation in NIRF	From 2016-2017 onwards our college participated in NIRF ranking. Based on the IQAC suggestion this year we have successfully submitted the data for NIRF ranking on 16-03-2021.
Submission of AQAR 2019-2020	The AQAR for the academic year 2019-2020 was successfully submitted.
IQAC News letter	The IQAC newsletter for the academic year 2019-2020 was published and given to all the departments.

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Committee	23/10/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	Nil

Extended Profile**1. Programme**

1.1	30
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1922
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	651
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	672
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic3.1 89

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 11

Number of sanctioned posts during the year

File Description	Documents
Data Template	View File

4.Institution4.1 59

Total number of Classrooms and Seminar halls

4.2 3,06,22,760.00

Total expenditure excluding salary during the year (INR in lakhs)

4.3 295

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

Since the college is affiliated to Manonmaniam Sundaranar University, it follows the curriculum prescribed by the University. Before the beginning of each semester, the Principal conducts a meeting of Head of the Departments in which principal suggests the methods for effective implementation of curriculum. Head of the

departments conducts department meeting in which theory papers are allocated to staff members based on their specialization and interest. The time table for each class is prepared and given to staff members and students.

A work diary is maintained by each staff for documentation of topics taught in each class. The classes are regularly monitored by HODs and Principal. Work diary is checked every week and signed by the HOD and Principal. For science courses, laboratory manuals are prepared by the departments concerned and practical classes are conducted as per time table. Students are encouraged to raise questions and interact during the class hours.

Assignments for each unit are given to students and students are encouraged to take seminar. In the Internal marks component, five marks each for seminar and assignments is allotted to students as prescribed by the University for PG programmes. For UG programmes, five marks for assignment is allotted which is a part of Internal Marks component.

Webinars are organized in every department on topics of special interest for the benefit of students and staff members for which experts are invited from institutes of National importance. There is an opportunity for students to enrich themselves through group discussion, case study, field studies, industrial visits etc. Project has been made compulsory for the final year UG (group project) and PG students (Individual Project) to improve their practical knowledge. Short videos are used for better understanding of subject especially in language departments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_I/1.1.1.pdf

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

At the beginning of each academic year, academic calendar is prepared by IQAC in consultation with Principal. Academic calendar consists of various components like time line for Internal examinations, information related to department level and college level programmes, important festivals etc.

Overall three internal tests are conducted in a semester. There is a committee consisting of staff members for conducting internal tests with principal as the Chairman. The IQAC prepares the time table for internal test in consultation with Principal. The staff members are asked to send the question papers to the college office. The committee conducts the internal test through centralised system by allotting invigilation duties to staff members.

The staff members evaluate the test papers within three days after the completion of test and the marks scored by students are then displayed on the notice board. If the student is not satisfied with the marks awarded, the student can approach the internal marks grievance committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_I/1.1.2.pdf

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

C. Any 2 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**32**

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)****11**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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**258**

File Description	Documents
Any additional information	View File
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

A number of courses are offered to students to address cross cutting issues relevant to professional ethics, gender and environment.

Environmental Studies and Social Value Education courses are offered to first year undergraduate students in the first and second semester respectively. A common paper on personality development is offered to third year undergraduate students in the fifth semester. The students in the first year itself are taught and sensitized about ecosystem, causes of environmental pollution, source of environmental pollutants and the ways to mitigate the environmental degradation. An eco club is functioning in the college who organize programmes related to environmental sustainability.

Orientation programme for three days was organized for UG freshers, in which students were sensitized about environmental issues and the ways to protect our environment. Experts from other institutes are invited to give a talk on range of topics such as Environmental issues today, Go green and protecting our Environment etc. A world environment day is observed in the college by planting the saplings in the college premises and observing the No Vehicle day.

An anti ragging and Anti eve teasing committee is functioning in the college with secretary as the patron and the programmes on anti ragging are organized to educate the students about the menace of ragging. A women grievance and counseling cell is functioning in the college with women staff members as Members who provide counseling services to students suffering from health and emotional issues.

Festivals like Onam, Pongal, Christmas are celebrated in the campus with much fervor and unity by both girls and boys students. Women members are given equal opportunity to prove themselves in the day to day activities and functioning of the college and thereby gender neutrality is maintained in the campus.

File Description	Documents
Any additional information	View File
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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

158

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	http://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_I/1.4.1.pdf
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	View File

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	http://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_I/1.4.2.pdf

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

697

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

647

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 assess the achievement and the extent to which the academic environment supports student learning. The purpose is to identify the extent of students learning; assesses their preparation, needs, and experiences; and use the data to improve student achievement in curricular, co-curricular and scholarly work. Each Department organises various special programmes to support advanced and slow learners, such as:

1. Orientation programmes: Institution conducts Orientation Program for the fresher's /first year students just before commencement of the classes or during the first week of admission. In this program the HoD and faculty members make a presentation and address the students. The orientation program covers the highlights of the college, rules and CBCS regulations to be followed along with the introduction of the staff, department statistics - subjects to be studied, co-curricular activities, career opportunities, etc. The college prospectus containing most of the details and the calendar of events is also distributed during this orientation program. Also in this program the faculty interact with the students, get to know their background (local or out of state), and make an attempt to ascertain the needs of the students. During this program, various issues and information related to students were disseminated, viz. regarding the institution, syllabus, faculties, Anti ragging committee, examination pattern (Internal as well as External) student support system, and various facilities in the college like library, laboratories, student support services, sports and medical facility etc. In orientation, eminent experts are invited to provide talk on glimpses on scope of Social work profession, ethics of social work profession and job opportunity after completion of course.

2. Bridge course

The bridge course has been organised for the fresher's after the completion of the orientation program, for 5 days. This is the

platform where the students are able to understand the subject, department and also the department faculties. The subject knowledge is provided by the faculties of respective department, by introducing to them the various courses under this program and also it helps to develop the laboratory skills.

The classes are conducted as per the early prepared schedule. More importance was given the basic subjects such as English, and basic subjects. English was handled by the faculties of English department. The real objective of the program was to create a Bridge between the students' school life and the college life. The students enjoyed the program very well, there by, on conducting an entry level exam we were able to understand the knowledge and interest of the students in particular subjects.

As a general practice, before the commencement of teaching of any course, the teachers interact with the students to ascertain their background, subject stream, and medium of education, dispositions, aspirations, and areas of interest, their learning needs and skills. Moreover, each faculty during the class hours identifies the slow or advance learners by interacting with them. During the course of time, a systematic evaluation process is used to assess the learning levels of the students. This evaluation process consist of written examination, open book test, group presentation, project, practical examination with viva, written assignment and class performance.

3. Slow Learners- Eachdepartment appoints a mentor at the beginning of the year. Mentors take extra care for slow learners by counselling them. Based on their academic performance, remedial classes were arranged. Study materials were also provided for a subject which requires improvement. Extra care is taken during the practical hours.

4. Advanced learners - In order to support the fast learners, it is ensured that they are given additional/challenging assignments/ project work. Special Coaching classes for the first 5 class toppers of first and second years after the internal test are conducted regularly to secure University Ranks. Coaching is also given in Skill Development Programme. Advanced Learners are provided coaching classes for competitive exams. Advance learners also attend Workshops/ Seminars/ Symposiums to keep them updated on various advancements.

File Description	Documents
Paste link for additional information	http://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
1955	82

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

The institution adopts student centric methods to make the Teaching Learning process more effective. In this process experiential learning, participative learning and problem solving methodologies were adopted. The teacher's role is that of a facilitator who promotes self management of knowledge, holistic development and skill formation through participatory learning activities such as following lecture method in combination with other teaching methods.

Experiential learning

- The students also take active part in organizing various extra and co-curricular events which help them in developing their management skills. Special programs on Woman's day, social workday etc. are also conducted by them.
- Internships are integrated into the course structure of PG programmes.

The participatory learning activities adopted by the faculty are:

(a) Group discussions

(b) Case Analysis

(c) Role plays

(d) Presentations

(e) Seminar

(f) Dissertation

(g) Industry internship

(h) Field work

The institution gives importance to holistic development of students beyond classroom through co-curricular, extra-curricular and field based activities. Students are encouraged to participate in different competitions, technical competitions. Outdoor Activities are offered to develop human values and leadership qualities among students such as village camp, visit to old age homes, orphanages etc. to inculcate values, ethics and social responsibility. Community organization programmes are organized every year to develop skills such as

1.Event planning, scheduling, promotion and conduct

2. Resource mobilization

3 Financial planning

4.Team building

5.interpersonal relations

Individualized Activities:

Internship/Project Work, Mini-projects, Seminars, Case studies, student presentations, paper Presentations, etc.

Problem solving methodologies

Each department further follows problem solving methodologies by challenging the students with assignments on regular basis to check their level of understanding on the subject. Moreover, quizzes are held from time to time to keep the students in a competitive environment and to check the overall progress of the class.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_II/2.3.1.pdf

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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. Department uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the department.

ICT Tools:

1. Projectors- projectors are available in all the classrooms
2. Desktop- Arranged at class room and staff room
3. Printers- They are installed at office and library
4. Online Classes through Zoom, Google Meet, Google Classroom
5. Wi-Fi has been provided in the Staff rooms.
6. Computer laboratories are well equipped.
7. Well-functioning of language lab.

Use of ICT by Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors.

B. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

C. Online quiz- Faculties prepare online quiz for students with the help of GOOGLE FORMS.

D. Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, and topic related ones.

College automation System : The College has adopted an integrated Academic Management System and comprehensive tool for faculty, and students. The tool is an web based application that is meant to manage, allocation of courses to the faculty, student attendance, internal assessment, end-semester assessment, etc.

File Description	Documents
Upload any additional information	View File
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

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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**

41

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**

92

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.

Academic calendar of the institute provides planned dates of internal assessment tests. Academic calendar is made available well before the commencement of the semester through college website. Internal assessment comprises of internal tests, seminars and assignments. Internal assessment is carried out on periodic basis over the entire semester. The assessment is based on the performance and evaluation of assignments, seminars, internal exams etc.

Internal evaluation reforms:

•Each Department has HOD for smooth conduction of Internal Tests. The results of each test are strictly declared within a week of the conclusion of the test. The results were displayed in the departmental notice board. The students can see their respective answer sheets and discuss their queries with concerned staff.

Result Analysis & Review Meeting:

Result Analysis is done by the class tutors after every Test. The performance of the students is monitored by the HOD and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance.

Parents Meetings:

The department conducts parent's meetings. Parents/ Guardians are advised to note the performance of their wards and take remedial measure if needed. Whenever necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the student.

Remedial Classes

Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities etc. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers.

External examinations

External examinations of three hours duration will be conducted at the end of every semester for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75% attendance in each semester to appear for University Examination. The students who have arrears are permitted to write their papers in both the semester examinations.

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

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

A transparent, time-bound and efficient method is being followed in department in terms of dealing with internal examination and related grievances. Various internal examinations are being conducted throughout the semester. Some of them are- internal exam1, internal exam 2, internal exam 3 assignments, seminars etc. As the faculty members enjoy a good rapport with the students the latter do not hesitate to approach their teachers in case of any examination-related doubt in their minds. Schedules for class tests are decided after taking into consideration students' demand for considerable time needed for preparation, and after results are communicated to them, they are free to voice their grievances, if any to the Head of the Department and internal marks grievance committee also to the Head of the Institution, for speedy and effective remedial measures.

The faculty evaluates the papers within three days of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. At the end of the semester the average marks of two tests is calculated and verified with the students. If any discrepancies are reported by the students, then they are resolved by the faculty immediately. Records of marks obtained by students in internal examinations are properly maintained in institutional mark books.

Assignments- Faculty evaluates assignments based on timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances if any.

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

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the department offering the

concerned program, after rigorous consultation with all faculty and the stakeholders. After attainment of consensus, the same are widely propagated and publicized through various means such as display and/or communication specified hereunder.

Website

Curriculum /regulations books

Class rooms

Department Notice Boards

Student Induction Programs

Parent meet

Faculty meetings

Alumni meetings

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, also inform the students and create awareness and emphasize the need to attain the outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_II/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.

Measurement of the outcomes of the POs, PSOs and COs, in a sense, is a crystallization of the efforts of the institution to improve its academic quality, These outcomes represent numerical data which may be analyzed, compared and used to predict trends in the overall academic graph of the college. The institution uses the following methods of measuring the attainment of POs, PSOs and COs. After publication of results, mathematical calculation is applied to find out the pass percentage of POs, PSOS and COs. The success rate is

always cent percent and also first class marks for some students of each department. In case of course outcomes, departmental faculty members meet the students for a stock taking, identify those whose performances have not been satisfactory, enquire about the reasons of underperformance and then meet guardians also to discuss with them corrective measures. The results of the students for the past four years, in keeping with earlier trends, have been consistently good. There have been University toppers from English, maths, social work other departments and first class marks have been obtained by some students of every department quite consistently. Those students who attain a position in the university rankings are specially felicitated on the annual Day of the institution to recognize their achievement and to also inspire and incentivize others to emulate their feat.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NA

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

652

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	http://nccas.edu.in/IQAC/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)

<http://nccas.edu.in/IQAC/documents/Others/Students%20Satisfaction%20>

[Survey%202018-19.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)

0

File Description	Documents
Any additional information	View File
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

41

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

3.2 - Innovation Ecosystem

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

Ecosystem for innovations plays a significant role in creating value in the Education system by transforming new ideas into reality through various sharing of knowledge. Through this domain, the department of social work plan to organize many activities for the welfare of the academic endowments. It makes our students to trigger the younger generation's mind to lead quality of life towards the society empowerment. It makes our students to perform well in their professional life. Due to pandemic, the activity cannot be fulfilled.

The Department of Physics promote the Research student to do the research in environmental production method especially for Nano synthesis method we motivated the student to prepare the nano particles in Green synthesis method using Herbal plants

Our college is very much equipped with the point of knowledge transfer to the students. We had delivered 24 webinars during this pandemic period. The students are more active and gathered knowledge from various sessions

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

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

28

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

31

File Description	Documents
URL to the research page on HEI website	http://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**

52

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

21

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

Extension activity is an informal educational process. Our students targeted the vulnerable groups and sensitized many social issues. It also enhances our student's skills. Social work department students have to engage with extension activities in the name of community organization programs. The aim of this activity is sensitizing students to involve their contribution towards social issues and the holistic development of the vulnerable people of society.

Employment Oriented Computer Training Program to 20 Differently Abled students from nearby villages assembled in our computer lab, in association with social welfare unit of Diocese of Kuzuthurai, It was an 30-hours training Program

An interactive webinar was organized with the intention of providing awareness about the COVID-19 Vaccination among the youth initiated by Vishwa Yuvak Kendra, New Delhi

Education is not the only thing which makes the students a good citizen, So on behalf of Tamil department we guided students to create awareness about drugs in society and Department of English conducted a Plantation of Saplings awareness among students

Staff members of our college attended the webinar on Building Emotional intelligent and resilience-case method of experimental teaching and learning organized by Mahatma Gandhi National Council

of Rural Education, Department of Higher Education for the duration of 5 days.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_III/3.4.1.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

4

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	View File

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	View File
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**

232

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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**

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Classrooms: The classrooms are quite spacious, well light and ventilated. All the classrooms are equipped with LCD projector & have provision for the Internet connection.

Laboratories: All the science Department has main laboratories, one UG and another one PG laboratory. All the laboratories are adequately equipped as per the University norms.

Computing Equipment: All the departments have computers with full internet connection, operating system and software up-to-date. Anti-virus and anti-spyware software is also available.

Facilities

Numbers

Class rooms

51

Laboratories

13

Seminar Halls

1

Classrooms with LCD facilities

39

Classrooms with Wi-Fi/ LAN

-

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AOAR/Criteria_IV/4.1.1.pdf

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

Ground: The College has a multi-purpose ground used for various outdoor sporting activities.

Indoor Game: The College has a separate room for indoor games like table tennis, carrom and chess.

The college has many outdoor games like football, Hand ball, cricket , Kho-kho Badminton, Table tennis, Kabadi , Volley ball court.

The college has yoga centre, yoga education. It can prepare the students physically and mentally for the integration of their physical, mental and spiritual activities so that the students can become healthier and more integrated members of the society and of the nation.

Yoga education helps in self discipline and self-control, leading to immense amount of awareness, concentration and higher level of consciousness. Briefly the aims and objectives of Yoga education are:

1) To enable the student to have good health. 2) To practice mental hygiene. 3) To possess emotional stability. 4) To integrate moral values. 5) To attain higher level of consciousness.

Our college has different cultural activities. It bring out the creative side of the students and the participation and organisation

of these are the best learning experience a student can have. The students actively participate in the cultural programmes during Women's day celebration, pongal celebration Christmas day celebration and college day celebration etc, event with dance, drama, music etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_IV/4.1.3.pdf
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)

53520278

File Description	Documents
Upload any additional information	View File
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)**

Name of ILMS software

Nature of automation (fully or partially)

Version

Year of Automation

Bonifon ERP

Fully

2.0

2017

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://nccas.edu.in/IQAC/documents/Documents/AOAR/Criteria_IV/4.2.1.pdf

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)

0.96

File Description	Documents
Any additional information	View File
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

378

File Description	Documents
Any additional information	View File
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

Our Institution uses two internet connections for uninterrupted and unlimited internet usage from Shineplus (upto 100MB/s) and BSNL (upto 40MB/s). Data transfer via internet is protected by Firewall which is updated and backup based on availability and working experience with new updates. We spend around 1.5 lakhs/ three years

for the license of Firewall. We are using Layer 2 switch to distribute internet facility to all desktops in office and departments. Students and staffs can access internet by logging in into their account by user Id and password.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_IV/4.3.1.pdf

4.3.2 - Number of Computers

297

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

1566705

File Description	Documents
Upload any additional information	View File
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.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words

The laboratories in all the science departments are maintained well. The entry register is maintained in all the laboratories and library. Class rooms are equipped with projector and computer for ICT class.

An auditorium with 3000 seating capacity is available in the college with state of the art audio system for organising common programmes. Also air conditioned seminar hall with a seating capacity of 200 is available for organising seminars, conferences, etc.

The departments have to book the auditorium are seminar hall in advance for conducting programmes for which register is maintained.

Library

While entering and Leaving Library, students or staff should enter their name, department, purpose of visiting, time of entering and leaving in the library register. if books issued or returned, it will be registered in corresponding registers.

Reading Facilities: One separate reading halls, one exclusively reference for faculty and other for research scholars are available. In addition to these reading halls, reading space is available in the learner's zone. Library has in all seating capacity for 250 readers. The Library is equipped with Wi-Fi network in addition to wired connectivity. A number of computers are dedicated for library users. Resources like digital scanners, printers, photocopiers and

surveillance system for security etc. are available.

There are cameras inside laboratory and library to monitor discipline.

Laboratory maintenance

In every lab, Lab entry registers maintained by lab assistance and monitored by lab incharge and Head of the Department. The laboratory equipments which is used by students maintained properly by lab assistance. If anything damage or broken or shortage it will maintained by Stock Registers and Maintenance Registers. Soon after it will intimated to the management through the Head and Principal for repairing and purchasing.

Computer entry register

We are maintaining department computer entry register. Staff and students the entry and exit time were noted.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_IV/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

140

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

76

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	http://nccas.edu.in/IQAC/documents/Documents/AOAR/Criteria V/5.1.3.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

909

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

909

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

C. Any 2 of the above

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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**

13

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**

230

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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**

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words

The Institution provides space, material and equipment for sports, cultural and extracurricular activities available to students. Our College with the guidance from the faculty ,the students conducts various activities for student welfare such as welcome to incoming students every year, Annual art, Intra mural competitions and cultural programs, farewell to outgoing students, alumni meet, etc. which also builds peer support and integrity amongst all students. The students play an important role to obtain maintaining hygiene and green environment on the campus and participate in activities of social cause. Leading such activities throughout the year grooms the student personality to evolve as socially responsible, environmentally, economically and culturally sensitive global citizens who can work effectively in a team. Some,

co-curricular and extracurricular activities conducted by our college like Building a fairer, Healthier world, Machine Learning and its applications and Paristhithika Darsanam Madusudanan Nayarude Kavithakalil for develop the students. Our college celebrates Christmas day, Pongal Celebration, Onam, Womens Day and Teachers day to encourage the students. Competitive examinations and career counselling offered by the institution to these; students got Job opportunity and joined Higher Studies. Students Participated sports and cultural activities/ competitions organised at the institution level in which Students won the prize. The following committees are the platforms used to contribute ideas and represent grievances of the student community.

- Students' representatives in Internal Quality Assurance Cell (IQAC) share their views on maintaining quality in the institute.

- Anti-Ragging Committee has one student from each department for better functioning, enabling it to spread the spirit of harmony among the seniors and juniors.

- Sports Committee representatives contribute to the sports activities in the campus by not only helping in organising and participating but also giving suggestions for further expansion.

- Students council consisting of Convenor, Staff representative one male and female students representatives from UG and PG. They meet at regular intervals, to discuss the issues pertaining to improve the facilities, activities in the campus.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IOAC/documents/Documents/AOAR/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

30

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Alumni Association is a powerful link between the college and Alumni. Alumni contribute to the development of the college in many ways. They guide the students with their experience; provide their expertise to enrich the syllabus content with their involvement and suggestions in the respective Board of Studies. It meets periodically to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education. This year Alumni meeting were conducted through online mode as well as offline mode. Elected office bearers and the executive committee meets at regular intervals to discuss the activities of the association and the finance related matters. The alumni association, the backbone of the College, supports the activities in the campus whole heartedly keeping the link live.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IOAC/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 Governance of the college is the reflective of the Vision and Mission statements emphasizing the achievement of excellence in seeking truth in the form of knowledge. The Vision plan is intelligibly phrased as the empowerment of teachers, students and society through value, skill and technology-oriented teaching, learning, research and extension activities, enhancement of their creative, innovative and employabilities.

The effective leadership and system of governance of Nanjil Catholic college of arts and science is based on the policy of participatory, inclusive governance.

Bishop of Kuzhithurai diocese is Executive Head of the institution while the secretary is Administrative Head and Principal acts as the Academic head. The governing bodies of the institution starting from Bishop, Management Bodies, Secretary, Principal, Academic Council, Department faculties, Non-teaching faculties, external stakeholders and students ensure dialogue and discussion in policy making and effective implementation. Heads of Departments report to the Secretary/Principal who ensures the smooth functioning of the institution through the formulation of appropriate policies for the overall development of the Institution.

The powers, functions, procedures of various bodies/offices are

clearly spelt out by the Administrative and Academic Heads of the institution. The Proceedings of all management bodies are recorded properly and effectively followed up and Action Taken Report are duly submitted in the subsequent meetings. The institution has strong belief in democratic principles and adopts participatory governance style.

Besides the secretary and Principal, the following academic/administrative positions are entrusted with the management; Head of the Department, Teaching/ non teaching faculties, Stack Holders, Student Councilor etc.,. In order to ensure the promotion of holistic and inclusive growth, the college has various bodies including Women's Cell, Admission Committee, Staff Council and Students Grievance Cell. The statutory bodies and various committees including anti-ragging committee, Parents Teachers Association and Nanjil Research Forum have specific positions for external members to validate transparency and social justice.

Faculty members are given the opportunity to perform administrative responsibilities, such as IQAC member and Co-ordinator. Similarly, students are given due representation in Grievance Committee and Students Council, Hence, the Institution through its well-defined decentralized, participatory effective governance system marches towards the vision of the Institution through inclusiveness and righteousness.

Recruitment:

The process of recruitment is decentralized at various levels. The College advertises the recruitment needs from time to time. After careful scrutiny, the candidates who satisfies the criteria for recruitment are selected and called for an interview. The members on the Interview panel would consist of the Principal, Bursar, representatives of the Board of Directors, subject experts from other Colleges and Head of the department of the College.

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

Yes/No/Partial: Yes

•

Curriculum Development

Departments made discussions about changes in their syllabus with the support of student's feedback. The Head of the Department bring these recommendations to the Head of the Institution for approval. Then, the syllabus review report will be send to the University for the Approval.

Teaching and Learning

The Institution provides the required facilities to ensure that the teaching and learning methods are effective. LCD Projectors, software like SPSS and Tally are provided to the Departments. Special training is provided to the faculty to use these technologies.

Examination and Evaluation

Examination consists of Internal Continuous Assessment tests and End Semester examinations. Provision to appeal against declared results is available for the students. Instant Examination is available for students who fail in one theory paper belonging to the final semester.

Research and Development

The College encourages Research & Development through the Nanjil Research Forum. The Faculty is involved in research and development extensively. Faculty members are actively involved in presenting research papers in International and National Conferences. FDP's on best research practices was also organized to keep the faculty updated on trends and methods in research.

Implementation of e-governance areas of operations: Planning and Development

The process of planning and development is carried out effectively by using Information and Communication Technology to exchange between the Head of the Institution / Department / Units and the Faculty. This ensures that decisions can be taken quickly and successfully.

Administration

Through E Governance, the Institution is able to interact with all stakeholders in a convenient and efficient manner. The activities of various Departments are well coordinated and implemented with the use of technology. The Institution also maintains personal information and records of the employees.

Student Admission and Support

The College widely publicizes admission to the College through the institution's website and by extensive advertisements in regional and national newspapers. A centralized admission process with updated software for efficient processing of application forms has been introduced. Students can submit an application for admission in the college office also. Admissions are made as per the government norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Nanjil Catholic College of Arts and Science has decentralized

transparent mechanism in the management, administration, academic and financial matters. The institution adopts bottom-up management style with respect to implementation of the academic policies.

The various committees comprising of faculty members, senior administrative staff and stakeholders function well and help administration in the formulation of policies and implementation of programmes.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_VI/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan to improve the quality of education through providing proper infrastructure. The campus consists of administrative blocks, academic and research departments, Library, Auditorium, Conference Hall, Seminar Hall, Class rooms, laboratory and Canteen. Since it is a vast campus to improve the network connectivity the management made a plan to increase the Wi-Fi network accessibility.

Institution installed a Network Server for Wi-Fi facility with faster access, greater control through firewalls and huge data transfer for making the demand of the requirements from students, teachers and staff. The access also ensures the standard requirement of safe and purposeful compliance of educational resource needs.

This significant milestone has benefited the students, teachers and official communities with fast access and saving of time in terms of handling large file size data transfer through email or cloud storages.

This infrastructure made students for high-quality educational contents through NPTL, MOOC platforms, resources at digital libraries to access national and international research papers, online Educational Audio, Visuals resources etc. This student friendly, free Wi-Fi environment was a part of Goals of our Nation in achieving Digital India in educational institutions.

Perspective plans of our college:

1. It is planned to upgrade the Physics, Chemistry, Mathematics departments into research centres.
2. It is planned to upgrade the UG Zoology into PG.
3. It is planned to publish more papers in all departments.
4. It is planned to motivate faculties to publish syllabus oriented books.
5. It is planned to organize inter college level sports events.
6. It is planned to start a general Scientific Instrumentation Centre inside the college to make students and faculties as Dynamic researchers to solve practical problems.
7. It is planned to start B.Ed. Integrated Programmes inside the college.
8. It is planned to begin M.B.A. Twinning Programme in collaboration with Pondicherry University.
9. It is planned to purchase a land to extend the infrastructure facilities.

It is planned to launch Research journals in all research departments.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_VI/6.2.1.pdf
Upload any additional information	View File

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 organogram of Nanjil Catholic College of Arts and Science reflects the democratic character and shared responsibilities with which governance takes place. While the overall supervision of administration and the regulation of finances of the college rests with the College Committee, the administration and execution of everyday functions lies in the charge of the Principal. The functions of the Principal in turn are supported by the faculty and the non-teaching staff. The Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the college.

The College Committee under the leadership of the Chairman gives direction to the administration and decision-making, finances and regulation, purchases and development, and quality assurance of the college. The Secretary and Correspondent, as the chief administrator of the college, supervises and manages the overall functioning of the college. The Principal is also the ex-officio chairperson of the Staff Council. The Staff Council committees administer decisions related to academics, workload, time table, purchases and maintenance, admissions, discipline and codes of conduct, curricular and extracurricular aspects of the college, subject to the provisions and ordinances of the UGC and the Manonmaniam Sundaranar University, Tirunelveli. The teachers-in-charge work in collaboration with the Principal and their respective departments in accomplishing the academic and co-curricular requirements of the departments. The Bursar and Secretary of the college manages the matters related to internal finances and financial audit of the college. The Bursar also ensures effective utilisation of funds available for college purposes. Financial decisions are taken by in consultation with the College Committee and Financial Committee. The library is headed by the Librarian who supervises the library assistants in maintaining the upkeep of the library. The librarian also works with the Library Committee in upgrading the academic resources and facilities in the library. The IQAC of the college plays a key role in assessing and assuring quality in the teaching-learning and evaluation process. The IQAC conducts the annual internal academic and administrative audit of departments and physical verification of laboratories to monitor and ensure quality in the college. Various skill-based and quality events are also conducted by the college under the aegis of IQAC. The Administrative Staff of the college is also characterised by a well-defined organisational structure, with positions according to the University rules and the UGC. The administrative decisions are implemented through the Office Manager, who is assisted by a team of Junior Assistants, Office Assistants and the accounts section.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_VI/6.2.2.pdf
Link to Organogram of the institution webpage	NA
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	View File
Screen shots of user inter faces	View File
Any additional information	View File
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	
<p>The documents included here is,</p> <ol style="list-style-type: none"> 1. On-Duty 2. Employees Provident Fund 3. Christmas Bonus 4. Employees State Insurance 5. Pension and Group Scheme (Gratuity) 6. Maternity Leave 	
File Description	Documents
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_VI/6.3.1.pdf
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	
5	

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

634

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

79

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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 institution has Performance Appraisal system for teaching staff. Feedbacks are received from students in every semester. Reports are made analyzing the data provided by the students. On that basis the subjects are allotted to the teachers and the responsibilities are divided among the staff. Also the heads of the department allocate subjects based on the interest, experience and expertise of the department staff. The semester plan of the department provides individual responsibility for each and every faculty. This provides opportunity for every faculty to bring out their abilities. The department allots responsibilities related to organizing seminar, webinar and workshops to senior faculties and responsibilities related to organizing cultural events and competition to junior faculties. The staff are also encouraged to produce Research Publications and Academic Contributions.

File Description	Documents
Paste link for additional information	NA
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

Yes, The Institution conducts periodical internal and external financial audits. The Institution has a full time Bursar who is ably assisted by a well established office with staff to ensure the

maintenance of accounts. The accounts of the Institution is annually audited by a qualified chartered accountant and experienced audit personnel. Every department conducts internal financial audits regularly. The department collects fund from students to organize seminars and competition. When organizing seminars, the department spends the collected fund for certificates to be distributed to the students, as remuneration to resource person for the seminar and for the expenses related to food and snacks for students. When organizing competitions the collected fund is spent for getting prizes and certificates. Every department keep accounts for all these expenses and the balance amount is put in department account and used in times of need for the welfare of the students. The heads audit the income and expenses regularly.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_VI/6.4.1.pdf
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)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

Every department adopts strategies for fund mobilization and utilization of the resources. For seminars funds are collected from students. Those funds are used for expenses related to the organization and execution of seminars like issue of certificates, remuneration and other expenses. The staff of the department also

contribute to the department fund. Those were used for the competitions and programmes organized during Covid period for buying saplings, getting prizes and certificates for winners of the competitions.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IQAC/documents/Documents/AOAR/Criteria VI/6.4.3.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

Practice I :

IQAC has contributed significantly for institutionalizing the quality of the English department. It has got its direct eye on all the endeavors of the department. Because of the motivation given by the cell, the English department organized webinars. Also the staff of the English department have presented and published papers in UGC carelisted journal, UGC referred journal, Scopus and publications with ISSN and ISBN number, because of the drive of the cell.

Practice II :

Fostering research publications to enhance the quality of teachers:

The college promotes research publications by teachers to enhance the quality of teachers as a result of the initiatives taken by the IQAC of the college. IQAC has taken great deal of efforts in achieving desired quality culture, by instructing the teachers to publish research articles in UGC refereed journals and other academic publications. It has facilitated the teachers of the college to develop their learning experience. In addition it has helped the staff to remain active in their field of education as it encourages the staff to take necessary steps for further knowledge. To professionalize the experience of the teachers and to maintain a scholarly community, the Internal Quality assurance Cell provides new opportunities for the teachers through research publications.

File Description	Documents
Paste link for additional information	http://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_VI/6.5.1.pdf
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

Example : 1

Institution reviews its teaching learning process and learning outcomes through feedbacks received from students of the department. For that the IQAC framed a Staff Appraisal Form based on the response from the Staff Appraisal Form the teaching quality can be assessed. If any improvement is needed the same will be communicated through the Principal to the management.

When webinars are organized, feedbacks are collected through the feedback link given to the participants at the end of the webinar. Analyzing those feedbacks, every department organizes further programmes for the students. Also when syllabus gets changed, the staff review the syllabus and pass the feedbacks to the university which helps in further formulation of syllabus.

Example : 2

Result Analysis 2019-2020

Through research analysis, we can find how the students performed in each area of the syllabus and also helpful to formulate improvements for the next exam. We can classify the overall student performance in class wise, subject wise. We can recognize the higher and lower pass and failure percentage by which we can frame remedial steps in teaching pedagogy and students' academic performance. We can study the learning difficulties of the students based on the subjects and it is helpful to improve the students' academic performance (both academic and psychological aspects). We can access the areas of strength and weakness of student's learning as well as teacher's teaching.

Comparison the result between the 2019 and 2020 are as follows

Department wise Result 2019-2020

Department

No of students

appeared

No. of students passed

Bsc Chemistry

42

42

Bsc Physics

52

52

Bsc Zoology

17

17

Bsc Maths

47

45

Bsc Computer science

44

44

English BA A1

67

64

English BA A2

62

62

BBA

41

41

B.com

130

111

Tamil

7

6

Physical Education

25

25

Msc Maths

25

25

Msc Physics

28



28

Msc Chemistry

25

25

Msc computer science

16

16

M.com

28

24

MSW

27

27

English MA

32

31

Mphil Maths

3

3

Mphil English

6

6

Mphil Socialwork



6

6

Mphil Commerce

2

1

Total

732

701

From the above table, totally 732 students were appeared and 701 were passed. 95% of students were passed during the academic year 2019-2020.

Department wise Result 2020-2021

Department

No of students

appeared

No. of students passed

Bsc Chemistry

33

33

Bsc Physics

44

43

Bsc Zoology

32

30

Bsc Maths

48

48

Bsc Computer science

43

43

English BA A1

60

60

English BA A2

57

57

BBA

47

47

B.com

99

99

Tamil



3

3

Physical Education

23

23

Msc Maths

25

25

Msc Physics

26

26

Msc Chemistry

23

23

Msc computer science

12

12

M.com

29

29

MSW

21

21



English MA

32

32

Mphil English

2

2

Mphil Socialwork

9

9

Total

668

665

From the above table, totally 668 students were appeared and 665 were passed. 95% of students were passed during the academic year 2019-2020.

By comparing the two tables, it depicts that the pass percentage has been improved during the academic year (2019-2020) from 95% to 99% in academic year (2020-2021) .

Using this, the pass percentage of university examinations of each department is just increased by 4% compared with the previous year pass percentage.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

B. Any 3 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Institution provide equal opportunities to all students for the academic and non-academic activities. Institute is offering more career oriented programmes, personality development programmes, Awareness programmes, guest Lecture, Remedial coaching for slow learners and advance learners and shift II programme to the students equally. Emphasizing gender equity in an academic sector makes the Societies that value women and men as equal are safer and healthier by fulfilling the above ideologies. Institution emphasis Gender awareness both masculinity and femininity, Transgender issues and also discuss the social problems such as sexual harassment, racism and economic inequality and creating awareness through webinars and community programmes

Institution has more responsibility to strengthen the safety of students and staff. CCTVs have installed in all the floors of the campus, including Principal's cabin, library, waiting hall, seminar hall, auditorium, office, playground, entrance of the boys and girls. Use of CCTVs in the institution helps to avoid disciplinary issues. Disciplinary committee is formed by the

Institution to monitor the discipline of the students. Discipline duty is allocated to each staff to monitor the discipline of students in campus during the break time. Security guards facilities are always available in our campus.

Institution has formed an Anti-ragging committee to avoid the problems of ragging inside and outside of the campus. All the students have enrolled their names in amanmovement ragging websites.

Institution has formed grievance cells to solve the problems of students and staff. Complaint Box is installed in our campus to express their grievances. The counselling cell has formed, each mentors have 25 students, in order to develop a close relationship with the organisation, identifying their skills, solving their problems so that helps to develop and improve the quality of each students.

Health rooms facility is provided for boys and girls in the campus. For medical assistance the qualified nurse is also always available in our campus.

File Description	Documents
Annual gender sensitization action plan	NA
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	NA

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	View File

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

Solid waste Management:

- Awareness is created among students and staff to avoid the usage of Plastic. Usage of plastic is strictly prohibited in our campus.
- All the waste from the campus are collected separately and categorized into bio-degradable and Non-biodegradable. Biodegradable waste are collected for the preparation of vermicomposit. Non-Biodegradable waste are segregated and resold by the Institute.

Waste Water Management:

Waste water received from the washrooms of boys and girls, departments is segregated to be disinfected and letout as effluent into proper drainage system.

E-Waste Management:

E-waste are collected from the campus are used for recycling and repairing. The unrepaired e-waste is sold to the vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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	View File

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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	View File
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>Institution provides an inclusive environment for everyone. Institution educates the students to promote equal rights, liberties, and status, possibly including civil rights, freedom of expression, autonomy, and equal access to certain public goods and social services. Sports day, Yoga day, Earth day, world health day,</p>

women's day and many religious festivals like Christmas, Onam, Pongal are celebrated in the college. Without any racial and cultural backgrounds a women grievance redressal cell is activating. Sports and cultural activities are organized by our institution to promote the harmony each other. Society is a group of people with many diversities. Department of Social work educates the students to promote equal rights, liberties, and status, possibly including civil rights, freedom of expression, autonomy, and equal access to certain public goods and social services. Social work curriculum designed based on values, ethics, skills knowledge to solve the psycho social problems of the individuals and groups. To enhance the skills social work department organizes various programmes.

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	View File

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

Institution sensitizes students and employees to the constitution obligations like values, rights, duties and responsibilities of citizens. The college celebrates Independence day on August 15th with Flag hoisting. Before the election the Institution provides the staff and students to take the pledge for vote. Institution educate the values, rights and duties to the under graduates students through the curriculum social value education, environmental studies, and Human rights. For the department of social work the institution educates labour welfare and labour legislation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://nccas.edu.in/IOAC/documents/Documents/AQAR/Criteria_VII/7.1.9.pdf
Any other relevant information	NA

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

A. All of the above

periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	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	View File
Any other relevant information	View File

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

- Every year August 15th, our college celebrate the National festivals of INDEPENDENCE DAY. In Independence Day we have flag hosting followed by speeches of great dignitaries, secretary of our college, principal of our college or sometimes by senior professor of the college.
- The College celebrate the birth Anniversary of Dr. Sarvepalli Radhakrishnan as a TEACHER'S DAY. Small meeting is arranged to all teachers by the secretary in the seminar hall and he presented gift to all the teachers. The senior most professors shared their experience in that particular day.
- INTERNATIONAL WOMEN DAY is celebrated in our institution by conducting various competitions.
- Other important day like NSS day, Yoga day, SCIENCE Day, World Earth day, World Health Day, world environment day, is also celebrated by our college.
- Various festivals like Pongal, Christmas, Onam are also celebrated by our college.
- Department of social work celebrates B.A. Ambedkar Remembrance Day on 14th April 2021

Department of mathematics conducted quiz programme on 26th April 2021 in commemorative of Srinivasa Ramanujan's 100th death

anniversary

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	View File
Any other relevant information	View File

7.2 - Best Practices

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

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

Provide web link to:

1.TitleofthePractice

Community engagement and Green revolution

2.Objectives of the Practice

- To motivate the students to involve the social work intervention activities of providing awareness, psychosocial support, and advocating for social inclusion for the most vulnerable population.
- To educate the people and to work for the eradication of social and moral evils.
- To create awareness on green revolution from students to the community
- To make the students identify and understand the needs of the society.
- To develop leadership qualities and participate in community-based programmes.
- Inculcate the value of social responsibility in the minds of students.
- Contribute towards social empowerment by engaging all sections

of the community in the task of village development.

- Organize village development programmes.
- Create awareness among students on the need for helping orphans, the elderly and differently-abled people.

3.TheContext

Extension activity provides a link between the College and the society. In order to create socially sensitive citizens, the College has taken initiative to adopt one village and students are made aware of the common extension activities like organizing awareness programmes, literacy programmes, forming groups, field visits, campus cleaning programmes, rallies, visiting old age homes, differently-abled and orphans, etc.,

Extension activities are based upon the basic human values to help individuals /families and community as a whole to lead a successful life in changing the neighborhood society which is considered as one of the strengths of our College. This activity gives students the chance to create an impact on society and transform it towards fulfilling the 'Motto' of the Institution. The economic, social, environmental and cultural problems of the community are found and collective measures are taken to solve the problems. Creating awareness and to know the value of the environment the department issues plants to the students.

4.ThePractice

The department of social work of Nanjil Catholic College of arts and science kaliyakkavilai, as a part of social responsibility took initiative to conduct community activities. Social work is a global, practice-based profession and an academic discipline that promotes social change and development, social cohesion and the empowerment and liberation of people. Together with health care, social welfare and social work form the core structure of the service system that maintains the well-being of a population. The frontline social workers and social welfare institutions have had to adapt to the new circumstances and respond to challenges caused by a powerful biological phenomenon that is invisible in everyday activities but has a fundamental impact on the daily functioning of society. Face-to-face interactions, touch and compassion are the heart of social work, and so we must ask how a pandemic changes people's daily lives

and the functions of social work institutions and share experiences across borders to learn from each other. The principles of social work are constantly being tested, and pressures to deviate from them can intensify in exceptional situations. So the department of social work conducted various activities at the community using human resources. This may provide a first-hand practical exposure to students to apply theoretical knowledge practically in the field. They conducted awareness programmes at marthandam, pozhiyoor, pacodu villages of Kanyakumari District.

5. Evidence of Success

The programmes fulfilled the objectives of the following

1

Created individual awareness regarding Covid 19

2

provided counseling to individuals to minimize mental strain due to Covid19

3

Created 4 minutes educational and informational videos to help parents manage children at home

4

Assisted community members to install ArogyaSethu App and also teach them how to use it.

5

collected pictures from 5 children on the theme "Current mind set of children due to Covid 19 Pandemic

6

Created awareness postures of Covid 19

7

conducted group work activities for community members

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Best Practice II

1. Title of the practice:

Book Bank

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

1. Goal

- To provide higher education to all irrespective of their community, gender etc.
- To provide education to economically weaker sections of the society
- To provide necessary support and infrastructure to students of economically weaker.
- To motivate the students to earn more marks

1. The Context

There are significant inequalities in access to higher education and students from most disadvantaged sections are remaining under represented in higher education. Keeping these in mind, the College was established in the year 2012 with its vision and mission of

striving to be a world class Institution in transforming lives of students' through an innovative, professional, compassionate approach and also provide innovative educational opportunities to weaker and underprivileged sections of the society to learn, grow, prosper and liberate (transform) the world.

1. ThePractice

Institution provides book bank facility for each department. The economically weaker students can buy the each semester books from the book bank without payment. For buying book from bookbank the student can enter his name in the book bank issue register and at the end of the semester the student return it to the concerned department. In each department a separate staff is monitoring the book bank. There are two registers are maintained for book bank .one register shows the details of books available in book bank and another is for issuing and return.In the book bank the books were donated by the Alumini students, final year students which they have used in their curriculum.

1. Evidence of Success

Many students are benefited from the book bank and they scored more marks in university exam.

File Description	Documents
Best practices in the Institutional website	http://nccas.edu.in/IQAC/documents/Documents/AQAR/Criteria_VII/7.2.1.pdf
Any other relevant information	NA

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

This Institution was established with a vision of providing quality higher education to students belonging to socially, economically backward classes. True to its vision our college has taken many initiatives for upliftment of students especially girls. Total 2042 students are pursuing higher education out of which 1392 students are girls. Girls students from neighbouring state of Kerala also

prefer to study in our college because of quality education offered and kind of disciplines maintained in the college premises.

To empower woman after college hour vocational classes are conducted in the campus. The vocational classes are being conducted with the aim of not only improving their educational status level, but also improving the confidence. The vocational training programmes are conducted in art and craft, tailoring, driving etc. These initiatives help them find their voice heard in the society and also give economic independence by improving the economic status. More ever driving classes are being conducted by encaging private agencies to help them license. This particular initiative has helped the students and female staff members to avail benefit from government schemes

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To get affiliation for integrated B.Ed course.
- To get affiliation for MBA Twinning Programme from Pondicherry University.
- To participate in NIRF Ranking.
- To participate in ARIIA Ranking.
- To participate in the Swachhta Ranking campus program.
- To conduct the academic audit for the year 2021-2022.

- Conduct of External Academic and Administrative Audit.
- Conduct of staff orientation on preparation of SSR and Peer Team Visit.
- To have a tie up with placement agencies.
- To obtain research-funded projects.
- To publish maximum number of papers in reputed international journals.
- To organize more number of Workshops and National level conferences.
- To prepare the SSR for the NAAC II Cycle.
- To produce more university ranks.
- To conduct environmental and green audit inside the campus.