# SELF STUDY REPORT

## FOR

## 2nd CYCLE OF ACCREDITATION

## NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

NEDUMCODE, KALIYAKKAVILAI
629153
www.nccas.edu.in

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

## 1.1 INTRODUCTION

Nanjil Catholic College of Arts and Science (a unit of the Diocese of Kuzhithurai) Kaliyakkavilai, is one of the leading institutions under **Manonmaniam Sundaranar Universit**y. It is established in the year 2012 and situated in rural area. It is an co-educational and self-financing institution, and is affiliated to Manonmaniam Sundaranar University, Tamil Nadu and is granted permission by the **Government of Tamil Nadu.** NACCAS had a humble beginning in 2012 with four undergraduate courses and 207 students. The institution was recognized under **2(f) and 12 (B) of the UGC Act on 11.03.1998** and it was accredited by NAAC with 'B' grade on 30.10.2017. The college currently comprises Eleven Departments, offering 10 UG, 8 PG, 7 M.phil and 4 Ph.D courses. In addition to these, the college also offers add-on/short term courses.

The prime aim of the college is **to provide quality education to economically weaker section**, female students and the first generation graduate students from the villages in and around the college. Most of the admitted students are girls and their parents are daily wage earners. **Similarly the college provides higher education to students belonging to different religious background to improve their future.** The college has enviable features such as e**xcellent infrastructure, l**abs that answer the most modern demands, a library at par with the best and a magnificent exquisite and aesthetically **pleasing auditorium.** The college is functioning in spacious and **well-ventilated rooms** with modern infrastructure facilities. The college is equipped with m**odern computer labs** having latest operating systems and software packages, science laboratories, a commendable library with an enviable collection of books on various fields.

The college has **82 highly qualified(Ph.D, NET and SET)** and committed teaching staff and **35 supporting staff members** who work with determined effort to scale new heights in academic and co-curricular activities. The college has the strength of **1285 girls and 621 boys** in various departments. IQAC was established on 2014 and since then it has been functioning as a motivation cell and working for the quality improvement of education.

**The motto of the college is 'Learn, Lead and Transform'.**

**Vision**

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

**Mission**

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

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

## Institutional Strength

- **A highly supportive and motivating management**
- **Highly qualified, experienced and dedicated faculty members, including many Doctoral degree holders.**
- **Active Memorandum of Understanding with system implementation.**
- **Excellent sports facilities to enhance physical fitness of the students.**
- **Eco-friendly and harmonious working environment**
- **An effective 'Tutor –Ward system' to help and motivate the students in right directions.**
- **The college encourages all faculty members to organize and participate in seminars, workshops, conferences and faculty development programmes to strengthen the existing knowledge base.**
- **Performance feedback is collected from all stakeholders to improve teaching learning process.**
- **A placement and training cell to groom the students to be industry ready through training on communication, soft skills and special technical training.**
- **Social awareness and social responsibility are instilled in the minds of the students through a number of extension activities.**
- **Good community Linkage through NSS, RRC, YRC.**
- **College provides ramp and lift for physically challanged.**
- **College produced good results and university ranks consistently for the last five years**

## Institutional Weakness

- **Being an affiliated institution, chances for curriculum enhancement and refinement is limited.**
- **Low turnout in competitive examinations.**
- **Improvement of oral and verbal communication in English is slow for rural based students.**
- **Poor turnout of village based parents for parents meeting.**
- **Industry Institute interaction needs to be strengthened further.**
- **Alumnus contribution is not upto our expectation.**

## Institutional Opportunity

- **MoUs can be further extended to International level Institutions.**
- **More faculty members can be pursue Doctoral Degrees.**
- **The college can attract placements from companies.**
- **College has a plan to approach nearby corporate to get funds aunder social responsibility scheme**
- **Communication skills of students can be further improved.**
- **Additional equipment for doing consultancy services can be procured.**
- **Student exchange programmes with leading national and international programs.**
- **Introduce Innovative value added programmes to meet the requirement of the students.**
- **To enhance tie-up with local bodies, Government agencies and NGOs.**
- **More internships and Industry projects**
- **Conversion of Projects into products for better utilization of our resources to meet industry/societal needs.**

## Institutional Challenge

- **Offering placements to all students in reputed companies**
- **Preparing students for competitive examinations**
- **Down trend in admission**
- **Obtaining funds from funding agencies**
- **Gap between industry and institution**
- **Competition due to existence of mushrooming number of Engineering Colleges, Arts and science and Pharamedical institutions.**

# 1.3 CRITERIA WISE SUMMARY

**Curricular Aspects**

- Nanjil Catholic College of Arts and science is affiliated to **Manonmaniam Sundaranar University, Thirunelveli.** As per the University and UGC guidelines, the college runs all programmes based on the Choice Based Credit System, thus providing students with the option of choosing courses as per their interests in their elective and allied course options.
- **All programmes are scheduled as per the university norms.** The institution also carefully schedules its academic sessions, ensuring that academic calendars, timetables, and the distribution of courses are prepared on time.
- **Assignments, seminars, oral questions and different tests are used in a time-bound manner to evaluate students periodically.**
- All programme curricula are **taught based on the most recent research and trends**. Some of the faculty members partook in curriculum planning in the University.
- **Work diary is maintained** by each staff for documentation of topics taught in each class and is checked every week and signed by the HOD and Principal
- **Many faculties got involved in the University Theory/Practical/Project evaluation duties**. The college offered fifteen add-on courses during the last five years in addition to the existing programmes.
- **The best way is to learn through experience. Project, fieldwork, science exhibitions** were arranged for students to engage them in experiential learning.
- During the last five years **2912 students** were benefited from experiential learning held through field work/project work/internships.
- **Curriculum delivery** is effectively done through **conventional class** room teaching and also by **ICT-enabled methods.**
- **Human Values are educated to the students through social justice, human rights, rights of minorities, rights of physically challenged people etc. Apart from this to incorporate awareness regarding gender issues, women's right and women's m Movements.**
- **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 opportunity for students to enrich their selves 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 the subjects, especially in language departments.**

## Teaching-learning and Evaluation

- In accordance with UGC regulations, **well-qualified full-time faculties** are appointed in sanctioned posts inorder to preserve a healthy student-teacher ratio.
- The **college has clearly stated Programme and Course Outcomes** for all programmes offered which are monitored by IQAC and the Academic Council.
- **The faculties of the institution use the ICT tools such as Power Point presentations (PPTs), Videos, Smart Boards, Google classroom, ZOOM or Google Meet for online teaching, Google Form for Quizzes, Whats App groups and online Feedback for effective teaching.**
- **Every year the learning levels of the students are assessed for the newly enrolled students.**
- Students' level of **academic proficiency** is determined by the teacher through their involvement in class discussions, quizzes, and assignments.
- To track the execution and development of assessments, **the college maintains a strong internal assessment structure by conducting three internal tests.**
- **Slow learners** are given **remedial classes** to decrease the percentage of failures.
- **Advanced learners** are given **special coaching** class to secure university ranks.
- **Students** are also mandated to **participate in co-curricular activities** like field trips and industrial visits to heighten experiential learning.
- **Hands-on-learning** experience is provided through practical sessions for science students using laboratories.
- The institution **hosts national and international seminars, workshops, and conferences** for students to advance academically.
- **Hands-on-training, language lab training, industrial visits, summer internships and science exhibition** were organized through experimental learning to make the students' learning process more effective.
- **Final exam results were discussed in the departments. Based on the result analysis, review meetings were conducted to improve teaching and learning process.**
- Apart from this the college also has an effective **mentor-mentee** system for counselling the students.
- The **internal assessment results are posted on the college automation** after careful review. **Assessment-related grievances are addressed** by the teachers-in-charge and internal marks grievance committee.
- **For continuous assessment of students, the subject teacher asks questions on daily basis, Students are asked to summarise what the faculty taught.**
- **Seminar, Presentation, Role Plays, Subject Quizzes, Case Studies, and Group Discussions were conducted.**
- **College secretary and principal reviewed the result analysis with the faculties** of the departments and gave suggestions to upgrade the teaching quality.

## Research, Innovations and Extension

- In order to **improve the research culture** among the students the college constitutes a research forum committee and it takes initiatives to support research interests and innovation skills among the faculty

and students.

○ Many of the faculty members are engaged in doing research work by **guiding the Ph.D scholars** and by **publishing articles in reputed journals**.

○ **For helping the budding researcher and guides college has well equipped Library with 11021 books, 32 journals along with E-Library and INFLIBNET with 50 computers add no of projects, dissertation and thesis The institution has created the environment for bringing innovation in research such as latest equipments, E-Resources, PDF, You Tube videos well equipped computer laboratory with latest software, Wi-Fi connectivity, server and firewall.**

○ **Financial assistances is given for conducting seminars, conferences, workshops etc.**, and seed money is also allowed for faculty members for publishing papers in reputed journals and for participating in FDPs.

○ The institution regularly **organized many collaborative activities** with other institutions and industries for improving the scientific knowledge of the students.

○ **From the year 2017-2022, M.Phil, PG, UG students have submitted many projects and their research works. Their projects are based on social issues, issues in environment and literature and other business problems etc. Their findings of the research adopted a new innovative technique based on social issues, gender, business issues and dystopian society and they have implemented through various extension activities. Findings of certain projects paves way to do further research**

○ Opportunities were **created to help students' holistic development** in addition to the academic component through a number of outreach initiatives organized by NSS, YRC, Eco Club and departments' activities.

○ In the last five years, the college has **signed 22 MoUs** with colleges, research centers, industries, NGOs and other institutions.

○ **Various department students and staff have visited orphanages, old age homes, villages and mentally challenged or retarded homes for providing support to them.**

○ **Awareness programmes on plastic free environment, blood donation, cancer disease, election, personal hygiene, drugs, work experience, violence against women and legal awareness were organized focusing on the merits and demerits to bring in awareness among the students.**

## Infrastructure and Learning Resources

○ To keep up with upgrading syllabus, **the college regularly updates its physical, academic, and technological infrastructure**.

○ The college has **adequate number of classrooms** for each department to facilitate efficient teaching and learning. All the classrooms have good lighting and ventilation facilities equipped with ceiling fans.

○ The institution has **ramps and lift for the differently-abled persons**. Both boys and girls have access to enough restrooms.

○ There are a total of **65 classrooms, 1 Language lab, 13 department staff rooms, two seminar halls, one conference hall, one chapel and an auditorium**.

○ The college has **50 LCD projectors** among which 38 are provided to the class rooms. There are 52 computers available in the library for reference, 88 in the computer lab and 70 computers in the language lab.

○ The library has a diverse **collection135 CDs** of various disciplines, subscription to 10 newspapers and 14 magazines, **400 PG and M.Phil projects**, **45 Ph.D thesis** and access to about **6000 e-journals and 19000 e-books through INFLIBNET**.

○ The library consists of **reading halls with 250 seats**, **air-conditioned digital library** with 37 computers, PG reference section with 7computers, research reference section with 8 computers and a

photocopier with scanning facility.

- The college has **well equipped 7 Laboratories** for the department of Physics, Chemistry, Zoology and Computer Science.
- The entire campus is enabled with **24×7 Wi-Fi connectivity** with new access point 10 Wi-Fi D-Link AC1750 Wave to Duel Band PoE. The institution has safe and secure server facility which is used for the storage purpose.
- The college has established **well organized network system** in the college. It is well protected from unauthorized users, malwares and threats from the internet. The college has its own ERP software that seamlessly integrates its every function.
- **The college has sports ground within the campus with facilities of indoor and outdoor games.**
- **The ground is used for practicing aerobics, exercises, drills, athletics and learning sports like Cricket, Kabadi, Kho-Kho, Foot ball, Hand ball, Table tennis and Badminton.**
- The institution has a total of **294 computers** .
- Facilities like **gym equipments**, changing rooms, and first aid **box is also provided.**

**Student Support and Progression**

- Our College **engages its students in academic and co-curricular activities** and extends maximum support to students in their education and progression. It encourages active participation of the students in academic, social, cultural and other activities.
- The **students' representatives from each department** are selected and **formed students' council** based on the terms and regulations laid by the State Government/ University/ College. Students who are chosen for the Student Council collaborate closely with one another and take an active part in college activities.
- The **Alumni Association** of our college, functions as a bridge between Alumni and the Institution. It was formed and registered in the year 2017 under the Tamil Nadu Societies Registration Act, 1975. It facilitates alumni networking and provides support for current students in the form of motivation and opportunities.

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- To **guide the student's career prospects**, a variety of job advancement activities are organised, including placement, career counselling, and preparation for competitive exams.
- **The students' issues related to academic and personal problems were dealt with the committees like Sexual Harassment, Antiragging Committee, Discipline Committee, Grievance Redressal Committee and Student council.**
- The college, concern for **students' progression to higher studies and to employment**. They are also given guidance to the next higher level or towards gainful employment. **The UG students and PG students joined B.Ed as well as concern PG courses. The college proudly reveals that the students deputed their talents as officers in government post office, defence and emerged as new entrepneure in the field of business.**
- The college timing help the students to have **part time job under learning by doing and earning by learning**. Many girls and boys working in catering centre and shops and computer centre.
- The college motivates the students to be **aware of government, institutional, and social welfare scholarship and fees concession.** In addition to this our management has arranged a **NACCAS freeship scheme** for the students.

- The college offers a variety of programmes to help the students **to improve their soft skills, language and communication skills, life skills, and ICT/computer skills**, preparing them to pursue their professional goals.

## Governance, Leadership and Management

- Our College's leadership and governance entails **collaborative management** by the Governing Body, the Principal, the teaching and non-teaching staff, and the students. These stakeholders work together democratically to carry out their professional responsibilities and achieve the college's vision and mission.
- The institution motivates each **department to have their perspective plan** by keeping in mind its vision, mission and goals.
- When the institution **arranges seminars, conferences**, webinars and faculty development programmes, the institution **organizes staff meetings to allot the work** related to that to bring in participative management.
- Works are **allotted to the staff based on their interest and also interested students** are involved in the above mentioned responsibilities with the proper guidance Students are advised and encouraged to **participate in university level quiz programmes** and state level sports and games of the faculty members accordingly.

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- Institution **engaged participative management** by motivating students and staff to participate in seminars/conferences/workshops inside and outside the campus.
- Students are motivated to **participate in extension activities, exposures, festivals and celebrations** in a proper manner.
- Teachers and students have **their representations and participation in the institutional activities** and decision making bodies of the department.
- The performance of each **faculty member is assessed by IQAC, principal and secretary** using result analysis, students' feedbacks, Parents feed backs, Alumni feed backs and Annual Self- Assessment for the **Performance Based Appraisal System** (PBAS).
- The **teachers work diary is introduced** to record academic work, thereby facilitating continuous monitoring of syllabus progression and timely accomplishment of all academic goals.
- The **financial management system** at the institution is transparent and systematic.
- The **college has a well-functioning** mechanism for mobilization of funds and optimum utilization of resources.
- The **management board constituted by the governing body** monitors the effective utilisation of financial resources through proper auditing mechanisms.
- **External and internal audits** are performed by Charted Accountants .
- The IQAC of the **institution has played a crucial role in overall quality assurance**. Every year, this collaborative effort has propelled the college to new heights, as it strives for higher competitive goals in **leadership, governance, and institutional values.**
- Thus the institution is trying to **promote leadership qualities**.

## Institutional Values and Best Practices

- The college upholds principles and behaviours that support **women's equality**, guarantees an environmentally friendly campus, and foster social responsibility through a variety of outreach initiatives. In academic activities, the institution has provided equal opportunities to all students.
- Programmes like **career oriented programmes**, personality development programmes, awareness programmes, guest lecture, seminars, workshops, association meetings, group discussion and debate were arranged without gender based discrimination.
- While organizing **non-academic activities**, students of both gender equally **participated in competitions, celebrations and events**.
- Various committees like **Guidance & Counselling Cell, Sexual Harassment Committee, Student's Grievance Redressal Cell, Discipline Committee and Anti-Ragging Committee ensure discipline and harmonious environment in the college.** The institution provides an inclusive environment, which includes tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other differences.
- By **commemorating national and international days**, **events,** and festivals, the institute hopes to foster tolerance and harmony among students and faculty. The institution takes all possible initiatives in organizing various events and programmes to mould the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country.
- There **is no language barrier between the staff and students**, between teaching and non teaching staff and they communicate with each other maintaining very good friendship in the institution.
- One of the best practices adopted by the college is **providing books to the economically weaker students**. The other best practice is **promoting the general physical, mental and social well-being of the students by giving health care.**
- The college has implemented **several eco-friendly measures to reduce** its overall carbon footprint. The use of renewable resources in the college, such as solar power panels, a **vermi-compost unit, recycling of water, and a rainwater harvesting system, contributes to the creation of a sustainable environment.**
- Institution provides adequate **safety & security measures**.
- The campus is provided with **24 hours security guards**.
- **CCTV is installed**.
- **Disciplinary committee** watch the students to prevent any kind of  harassment.
- Institution has Guidance & Counselling Cell, where the faculty counsels the students for their academic performance, career plans and psychological issues.
- **Common room for boys and girls.**

# 2. PROFILE

## 2.1 BASIC INFORMATION

| Name and Address of the College | |
|---|---|
| Name | NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE |
| Address | Nedumcode, Kaliyakkavilai |
| City | Kaliyakkavilai |
| State | Tamil Nadu |
| Pin | 629153 |
| Website | www.nccas.edu.in |

| Contacts for Communication | | | | | |
|---|---|---|---|---|---|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | A. Meenakshi sundararajan | 04651-244788 | 9443119565 | - | meenakshingc@gmail.com |
| IQAC / CIQA coordinator | M. Amalanathan | 04651-293178 | 9940347178 | - | nathan.amalphysics@gmail.com |

| Status of the Institution | |
|---|---|
| Institution Status | Self Financing |

| Type of Institution | |
|---|---|
| By Gender | Co-education |
| By Shift | Regular |

| Recognized Minority institution | |
|---|---|
| If it is a recognized minroity institution | No |

| Establishment Details |
|---|
| |

| State | University name | Document |
|---|---|---|
| Tamil Nadu | Manonmaniam Sundaranar University | View Document |

**Details of UGC recognition**

| Under Section | Date | View Document |
|---|---|---|
| 2f of UGC | 08-08-2018 | View Document |
| 12B of UGC | 02-03-2020 | View Document |

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|---|---|---|---|---|
| No contents | | | | |

**Recognitions**

| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
|---|---|
| Is the College recognized for its performance by any other governmental agency? | Yes |
| If yes, name of the agency | Ministry of Human resource Development |
| Date of recognition | 12-10-2017 |

**Location and Area of Campus**

| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
|---|---|---|---|---|
| Main campus area | Nedumcode, Kaliyakkavilai | Rural | 7.45 | 4600 |

# 2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---|---|---|---|---|---|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Tamil | 36 | Passed in Higher Secondary | Tamil | 64 | 0 |
| UG | BA,English | 36 | Passed in Higher Secondary | English | 64 | 0 |
| UG | BA,English | 36 | Passed in Higher Secondary | English | 64 | 64 |
| UG | BSc,Mathematics | 36 | Passed in Higher Secondary | English | 48 | 24 |
| UG | BSc,Physics | 36 | Passed in Higher Secondary | English | 48 | 13 |
| UG | BSc,Chemistry | 36 | Passed in Higher Secondary | English | 48 | 16 |
| UG | BSc,Computer Science | 36 | Passed in Higher Secondary | English | 55 | 53 |
| UG | BSc,Zoology | 36 | Passed in Higher Secondary | English | 48 | 14 |
| UG | BSc,Physical Education | 36 | Passed in Higher Secondary | English | 48 | 29 |
| UG | BBA,Business Administration | 36 | Passed in Higher Secondary | English | 64 | 36 |
| UG | BCom,Commerce | 36 | Passed in Higher Secondary | English | 64 | 64 |
| UG | BCom,Commerce | 36 | Passed in Higher | English | 64 | 64 |

| | | | Secondary | | | |
|---|---|---|---|---|---|---|
| PG | MA,Tamil | 24 | Passed in B.A. Tamil | Tamil | 30 | 5 |
| PG | MA,English | 24 | Passed in B.A. English | English | 35 | 35 |
| PG | MSc,Mathematics | 24 | Passed in in B.Sc. Mathematics | English | 28 | 28 |
| PG | MSc,Physics | 24 | Passed in B.Sc. Physics | English | 29 | 29 |
| PG | MSc,Chemistry | 24 | Passed in B.Sc. Chemistry | English | 29 | 27 |
| PG | MSc,Computer Science | 24 | Passed in B.Sc. Computer Science | English | 25 | 18 |
| PG | MCom,Commerce | 24 | Passed in B.Com. | English | 30 | 30 |
| PG | MSW,Social Work | 24 | Passed in Any Degree | English | 35 | 31 |
| Doctoral (Ph.D) | PhD or DPhil,Tamil | 36 | Passed in M.Phil. Tamil | Tamil | 4 | 0 |
| Doctoral (Ph.D) | PhD or DPhil,Physics | 36 | Passed in M.Phil. Physics | English | 13 | 5 |
| Doctoral (Ph.D) | PhD or DPhil,Chemistry | 36 | Passed in M.Phil. Chemistry | English | 6 | 0 |
| Doctoral (Ph.D) | PhD or DPhil,Commerce | 36 | Passed in M.Phil. Commerce | English | 2 | 2 |
| Doctoral (Ph.D) | PhD or DPhil,Social Work | 36 | Passed in M.Phil. Social Work | English | 4 | 0 |
| Pre Doctoral (M.Phil) | MPhil,English | 12 | Passed in M.A. | English | 6 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | English | | | |
| Pre Doctoral (M.Phil) | MPhil,Mathematics | 12 | Passed in M.Sc. Mathematics | English | 3 | 0 |
| Pre Doctoral (M.Phil) | MPhil,Physics | 12 | Passed in M.Sc. Physics | English | 8 | 5 |
| Pre Doctoral (M.Phil) | MPhil,Chemistry | 12 | Passed in M.Sc. Chemistry | English | 5 | 4 |
| Pre Doctoral (M.Phil) | MPhil,Computer Science | 12 | Passed in M.Sc. Computer Science | English | 6 | 0 |
| Pre Doctoral (M.Phil) | MPhil,Commerce | 12 | Passed in M.Com. | English | 12 | 1 |
| Pre Doctoral (M.Phil) | MPhil,Social Work | 12 | Passed in M.S.W. | English | 9 | 6 |

## Position Details of Faculty & Staff in the College

| | Teaching Faculty | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Professor** | | | | **Associate Professor** | | | | **Assistant Professor** | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 | | | | 0 | | | | 82 |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 | 57 | 0 | 82 |
| Yet to Recruit | | | | 0 | | | | 0 | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 | | | | 0 | | | | 82 |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 | 57 | 0 | 82 |
| Yet to Recruit | | | | 0 | | | | 0 | | | | 0 |

| Non-Teaching Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 27 |
| Recruited | 10 | 17 | 0 | 27 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 7 |
| Recruited | 2 | 5 | 0 | 7 |
| Yet to Recruit | | | | 0 |

**Qualification Details of the Teaching Staff**

| Permanent Teachers | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 33 | 0 | 47 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 22 | 0 | 31 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 4 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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| Part Time Teachers | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/ LLD/DM/M CH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | |
|---|---|---|---|---|
| **Number of Visiting/Guest Faculty engaged with the college?** | **Male** | **Female** | **Others** | **Total** |
| | 0 | 0 | 0 | 0 |

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|---|---|---|---|---|---|---|
| UG | Male | 168 | 19 | 0 | 0 | 187 |
| | Female | 166 | 24 | 0 | 0 | 190 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 31 | 5 | 0 | 0 | 36 |
| | Female | 151 | 16 | 0 | 0 | 167 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Doctoral (Ph.D) | Male | 2 | 0 | 0 | 0 | 2 |
| | Female | 5 | 0 | 0 | 0 | 5 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Certificate / Awareness | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Pre Doctoral (M.Phil) | Male | 4 | 5 | 0 | 0 | 9 |
| | Female | 9 | 2 | 0 | 0 | 11 |
| | Others | 0 | 0 | 0 | 0 | 0 |

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

| Programme | | Year 1 | Year 2 | Year 3 | Year 4 |
|---|---|---|---|---|---|
| SC | Male | 0 | 3 | 3 | 0 |
| | Female | 8 | 4 | 3 | 4 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 1 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 212 | 207 | 182 | 197 |
| | Female | 500 | 435 | 455 | 352 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 11 | 21 | 16 | 25 |
| | Female | 36 | 35 | 34 | 22 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 768 | 705 | 693 | 600 |

## Institutional preparedness for NEP

| 1. Multidisciplinary/interdisciplinary: | The state government of Tamil Nadu is not supporting National education policy and has not implemented it in colleges and universities so far. The state has constituted state education committee to frame new state education policy. However, present curriculum of the university allows the students to learn different courses or curriculum from different areas of study. This curriculum ensures access inclusion. In interdisciplinary subjects, the curriculum links various discipline into a coordinated and coherence whole. For example, the curriculum includes papers like value based education, personality development, women's studies, yoga, computer for digital era, environmental studies etc. |
|---|---|

| | |
|---|---|
| 2. Academic bank of credits (ABC): | Academic bank of credit is a virtual/digital storehouse that contains the information of credits earned by individual students throughout their learning journey. Academic credits are earned by the students from the courses that they study. The major, allied and other related subjects are allocated through Exampro of the university. Under the CBCS system, university awards grades to the students. |
| 3. Skill development: | The college is registered in NSQF, Delhi and has got accreditation for six add-on courses. Initially 150 students were admitted. Due to Covid Period the college couldn't run the courses. In addition to add-on courses, the career guidance program is organised continuously in the college to develop the skills of the students. Coaching is also provided to the students to participate in various competitive exams, including defence and police selection. |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | The college is offering Malayalam, Sanskrit and Hindi. Nearly 150 students are studying the subjects cited above. The college is also conducting Yoga programmes for the students. The college celebrating onam, pongal, Traditional Day to maintain different culture like Kerala and Tamil Nadu. In the college campus the college respect culture from different places like Kerala. During COVID period college organized online classes, tests and webinars. |
| 5. Focus on Outcome based education (OBE): | Under the Outcome based education, for continuous improvement of the students, the faculty follow the steps given below: 1. Analysis of results on the basis of exam outcome and counselling. 2. To collect the data at the time of admission. 3. Continuous assessment by teachers. 4. Teachers adopt measures like conducting quiz, remedial coaching, unit test, re-test, asking questions etc. 5. By implementing all the steps, the faculty evaluate the students continuously by accessing their outcome. |
| 6. Distance education/online education: | The college motivates the students to join courses through distance education in addition to regular mode. The college has IGNOU study centre, which offers distance education courses not only to the present students but also to the outsiders. For the last five years the IGNOU study centre has provided education through distance mode. Also during the COVID period online classes were conducted for the students. Also during the COVID period online |

| | classes were conducted for the students not only by IGNOU but college also conducted online classes to our regular students through online. These institution using ZOOM online meeting, whatsapp, google meet, google forms for online teaching and learning. The e-content is hosted in whatsapp and You tube and the students are encouraged to use it in their preparation. The circulars of the college sent through Whatsapp and college automation. The students are able to contact their teachers by using their whatsapp to clarify any doubts not only their lesson but also internal and external examinations. |
| --- | --- |

# Extended Profile

## 1 Students

### 1.1

**Number of students year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 607 | 697 | 713 | 789 | 814 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 2 Teachers

### 2.1

**Number of teaching staff / full time teachers during the last five years (Without repeat count):**

**Response: 82**

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

### 2.2

**Number of teaching staff / full time teachers year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 82 | 90 | 84 | 84 | 90 |

## 3 Institution

### 3.1

**Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 145 | 77 | 356 | 252 | 328 |

# 4. Quality Indicator Framework(QIF)

## Criterion 1 - Curricular Aspects

### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

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 heads of the departments in which principal suggests the methods for effective implementation of curriculum delivery. Head of the departments conduct department meeting in which p**apers 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 staf**f 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.

For assesing the students continiously through cnducting class test, unit test , week test and quia programmes. Students are advised to prepare their own ppt with the help of the teacher concern.

**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 are 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 | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 1.2 Academic Flexibility

**1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years**

**Response:** 14

| File Description | Document |
|---|---|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

**1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years**

**Response:** 25.94

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 26 | 166 | 161 | 185 | 401 |

| File Description | Document |
|---|---|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

## 1.3 Curriculum Enrichment

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

**Response:**

A number of courses are offered to students to address cross cutting issues relevant to professional ethics, gender, human values, and environment issues in our curriculum, through the courses 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 to inculcate professional ethics to the students through Goal Setting, Team Building, inculcating Leadership quality etc.

Human Values are educated to the students through social justice, human rights, rights of minorities, rights of physically challenged people etc. Apart from this to incorporate awareness regarding gender issues, women's right and women's movements.

**Also Social issues like alcoholism, drug addiction, unemployment, untouchability, terrorism, child abuse, gender equality are included in curriculum to educate them.**

In addition to this our first year undergraduated students are educated 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 which organizes programmes related to environmental sustainability.

**A five day orientation programme is organized** for UG freshers', in which students are sensitized about environmental issues and the ways to protect the environment. Experts from other institutes are invited to give talks on range of topics such as environmental issues today, go green and protecting our environment etc. **World Environment day** is observed in the college by planting saplings in the college premises and **'No Vehicle day'** was also observed.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

**1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 84.35

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 512

| File Description | Document |
|---|---|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

| File Description | Document |
|---|---|
| Upload supporting document | [View Document](#) |

# Criterion 2 - Teaching-learning and Evaluation

## 2.1 Student Enrollment and Profile

### 2.1.1 Enrolment percentage

**Response:** 74.75

2.1.1.1 **Number of students admitted year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 607 | 697 | 713 | 789 | 814 |

2.1.1.2 **Number of sanctioned seats year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 990 | 987 | 967 | 947 | 952 |

| File Description | Document |
|------------------|----------|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

**Response:** 74.75

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 607 | 697 | 713 | 789 | 814 |

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 990 | 987 | 967 | 947 | 952 |

| File Description | Document |
|------------------|----------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 2.2 Student Teacher Ratio

**2.2.1 Student – Full time Teacher Ratio**
**(Data for the latest completed academic year)**

**Response:** 7.4

## 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 using ICT tools**

**Response:**

Students do not pay attention during the lectures sometimes. It is because of traditional teaching methods, lack of learning activities, poor interaction and lack of communication. Hence all the departments are **using experimental learning, participative learning and problem solving methodologies more effectively for enhancing learning experiences.**

**Experiential Learning :( Theory and Practicals)**

Experiential learning is one of the methods of learning where knowledge is gained through the experience of doing and reflecting. The institution conducts **add-on programs** to support students in their experiential learning. The institution imparts the following experiential learning practices for enhancing learning experiences.

- Students using **Language lab** which helps them to improve their communication skills and language
- **Industrial Visits** to provide exposure to industrial work culture.
- **Summer Internship** where students get hands on training while working in the company.

- **Hands-on-Training**, **Nanjil Bazaar** a budding entrepreneur programme
- **Exhibition of students' creativity.**
- **PG students from science departments** are training **Higher Secondary students** from other schools by **demonstrating experiments.**

**Participative Learning:**

The students from various departments participated in group discussion, quiz programmes, debates, role play, seminars, projects, group work, field and industrial visits, educational trips, guest lecture programmes, e-learning sources, workshops and conferences.

**Problem-solving methods:**

- Through conducting **Project works**, **Case** Studies, **Inter-college events,** enacting **surveys**, the students found various problems and solved it through their suggestions.
- **NSS & YRC** conduct activities like **AIDS Awareness Campaigns, Tree Plantation, De-addiction Drives, Swachh Bharat Abhiyan, and Drive for Fund Raising during the times of Natural Disasters** in order to make the students responsible citizens.

Teachers are using ICT **tools** such as **PPT, Video, Audio system, and online resources**

**ICT enabled Teaching (OFFLINE)**

- All the departments in the institution use **ICT in Teaching**.
- **Desktop and projectors** were used by faculties for displaying PowerPoint slides.
- Faculties prepare **online quiz** for students with the help of **google forms**.
- Teachers use **ICT tools for conducting webinars.**
- The subject teacher prepares separate **PPT slides** for each subject which is displayed through the projector.
- Important points in the slides were highlighted using different colours, contemporary topics were included and outdated topics were deleted from the slides periodically to enhance effective teaching.
- **Slides** are prepared according to the changes in syllabus.
- **2926 PPT** files have been created by all the department faculties
- ICT enabled teaching periods are included in the timetable. **Short videos and animated videos** were shown to the students.
- Whole campus is **Wi-Fi enabled.**
- All class rooms are ICT enabled.

**ICT enabled Teaching (ONLINE)**

- Online classes held through **Google Meet, Zoom platform, WhatsApp, Google Classroom, Google Forms, Webinars**, **NPTEL, MOOC and INFLIBNET** are intended to benefit the students as well as teachers.

**ICT enabled Learning (OFFLINE)**

- Preparation of **assignments, individual presentation of PowerPoint slides,** free to ask questions, clarification is given by the faculty and promotes self-study learning.

**ICT enabled Learning (ONLINE)**

- **Practicals were held** through g**oogle meet**, y**outube videos**, **rough record**, **class test and internal**

> test.
>> **Webinars and Quiz programmes were conducted through Google meet, Zoom meet etc.**

| File Description | Document |
|---|---|
| Upload Additional information | [View Document] |
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## 2.4 Teacher Profile and Quality

**2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 100

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 82 | 90 | 84 | 84 | 90 |

| File Description | Document |
|---|---|
| Upload supporting document | [View Document] |

**2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**Response:** 62.33

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 60 | 62 | 59 | 44 | 43 |

| File Description | Document |
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| Upload supporting document | [View Document] |
| Institutional data in the prescribed format | [View Document] |

## 2.5 Evaluation Process and Reforms

**2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

**Mechanism of internal assessment.**

- The institution conducts three internal tests in a semester.
- Staff members assess their students continuously by using various test methods like **class test, unit test and weekly test.**

# Mode of conduct of internal examinations (offline)

- The institution conducts the **exam through centralised mode.**
- The heads of the departments inform details related to the internal test date to the staff members and students after which the staff members submit the question papers before the scheduled date.

**Mode of conducting External Examination**

- The exam is conducted by the college, which is declared as the exam centre by the university, under the supervision of the chief superintendent.
- After the examination, the answer scripts are collected by the college and submitted to the **university for the centralized valuation**.

**Time bound**

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

**Grievances**

- After results are communicated to the students, they are free to raise their grievances regarding corrections in mark to the heads of the departments for speedy and effective remedial measures.
- If grievances are not resolved by the concerned subject teachers and heads of the departments, the students can approach **grievance redressal committee.**
- Retest will be conducted for those students **who are unable to attend the internal examinations due to valid reasons**.
- **Separate improvement examination is conducted** for failed students.

- Once grievances are s**ettled marks will be uploaded to the university web portal.**

**Mechanism to deal with external examinations related grievances**

**Transparency**

- At the institution level, an **examination committee is constituted,** comprising of a senior faculty member as centre chief superintendent.
- The end semester examination is conducted by the university through the college.
- The g**rievances during the online/theory examinations were considered** and discussed in consultation with the principal and if necessary forwarded to the university examination section.

**Time bound**

- After the completion of external examination, the results were published by the university within **one month.**

- **Grievances related to revaluation are** clarified by the university.
- Students can apply for **totalling/reassessment within 15 days**
- Students having **grievances in evaluation** can approach the university within **15 days** from declaration of results.
- **Photocopies of answer script** are issued to the students by the University.
- Students can **verify the answer scripts with their subject teacher** concerned. While analysing the answer scripts, if the student and faculty feel that there is a vast difference in the marks awarded then the student can **apply online for revaluation** within **15 days.**
- Results of **revaluation** are given to students.
- If there is no improvement in the marks, earlier marks will be retained.
- Students can **approach the principal** to solve their grievances.
- Final year students can appear for **supplementary examinations, if they have to reappear for one subject.**

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated**

**Response:**

- **Programme outcomes, Programme specific outcomes and course outcomes** for all Programmes offered by the institution are stated and **displayed on the website** and communicated to the stakeholders.
- The students are aware of learning outcomes through the orientation programme where the

principal and HODs address all the first year students.

○ Soft copy of syllabi and learning outcomes are available in the college website for ready reference to the teachers and students.

○ At the beginning of each year **students handbook is distributed to students** which contains course details.

○ At the beginning of each year **subject teachers dictate their syllabus** and **programme planning** to the students.

○ Program Outcomes (POs): It represents the knowledge, skills and attitudes the students should have at the **end of a course completion of their respective program.**

○ The institution sends **letter to all the parents** regarding their wards' programme outcomes.

## Course Outcomes (COs)

○ Course Outcomes (COs): At the end of each course **student result, knowledge and skills** provided by the course outcomes defines the cognitive processes a course provides.

○ **Course Outcomes (COs)** are discussed with the **parents during parents meeting** every semester.

○ The POs/PSOs of the programme are published through electronic media on the college website: (https://nccas.edu.in/)In all the interactions with the students, awareness on POs, PSOs and COs is consciously promoted.

○ The program outcomes and the course outcomes are evaluated by the institution through the **internal examination, university examination, practical examination**, the **seminar conducted by the student, their project work** and also their participation in the departmental programmes and activities.

○ Result analysis is done after every **external examination** in the department by all the faculties. HODs discuss about general outcome, rank, first class marks and the other changes to improve teaching and learning process.

○ **Department wise review meetings** are conducted by the secretary and the principal to give feedbacks at the end of each semester. Management provides a printed format of analysis sheet to evaluate teacher's performance. Also they give suggestions to the faculty members for the improvement.

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

○ Program Outcomes (POs) are results of students who appeared in the university examination. For achieving **Program specific outcomes (PSOs) each year institution produces university ranks and distinctions.** Course outcomes (COs) are achieved by the students after gaining knowledge from **theory and practica**l from concerned subjects. For achieving Course outcomes (COs) the institution repeatedly trains students with quiz, debates, group discussions and practical training.

○ Firstly, the heads of the departments hold meeting with their department staff after which the HOD and staff members hold meeting with the principal to discuss the attainment of PO, PSO and CO. Those students who attain a position in the **university rankings** are specially felicitated by the institution to recognize their achievement.

○ The **results** of students were consistently good by which the institution has secured university ranks.

| File Description | Document |
|---|---|
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**2.6.2 Pass percentage of Students during last five years**

**Response:** 87.44

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 579 | 653 | 632 | 616 | 521 |

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 679 | 666 | 721 | 718 | 648 |

| File Description | Document |
|---|---|
| Upload supporting document | [View Document] |
| Institutional data in the prescribed format | [View Document] |

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

| File Description | Document |
|---|---|
| Upload database of all students on roll | [View Document] |

# Criterion 3 - 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 last five years (INR in Lakhs)*

**Response:** 1.95

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 1.95 |

| File Description | Document |
|------------------|----------|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

## 3.2 Innovation Ecosystem

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

**Response:**

**Institution has created an eco system for Innovation**

The institution has created the following environment for bringing innovation in research:

- **Well equipped computer laboratory with latest software, Wi-Fi connectivity, server and firewall**
- **Availability of 20 specialized devises for research scholars in Physics**
- **Availability of 27 specialized devises for research scholars in Chemistry**
- **SPSS software for data analysis**
- **Well equipped Library with 11021 books, 32 journals along with E-Library and Inflibnet with 50 computers**
- **Language lab with 65 computers and iTell-Orell software**
- **Premises for Entrepreneurship**
- **Finance assistance for conducting seminars, conferences and workshops**
- **Seed money for faculty members for publishing papers in reputed journals and for participating in FDPs**
- **Indoor and Outdoor Games**

**Innovations for Creating Knowledge**

- **By using the above infrastructural facilities available in the campus, the departments have created knowledge in their respective discipline.**

- **Updated knowledge by using e-resources like power points, PDFs and YouTube videos.**
- **Gained the understanding of new technology by using latest equipments in Physics and chemistry research laboratories**
- **Done analysis in research by using SPSS software**
- **Improved communication skills using language lab**
- **Using books and journals in the library, students and faculty have gained knowledge about their curriculum.**

- **By means of the infrastructure facilities, research scholars and faculties have published 176 research papers in national and international journals, conferences and workshops.**

- **Various departments of the college have organised seminars, workshops and other programmes in the seminar hall and auditorium.**

**Knowledge Transfer**

- **Transferred knowledge to students through teaching with e-resources**
- **Students have obtained practical knowledge through demonstration using science laboratories**
- **Analysed data using SPSS software**
- **Communication skills are improved**
- **Entrepreneurship ability is acquired by the students**
- **Projects are done by the students using resources from the college library**
- **The students are guided by the qualified faculties to write their dissertations using E-library and Inflibnet**

- **Faculties have published books using related materials available in the library.**
- **The institution creates facilities for transfer of knowledge by participating in seminars, webinars, workshops and conferences, through which the faculties and students get updated knowledge on the new curriculum.**
- **Six month TALLY software training course was organized in association with Tally Academy.**
- **College has a research cell which monitors and addresses the issues related to current research technologies. It tries to increase research culture among faculty members.**
- **College has regularly invited industry professionals, academicians to deliver special lectures.**
- **Skill development and training courses were organised for the students.**
- **Students are motivated to prepare and participate in interviews by lectures and talks of successful Alumni.**

**Water Testing Centre**

- **Department of chemistry and research Centre started water quality tests, which gives information about the condition of the water table. Testing water over a period of time, the**

**changes in the quality of the water can be found. Both physical and chemical parameters can be tested.**

| File Description | Document |
|---|---|
| Upload Additional information | [View Document] |
| Provide Link for Additional information | [View Document] |

**3.2.2** *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

**Response:** 97

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 19 | 33 | 17 | 13 | 15 |

| File Description | Document |
|---|---|
| Upload supporting document | [View Document] |
| Institutional data in the prescribed format | [View Document] |

## 3.3 Research Publications and Awards

**3.3.1** *Number of research papers published per teacher in the Journals on UGC care list during the last five years*

**Response:** 2.16

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 84 | 22 | 42 | 24 | 5 |

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**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 1.73

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 57 | 19 | 46 | 11 | 9 |

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## 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 last five years.**

**Response:**

**Extension Activity**

**Neighbourhood community**

- Students and faculties from various departments **visited orphanages, old age homes and mentally retarded home for providing support to them.**

- Created awareness on **plastic free environment, blood donation, cancer disease, election, personal hygiene, drugs, work experienc**e, violence against women and laws    to prevent them

- **Department of chemistry does continuous water quality testing of Tamirabarani River in Kuzhithurai, an important domestic and potable water source of Southern India, to inform the public**
- **Finding the percentage of Oxalate present in Guava and Sapotta fruit which results in the deposition of salt that leads to kidney stones and educating the students.**

- **The students organized  Free Eye Camp, Tuberculosis Awareness programme and Tree planting activity**
- **The students organized seminar on transgender problems, conducted field work in hospitals to know the problems of patients and palliative care unit.**
- **The students conducted awareness programmes working alongside the community dwellers.**
- **The students organised many social work intervention programmes to sensitise the community such as rally, gender campaign, street play, role play, group activity, mime show.**
- **Created awareness on online shopping among the students**
- **To infuse the social concern among students, college has supporting units like NSS, YRC, and Red Ribbon Club.**

**Sensitizing students to social issues**

- **Created awareness among the students about mentally retarded people**
- **The students visited 'Sanjeevi Old Age Home' in Kaliakkavilai with the aim of sensitizing the problems of elderly.**

- **Brought awareness among students on social issues like drug addiction, personal hygiene, and environmental issues through organising and attending various programs.**
- **The students have awareness about Swachhta Bharath scheme of Prime Minister and cleaned the campus.**
- **Conducted awareness program on Rain Water harvesting in Kollanvilai Panchayat**
- **The students were made aware of social issues such as women empowerment, child abuse, ragging and eve-teasing.**
- **Created awareness about transgender problems through the seminar which discussed the issues like quality of life, anxiety, depression, loneliness, isolation, sexual abuses, avoidance, family problems, financial problems and social problems. The researcher submitted the project copy to the agency named Transgender Suraksha Project, Dale View, Punaloor. They assured to take remedy to overcome the problems of transgender.**
- Gender campaign was organized by the department of social work and students got sensitized.
- International women's day was celebrated every year to sensitize students towards social issues against female gender
- Organized job oriented computer literacy program for 30 hours in association with '**Kuzuthurai Integral Development and Social Service'** for widows and handicapped people in the computer lab.

**Holistic development**

- **Organization of various programs has resulted in creating holistic development in the students by not only generating deep knowledge about their course along with extension activities carried out in neighbouring communities but also by sensitising them to social issues.**

**Impact**

- **Students know about common social problems and  the issues of vulnerable people, along with the problems of the respective villages**

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**3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies**

**Response:**

**Awards for College**

**Skill India under MHRD** recognized the college as one of the best institutions in Kanyakumari District, Tamil Nadu and awarded the college. This award is provided because of the yeomen service rendered by the institution.

**Swatch Bharat also recognized the college as the best institution** and sent an invitation to the secretary of the college to attend the award winning ceremony held at New Delhi.

The college faculty members from the various departments involved in various extension activities in their nearby areas. For their recognition, government, government recognized bodies and social organizations gave awards to them. Accordingly, in the last five years the faculty members have received various awards.

**Department of Tamil**

The faculty members received appreciation awards from **Kollanvillai Panchayath for Rain water harvesting**

**Department of Chemistry**

The faculty members received Appreciation awards from **Kulapurram Panchayath for creating drug awareness**.

**Department of English**

1. The faculty members received appreciation for conducting **Faculty Development Program** from Corporate Management Roman Catholic Schools.
2. The faculty members served as resource persons in Arise and Shine Social Service Foundation and were awarded **Young Gandhi Award**.
3. The faculty members **got appreciation of service** from YMCA, Marthandam.
4. The faculty members served as resource persons in the orientation program for student and teachers organised in **Mother Gnanamma Catholic College of Education.**

**Department of Mathematics**

The faculty members received **Sanjeevi Charitable Trust awards** for the home visit paid to Sanjeevi Charitable Trust.

**Department of BBA**

In Pandemic period, the faculty members from department of BBA received 19 awards from various organizations.

1. Kalvi Sudaroli Viruthu
2. Life Time Achievement Award
3. Kalam Arivu Maamani Awards
4. Desathin Chirpi Viruthu,
5. Kalaingarin Muttamil Viruthu
6. Mugil Gnani Award
7. Kalvi Semmal Viruthu
8. Vakaiarasar Viruthu
9. Shenpagaraman Viruthu
10. Kalvi Tamil Venthar Viruthu
11. Cinthanai Ezhil Viruthu
12. Gnana Ozhi Viruthu
13. Akaram Semmal Viruthu
14. Thiran Thedal Viruthu
15. Nal Assan Vrnpura Viruthu
16. Theran Sundar
17. Sathanaiayalr Viruthu
18. Sirantha Desha Thondar Viruthu
19. Ovia Selvan Viruthu
20. Rojavin Raja Viruthu
21. The Lamp of Wisdom Award

**Department of Computer Science**

The Faculty members conducted **skill development and job oriented computer training programs for physically challenged people and young widows** and got appreciated by Kuzhithurai Integral Development Social Service (KIDSS).

**Department of Social Work**

The faculty members of the department of social work received five awards.

1. The faculty acted as volunteer in **NMBC and received appreciation**
2. Participated as **volunteer in Child Line Nodal Organisation** and got appreciated
3. Awarded as social worker in **Collaborative Community Activities**
4. Volunteer in m**edical camp conducted by Marvel Naturecure**, Marthandam
5. Awarded as social worker from **Te Dale View Punalal Poovachal, Thiruvananthapuram, Kerala.**

**Conclusion**

Extension activities of the staff of the college motivated the students to participate in extension activities in their villages and nearby areas. To achieve holistic development, extension activities are one yard stick to

measure social services rendered by the staff members and students. Both staff and students will be involved in various extension activities in future as well.

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**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 organised in collaboration with industry, community and NGOs) during the last five years**

**Response:** 122

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., year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 19 | 26 | 24 | 23 | 30 |

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## 3.5 Collaboration

**3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:**

**Response:** 202

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# Criterion 4 - Infrastructure and Learning Resources

## 4.1 Physical Facilities

**4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution**

**Response:**

- Our institution is a well established firm with an area of **7.45 acres**. We have **13** departments, **4 UG Laboratories** and **3 PG Laboratories** and **1 Language lab** situated in 5 Blocks.
- Wi-Fi Facilities are made available everywhere in the campus.
- **Classrooms**: Our institution has **65** classrooms among which **38** classrooms have LCD Projector facility. In total there are **50 LCD Projectors** in the institution.
- All the classrooms have blackboard facility for enabling chalk and talk method of teaching. The classroom also facilitate student learning through seminars, problem solving, role plays, drama, debates, quiz programs and so on.
- **Laboratories**: We have 8 Laboratories for the department of Physics, Chemistry, Zoology, Computer Science and English. All the laboratories are well equipped and adequate for the teaching and learning process of the students. Students conduct experiments and also study new methods of checking out water purity and alkalinity enabling career oriented learning.
- **Language lab**: We have a language lab common to all departments to enhance the language skills and pronunciation of the students. The language lab can be used by all the department students under the supervision of the English department staff.
- **Computing Equipments**: Our institution has a total of **294 computers** enabling effective working of the college. We have **50 projectors** among which 38 are provided to the class rooms. There are 52 computers available in the library for reference and 88 in the computer lab and **70 computers in the language lab**.
- **Library**: The institution has a well established common library for reference works.
- **Cultural Activities:**
- The college has a spacious auditorium with a seating capacity of **2000 students**. The Auditorium has also LCD Projectors and a spacious stage, were all cultural activities takes place. It is used to conduct College day functions, Fine Arts Day, Literary Association day, Graduation day, Christmas day, Onam celebrations, Teachers day and Women's day celebrations and Farewell. The Auditorium is also used to conduct Bridge Courses and orientation programs for the fresher's.
- **Sports**: The College provides the students with various sports activities like **Volleyball, Foot Ball, Hand Ball, Kabaddi, Cricket, Kho-Kho, Throw Ball and Athletics** for both men and women.
- **Games:** The ground facilitates the teaching of indoor games like **Chess, Carom, Badminton, Ball Badminton and Table tennis**.

- The college provides the students with indoor game facilities like Chess, Carom, Badminton, Ball Badminton and Table tennis, while they also provide with outdoor games like Volleyball, Foot Ball, Hand Ball, Kabaddi, Cricket, Kho-Kho, Throw Ball, Athletics, Long jump, High jump, Pole Vault, Triple jump, Short put, Discus throw, Hammer throw and Javelin throw.
- **Gymnasium:** The College provides the students with a very well equipped gymnasium which is used by the students after the college working hours.
- **Yoga:** The University has included Yoga as a subject paper for the third semester and ensures proper training of the second year UG students. The auditorium is being used as the Yoga centre

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**4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**

**Response:** 55.61

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 18 | 229 | 124 | 89 | 184 |

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| Institutional data in the prescribed format | [View Document](#) |

## 4.2 Library as a Learning Resource

**4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library**

**Response:**

- Our Institution has a central library which is called as Bishop Jerome's Library. The library building comprises of an area of **9534 sq.ft.**
- The college library aims at providing innovative opportunities to students enabling them to learn, grow and prosper to transform the world. For the realization of this vision, the library provides the students and staff with all necessary materials.
- The college library was automated first in the year 2017 with the **Bonifon college automation software, Version 1.1, partially.** Until the year 2020 the automation was done in that software version and from 2021 the upgraded version 4.0 was being used for automation.
- At present the college library is **fully automated** with software of **version 4.0.**
- The college library consists of **11,021 books** and we keep on adding books to the library through the **book bank system**. Each department has a department library, which are computerized and we also provide students with **digital library** facilities in the departments.
- There are 48 open racks, 74 closed racks and a Journal rack with 52 rows that are labeled with the

details of Books, Journals and Magazines.

- We have a **barcode system** in the library which makes it easy to locate and issue books to the students. Books are arranged subject wise and make it easy for reference.
- The college also has an E-library, which facilitates the preference through computers as INFLIBNET N-List facilities also provided. N-List facilities are being frequently used by the students and staff of the department.
- The library frequently conducts seminars on proper usage of E-resources and regarding the systems of usage of various information portals.
- New Books are displayed on the 'New Arrivals' shelves for a limited amount of time in order that library users may have a chance to browse new acquisitions.
- (**OPAC**) are made available to the users to identify the status of availability of documents in the library (with l LAN connected).
- The inner space is devoted to reading, which comprises 250 seats, 52 computers and we provide with a well digitalized PG Reference area with 7 Computers, Research Reference area with 8 Computers and E-Library with 37 Computers.
- Digital library has been established as e-library with internet facility to open access e-learning materials, e-journals and e-books. College has membership in **INFLIBNET** for e-resources.
- The library is being managed efficiently with the help of entry and exit registers for library users, book issue registers. Library card facilities are also provided to the students and staff to avoid piling up of books for single person availability. All the parts of the library are also under CCTV surveillance to avoid any sort of problems.

| Year | Name of ILMS software | Nature of automation | Version | Year of Automa |
|------|----------------------|---------------------|---------|----------------|
| **2017-2018** | Bonifon college automation | Partially | **1.0** | **2017** |
| **2018-2019** | Bonifon college automation | Partially | **1.0** | |
| **2019-2020** | Bonifon college automation | Partially | **1.0** | |
| **2020-2021** | Bonifon college automation | Fully | **4.0** | **2021** |
| **2021-2022** | Bonifon college automation | Fully | **4.0** | |

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## 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

**Response:**

- **Wi-Fi Connections:** The Wi-Fi Connections in our institutions are available on all working days

without any interruption for both staff and students. Each staff and students has a separate Login Id and Password which would prevent the outsiders from misusing the facility. There are 20 connections in the institutions as a whole. The Wi-Fi is also connected with a single domain password and a new access point **10 Wi-Fi DLink AC1750 Wave to Duel Band PoE** Access point is being installed. This covers the whole college and provides free internet connection everywhere in the campus.

- **Server**: The institution has a safe and secure server facility which is used for the storage purpose. The updation of the server is done frequently. The final up gradation was done during the year 2019. A **Rack Server** was installed with the configuration of **Intel ® Xenon ® Silver 4110CPU @ 2.18 Ghz, RAM of 32 Gb with RAID and original Windows server 2016 with 64 bit.**
- **Network system**: We also use a well established network system in our college. The network up gradation was done in the year 2019 .The network is designed on the basis of Star Topology and is connected with 15 numbers, each with **24 port D Link Giga Byte switches with a speed of 10/100 Mbps**. DLink Wed smart Switches are also installed in the campus.
- **Firewall System**: The institutions network facility is very well protected from unauthorized users as well as from malwares and threads from the internet. All systems in the college are free from the threads and viruses from the internet. A Firewall was installed in the year 2019. Our campus is connected with **Sophos XG135 UTM** application with 3 years full guard subscription. It has to be renewed in the month of November 2022.This application includes Gateway Anti- Malware, Anti-Spam, Intrusion prevention system, Web and application firewall.
- **UPS System** :The UPS System in our college was 20KVA till the year 2019. Later on 2 UPS System of 20 KVA each were installed. Thus a total of **60 KVA UPS back up** is being installed which lasts up to 2 hours and provides uninterrupted power supply to all the computers in our college including the E- Library and office. The updation took place due to the increase in users and the nu8mber of computers use also increase drastically.
- **Original licensed software availability**:

| Sl.no | Product Description | Version | |
|---|---|---|---|
| 1 | Microsoft OfficeProfessionalPlus 2016 Sngl Academic OLP 1License Notevel | 2016 | |
| 2 | Microsoft SQLCAL 2016 Sngl Academic OLP ILicenseNoLevelDvcCAL | 2016 | |
| 3 | Microsoft SQLServerStandardEdition 2016 Sngl Academic OLP 1License NoLevel | 2016 | |
| 4 | Microsoft@VisualStudio@Professional 2017 Sngl Academic OLP 1License NoLevel | 2017 | |
| 5 | Microsoft Windows ServerCAL 2016 Sngl Academic OLP 1License NoLevelDvcCAL | 2016 | |
| 6 | Microsoft WindowsProfessional 10 Sngl Upgrade Academic OLP 1License NoLevel | 10 | |
| 7 | Microsoft WindowsSERVERSTDCORE 2016 Sngl Academic OLP 2Licenses NoLevelCorelic | 2016 | |
| 8 | IBM SPSS Statistics Base 25.0 | | |
| 9 | IBM SPSS Regression | | |
| 10 | IBM SPSS Advanced Statistics | | |

By using these software's the college conducts competitive exams.

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**4.3.2 Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 2.14

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 283

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## 4.4 Maintenance of Campus Infrastructure

**4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

**Response:** 68.74

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 88 | 68 | 95 | 242 | 303 |

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# Criterion 5 - Student Support and Progression

## 5.1 Student Support

**5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years**

**Response:** 37.27

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 394     | 229     | 251     | 218     | 257     |

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**5.1.2** *Capacity building and skills enhancement initiatives taken by the institution include the following*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

**Response:** B. 3 of the above

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**5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 0.19

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution  year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 4 | 3 | 0 | 0 |

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**5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

**Response:** B. Any 3 of the above

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## 5.2 Student Progression

**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 35.87

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 191 | 307 | 301 | 253 | 179 |

5.2.1.2 **Number of outgoing students year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 679 | 666 | 721 | 718 | 648 |

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**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 3.31

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1 | 4 | 5 | 0 | 2 |

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 244 | 21 | 45 | 27 | 26 |

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## 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 last five years**

**Response:** 115

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

*national/international level (award for a team event should be counted as one) year wise during the last five years*

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 5 | 19 | 32 | 30 | 29 |

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**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 216.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 388 | 16 | 300 | 241 | 139 |

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## 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**

**Response:**

The Alumni Association of Nanjil Catholic College of Arts and Science functions as a bridge between alumni and the institution. It was formed in the year 2017 under the Tamil Nadu Societies **Registration Act, 1975**. The college is registered with the **registration number 18 of 2017**. The college has illustrious alumni who are spread over different parts of the globe and the association is playing a pivotal role in keeping them all connected through alumni meetings in every academic year. It aims to empower youth to make a positive impact on society. All the departments of the college organize alumni

get-together every year. Interactive meetings with the alumni are organized by the departments, who counsel the present students regarding career options and future choices pertaining to academic pursuit.

The association has **the principal as its president**, alumni secretary, alumni treasurer, faculties and members.

- The college has drafted a policy on alumni engagement to enable all the stakeholders to abide by certain rules and regulations.
- The alumni association of the college actively engages in **both academic and non-academic activities.**
- There are connected with the departments through separate **alumni whatsapp groups** for sharing information on **higher education** and **job opportunities**.
- The **IQAC of the College has an alumni representative** as member whose suggestions and support has enriched the activities of the IQAC.

  - Valuable feedback are provided by them on curriculum to enrich the **syllabus.**

- The noble contribution of alumni is remarkable as it is revealed through the **donation** of **books** to their department libraries in the institution.
- Alumni are extending their hands to develop the infrastructure facilities of the institution. They have supported to **construct** the **Zoology laboratory** in the college for enhancing the study of scientific evolution, anatomy, physiology, behaviour, habitats and health of animals and humans.
- They have also contributed **printer** for the department of social work.
- To meet the wide scope of the world, **placement training programmes** are conducted by a alumnus, who works as a business development executive in Dubai and voluntarily gives the training to the students on effective communicative skills, interview skills and personality development through online and offline mode.
- The alumni of the institution have given **inspirational talk** to the students by sharing valuable thoughts and thus motivated the students to actively participate in the activities of the institution.
- There are a good number of alumni who help in placing the final year students with their reference or sometimes in their own organization. An alumnus offered **placements** from Shek Fathima Matriculation Higher Secondary School, Puthukottai.

The alumni are the asset of the college, their enrolment stands as a back bone for its development and it strengthens the bright future of the college. An environment that depends on continuous supply of life from earth, the institution has been sustained by its proud alumni associates, generation after generation.

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# Criterion 6 - Governance, Leadership and Management

## 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

**Response:**

**Vision:** To provide innovative educational opportunities, environment and experience that enable students to learn, grow, prosper and transform the world.

**Mission:** To strive to be a world class institution in transforming the lives of students through an innovative, professional, compassionate and lifelong learning approach to education.

**Goals:**

The goal is to mould persons of character, competence and commitment which enable the students to face the challenges of modern life and make them sensitive to the needs of the poor and deprived thus to evolve as dynamic transcendent leaders of tomorrow.

**Achievements:**

- The vision and mission of the college focus to ensure equity, and excellence so as to meet the challenges of the higher education.
- The college is located in the rural area with advantages. It imparts education to all classes of the society, irrespective of caste, creed, sex, religion and socio-economic status.
- It aims at all-round development of the students including intellectual, physical and cultural development.
- It provides up-to-dated facilities like the central library, computer lab, e-library, language lab, ICT enabled class rooms, science laboratory, canteen and chapel.
- In addition to regular curricular activities, the college organizes extracurricular activities through NSS, soft skill development programme and fine arts club.
- The college offers value based education by celebrating birth and death anniversaries of freedom fighters, scientists, mathematicians and other inspiring personalities.
- The college provides carrier counselling in various fields by organising programmes.
- It uses a smart blend of conventional and modern teaching methodology.
- The college has started skill-based courses to enhance the job opportunities.
- Students from reservation categories and low-income groups are benefitted through various scholarships from various governments and non-government agencies.
- Training programmes of Army/Navy are organised to encourage recruitment in armed forces.

**Decentralization**

- **When the institution arranges seminars, conferences, webinars and faculty development programmes, the institution organizes staff meetings to allot the work related to that to bring in participative management. The head of the institution categorizes the works like invitation, programme schedule, hall arrangement, masters of ceremony, welcome address, registration, reception, refreshment, receiving the chief guest, arrangement of OD certificate, certificate of participation, feedback form and vote of thanks. After categorizing the works, those works are allotted to the staff based on their interest and also interested students are involved in the above mentioned responsibilities with the proper guidance of the faculty members accordingly.**
- **Discipline duties in the college campus are decentralized.**

**Participative management**

- **Institution engaged participative management by motivating students and staff to participate in seminars/conferences/workshops inside and outside the campus.**
- **Students are motivated to participate in extension activities, exposures, festivals and celebrations in a proper manner.**
- **Students are advised and encouraged to participate in university level quiz programmes and state level sports and games.**

**Thus the institution is trying to promote leadership qualities among the staff and the students through the policy of the decentralization and participation management.**

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## 6.2 Strategy Development and Deployment

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc**

**Response:**

**Response :**

The institution is motivating each department to have their perspective plan by keeping in mind its vision, mission and goals to provide quality higher education and skill oriented human resources.

**Departmental perspective plans:**

1. **To upgrade the departments such as Physics, Chemistry, Mathematics, etc with research centres and the zoology department with PG course**

2. **To publish more research papers in all departments**
3. **To motivate faculties to publish syllabus oriented books**
4. **To organize inter-college level sports events and to motivate students to participate in sports and athletics.**

**Achieved Perspective Plans:**

1) Departments of Physics and Chemistry **upgraded as research centres.**

2) Students have participated in state, u**niversity and national level sports events.**

3) Faculty members published **large number of research articles.**

4) Faculty members published **syllabus oriented books.**

**Non- achieved Perspective Plans:**

1) Upgrading the research centres of Department of Mathematics and Department of English is pending before the university.

2) Since PG Zoology course is available in neighbouring aided colleges and as there is no demand in MSc Zoology in recent times, it is taking time to upgrade UG department of Zoology as PG department.

**1. Policies:**

As per the **administrative and service manual,** the policies of the institution are as follows:

The following chapters discuss the policies.

**Chapter 1. Preliminaries which consist the selection process of administrative executive management, secretary and bursar.**

**Chapter 2. Service rules are explained**

**Chapter 3. Code of conduct of employee**

**Chapter 4. Activities of college council**

**Chapter 5. Activities of staff council**

**Chapter 6. Duties of Head of the department, Duties of Physical director, Duties of non teaching staff.**

**2. Service Rules:**

Institution has its own administration and service manual based on the rules and regulations laid by UGC norms, Tamil Nadu government norms and norms of Manonmaniam Sundaranar University, Tirunelveli.Also service rules are given in the appointment order and the appointment order is given to the

staff at the time of joining in the college. All the staff of the institution are asked to strictly follow the rules.

## 3. Procedures for Recruitment:

Appointments of various posts in the college are carried out in the following way.

The posts are recruited by the management as per the UGC norms/Tamil Nadu Govt. Norms/ University norms.

## 4.  Mechanism of grievance redressal:

a) Direct access of students to authorities: **Students can directly approach the class-in-charges** and then heads of the departments. **Heads of the departments** forward the issues directly to the **principal and the secretary**. If the grievances are genuine, the principal forwards those to the university.

b) Student Council: **Grievances received through the members** of student council are addressed by taking proper measures.

c)  Feedbacks: **Grievances are received through feedbacks** from the students semester wise and if it is genuine those are settled by the institution.

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**6.2.2 Implementation of e-governance in areas of operation**

  1. Administration
  2. Finance and Accounts
  3. Student Admission and Support
  4. Examination

**Response:** B. Any 3 of the above

| File Description | Document |
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## 6.3 Faculty Empowerment Strategies

**6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

**Response:**

**Welfare measures for staff**

For the overall development and progress of the college, it provides a lot of welfare measures for the teaching and non-teaching staff.

Following welfare schemes are available for the staff

- On-Duty for attending seminar/conferences/workshops
- CL
- Employees Provident Fund
- Christmas Bonus
- Pension and Group Scheme
- Maternity Leave
- College day gift
- Free uniform for college securities
- Free medical treatment during the working hours.
- Free transportation for staff marriage/ house warming functions is permitted.
- Teaching/ non teaching staff are rewarded if secured 100% attendance
- Teaching staff are awarded if produced 100 % result in the university examinations.
- Wi-Fi facility in the college campus

In addition, the following benefits are given for non teaching staff:

- Additional payment is given for additional work.
- Permission is granted in times of need.
- Compensative leave is granted.
- Employees State Insurance

**Teaching Staff**

 The performance of each faculty member is assessed by the following factors.

**a) University examination Results**

**b) Students feedbacks**

**c) Parents feed backs**

**d) Alumni feed backs**

**e) Annual Self- Assessment for the Performance Based Appraisal System (PBAS).**

The Institute accords appropriate weightage for these contributions in their overall assessment.  c) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Secretary and the Principal.

**1. Teachers Evaluation by Students**

The students are given a chance to evaluate the performance of the teachers. As per the procedures laid down by the IQAC. On the basis of a performance based questionnaire, the students evaluate the performance of their teachers and mark their rating. The parameters evaluated in the rating scale include communication skill, subject knowledge, commitment of the teacher, teachers ability to integrate course material with environment. The valuation also provides broader prospective and the accessibility of the teacher in and out of a class room. The principal/secretary analyses the evaluation data and takes up corrective measures.

**2. Work  diary:**

The teachers work diary is introduced to record academic work, thereby facilitating continuous monitoring of syllabus progression and timely accomplishment of all academic goals. It is also an assessment mechanism, evaluated by the HOD, IQAC Co-coordinator and the Principal. It allows the teacher to plan and visualize each and every step of teaching procedure with greater accuracy. The diary is designed to include multiple variables like allotted portions as per time table, details of the classes conducted, assignments given etc. By examining the above mentioned variables, a teacher can know how the class hours were engaged. **Recording teaching learning activity in the campus in this way has helped teachers to make introspection and rectify the shortcomings if any immediately and assesed by principal.**

 **Non-Teaching Staff:**

The performance of non-teaching staff of the college is assessed on the basis of the self-appraisal form that they prepare annually under the guidance of the principal. The duly filled form is then passed over to the principal/ secretary who evaluates the performance and meet the staff in person to suggest improvements in their functioning

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**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 5.35

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 17 | 0 | 2 | 4 | 0 |

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**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**Response:** 35.96

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 42 | 81 | 30 | 2 | 0 |

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1 | 0 | 0 | 0 | 0 |

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## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

Even though the college is run by Diocese of kuzhithurai, the sister institution like **Nanjil Milk Plant has contributed huge amount of money for the construction of English block. At the same time 14 Philanthropists have contributed 1.95 lakhs for creating endowments for giving awards to students. The parent institution KIDSS has contributed nearly 18 lakhs for creating endowment in the**

**university to start M.Phil and research programmes.**

As per the norms and regulations of the affiliating university, tuition and special fee are collected from the students every academic year. These funds are used for

1. Providing the academic and infrastructure facilities
2. Organizing various curricular, co-curricular and extracurricular activities

The institution is a self financing one and its main source of income is fee from students. These funds are used for

1. Remuneration of teaching faculties
2. Maintenance of college building
3. Updating the infrastructure facilities

Through renting the building and computers for conducting online examinations, the college has received income. The income from those exams are used for paying remuneration to the teaching and  non-teaching staff and it is utilized by the management for maintenance.

**Income from IGNOU**

The college has IGNOU study centre. For conducting practical and theory examination the college has received income of more than 2 lakhs per year. The income is utilized for upgrading labs.

*Income from coconut garden*

Every year the college has received income of more than 1 lakh. It is utilized for the payment of laborers and for buying fertilizers.

**Response:**

The institution has a transparent and systematic financial management system. The management board constituted by the Governing Body monitors the effective utilisation of financial resources through proper auditing mechanisms. The institution conducts external and internal audits for both government and non-government funds.

**Internal Audit**

**Internal audit of all the accounts maintained by the college is done by the expert team appointed by the diocese.**

All financial accounts/matters of the college are audited. On behalf of the bursar, the head accountant maintains the accounts of the government funds. Statutory audit also includes the auditing of all the non-government funds including the fees from all the courses, salary of faculties etc., the records/accounts of which is maintained by the bursar who is the representative  of the management.

**External Audit**

**External audit maintained by the college is done by the chartered accountant year wise.**

The college has a well-functioning mechanism for mobilization of funds and optimum utilization of resources. The planning board, constituted by the principal, has the responsibility for assessing, planning, implementing and supervising the fund-raising activities of the college. The committee evaluates the requirements of the departments and other forums for the allocation of funds. The budgetary provision for academic and administrative activities is planned at the beginning of the financial year by the planning board. The planning board functions in consultation with Building Committee, Purchase Committee, Campus Development Committee, Campus Ecological Committee and Library Advisory Committee to formulate strategies for fund mobilization and its optimal utilization.

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## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

**IQAC has contributed significantly for institutionalizing the quality of the institution. It has got its direct eye on all the endeavors of the institution. The IQAC encourages the departments to plan their departmental action plan, annual curriculum plan, departmental time table and the implementation of the same, according to the academic calendar and almanac of the affiliating university. It takes care of the improvement of admissions, the requirement of advertisement about the quality of this institution, the conduction of internal examinations and evaluation.**

 **IQAC has suggested all the departments to organize seminars, webinars, faculty development programmes and to publish articles to improve the quality of the department.** Because of the motivation given by the cell, every department of the institution has organized year wise conference/seminar/workshop and faculty development programmes.

**Also IQAC has recommended the staff to encourage the students to participate in the competitions held within and outside the campus.** Since the students were constantly encouraged to participate in the competitions, the students actively took part in competitions held within and outside the campus and brought laurels to the institution.

Also the faculty of every department have presented and published papers in UGC care listed journal, UGC referred journal, Scopus and publications with ISSN and ISBN number, because of the drive of the cell. During the last 5 years the staff have published nearly fifty articles in the journals notified on UGC

Websites.

**The IQAC also has staff performance appraisal system where the IQAC coordinator along with the principal assess the performance of the staff by collecting feedbacks from the students.**

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

**The IQAC takes feedback from the stakeholders at three levels as shown below based on the overall effectiveness of teaching and learning processes.**

**(1). From Students (2). From Parents (3). From Alumni.**

**The IQAC analyses and evaluates the collected feedback data and provides the feedback to the head of the institution. The IQAC analyses the semester-end results and provides some suggestions.**

The IQAC, in association with the Head of the Institution, supervises the overall well being and holistic development of the students, works for the academic enrichment of the faculty. The IQAC conducts an internal academic audit in resemblance with the external academic audit.

This institution has made significant incremental improvements in ICT enabled classrooms, doctoral research, students' placements, digital and automated library, collaborations and laboratories.

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**6.5.2 Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

**Response:** A. All of the above

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| Institutional data in the prescribed format | View Document |

# Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years**

**Response:**

For promoting Gender Equity our Institution initiated the following measures like

- **In Curriculum**:

  - In our Institution, Women Oriented subjects like **Women's Writing and Diasporic Women's Writing and Value Based Education** mainly focused on women based theories such as Trauma, Psychoanalysis, Stress, Post-Colonial Theory, Discrimination deals with **Gender issues, Empowerment, Women Entrepreneurship, Gender-specific welfare measures and laws**. Students are aware about the legally enforced **Gender Equality policies** through **Social Legislations**.

- **In Co- Curriculum**:

  - In academic activities, institution provided equal opportunities to all students. Institution provide career oriented programmes, personality development programmes, Awareness programmes, Guest Lecture, Seminars, Workshops, Association meetings, Group Discussion and Debate to the students(both gender) equally.
    - In Non-academic activities, students (both gender) equally participated in competitions, celebrations and events.

- Regarding **Gender Sensitization**, the community organization programmes are organized by our students in different communities mainly focused on **transgender awareness, and domestic violence.**
- On **women's Day**: **Debate, Group Discussions and awareness on gender equality** was conducted by institution for the students.
- The institution has **Anti-ragging& Anti Eve teasing Committee&Sexual Harassment committee,** which have been constituted based on the norms laid down by the UGC/ Government. Any issues arise on gender, will be reported to the above said committee and further action will be taken by the respective committees.

  1. **Safety and security**

Institution provides adequate safety & security measures like

  - . The campus is provided with **24 hours security guards**.
  - **CCTV installed in each floor**, Labs, Library, Seminar hall, Auditorium and in pathways to monitor the anti-ragging activities.
  - **Disciplinary committee** was formed by the Institution **to keep a watch over our students** to

**prevent any kind of ill treatment or harassment.**

○ **Students are allowed to leave** the class during the class hours due to **illness only with their parents**.

## 2. Counselling

* Institution has **Guidance & Counselling cell,** faculty counsels the students for their Academic Performance, Career Plans, Personal and Psychological issues.
* Institute has **Student's Grievance Redressal Cell** to solve the problems of students. **Suggestion Box** was installed in our campus.
* **Women cell** conducted various **awareness programmes related to gender issue**.
* College invites eminent personalities to **create legal awareness, health & hygiene** among the students.

## 3. Common Rooms for Boys and Girls

* Waiting rooms for Boys and Girls,
* Seminar Hall
* Health room
* Language lab
* E-library
* Auditorium
* Canteen

Institution took the measures cited above to maintain not only gender equity in our campus but also takes step to familiarise the concept of gender equity. The students are educated to treat the men and women equally.

Institution celebrates / organizes national and international commemorative days, events and festivals like Labour Day, International women's day, World Environment Day, , World Earth Day, World

day, World Book Day, World Book Day, NSS day, AIDS Day, Yoga day,World Students day, World Health Day and International Plant Health Day, World Mathematics Day.

Birthday of  Shakespeare Day, Bharathiyar Day and Bahadsingh Day K.Kamaraj,  Ramanujans Day, Dr. B.A.Ambedkar Day **Gandhi Jayanthi** Day.

National Sports Day, National Science day, Independence Day and Republic Day and Festivals like Christmas Day, Pongal celebration, Onam Celebration were celebrated.

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**7.1.2 The Institution has facilities and initiatives for**

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

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**7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

**Response:** A. All of the above

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**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

Institution provides an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. By celebrating National and International Days, Events and Festivals the institute aims at bringing tolerance and harmony among the students and staff.

**Cultural**

Students from different culture have joined in our Institution. Institution to maintain harmony organises various cultural activities like **Athapoo competition, Pongal making, crib competition ,** songs, dance performance, skit and mime to **exhibit their talents and expose the tradition**. It creates positive interaction among students of different racial and cultural backgrounds. Our Institution celebrates **Traditional Day**, students actively participated by wearing traditional dresses. The interdepartmental and intradepartmental competitions organized by the college to celebrate the festivals in a traditional way.

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**Institution allows Muslim male students for "Jumah" (special noon service in mosque on Friday) at 12.45pm.**

**Regional**

Institution has students from two regions **Kerala and TamilNadu**. Students actively participate in regional festivals like **Onam, Christmas, Pongal, Diwali** & **Ramazan** is celebrated by all the students of the Institution **without any discrimination**, to implant the social and religious harmony.

**Linguistic**

Our Institution is located at the border line between two states Tamil Nadu and Kerala; it is easy to have the harmony between the students and staff with linguistic difference. **Malayalam and Tamil speaking students & staff have joined in our institution.**

**Community**

**The college strictly follows the reservation policies laid down by the government.** Institution has students from **BC, SC/ST, OBC, MBC, OC community**. **To provide financial assistance like scholarships by the central government, state and non-government organisations are offered to the students. Fees concession** is also given to the students by our Management.

Different sports and cultural activities organized inside the college to promote harmony towards each other.

Institution encourages the students to participate in various activities organized by departments.

**Constitution Obligation**

- A course on **Value Based Education** is offered to students in which they are taught about **constitution, freedom struggle, Ethical values, duties and responsibilities of citizens** etc. Department of English is provided with subjects like **Human Rights**, covers the Fundamental Rights provided to human beings on the basis of Universal Human Declaration Act. The students are promoted with the knowledge **of Basic Rights, Violation of Rights, Rights given to Disabled Child, and Rights provided for Bonded Labors**.

- The institution organised awareness about Indian Constitution to the students by the eminent person. The students were more aware about the **six fundamental rights in Indian Constitution** as- Right to equality, Right to freedom, Right against exploitation, Right to freedom of religion, Cultural and educational rights, Right to constitutional remedies and also aware about the **eleven fundamental Duties** of the constitution.

- Institution celebrates the national festival, that aware the staff and students about the importance of protecting the cultural heritage of the country. Institution invites **Ex-service men, Panchayat Presidents, political leaders** for celebrations and national festival. Institution conducted competitions like poster making, Drawing, Essay for Independence Day for highlighting the importance of Indian Constitution and freedom.

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## 7.2 Best Practices

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

**Response:**

Best Practice I

**Title of the practice: Book Bank**

The Book Bank provides books to the economically weaker students. Students who are unable to purchase new books can make use of this book bank.

**Goals**

- To provide higher education to all irrespective of their community, gender etc.
- To provide education to economically weaker sections of the students.
- To motivate the students to earn more marks and secure university ranks.
- To encourage the meritorious students by providing informational and educational assistance from the institution.

**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.

**The Practice**

The institution provides book bank facility for each department. The economically weaker students can get each semester books from the book bank without making any payment. For buying book from book bank, the student can enter his/ her name in the book bank issue register and at the end of the semester the student can return it to the concerned department. In each department a separate staff is monitoring the book bank. Two registers are maintained for book bank. One register shows the details of books available in the book bank and another is for issuing and return. For the book bank the books were donated by the alumini students and final year students after they have used it in their curriculum.

Following table shows the details of book bank in last five years

| Departments | Total Number of Books in BOOK BANK | Number of students Benefited | |
|---|---|---|---|
| Tamil | 99 | 110 | |
| English | 123 | 52 | |
| Maths | 63 | 22 | |
| Physics | 31 | 12 | |
| Chemistry | 48 | 55 | |
| Zoology | 113 | 57 | |
| Computer science | 34 | 14 | |
| B.B.A | 65 | 12 | |
| Commerce | 184 | 64 | |
| M.S.W. | 59 | 15 | |
| | | | |

**Evidence of success**

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

Apart from academic benefit, they are inculcated with knowledgefrom various fieldssuch as politics, economics, commerce, literature etc.

**Problems Encountered**

- At the end of the semester the final year students forget to return the book
- Regular usage of a particular book causes withteared papers.
- Markings and drawings on the papers.

**BEST PRACTICES II**

**Title of Practice: Health Services**

Holistic health care for all the students and staff at Nanjil Catholic Collage of Arts and Science.

**Context**

- Most of the students are from the rural areas and having issues at home like alcoholism, single parent, debts and low economic level.
- For some students there is no facility to go to hospitals as they are from the interior places.
- Some students are not having enough night sleep because of part time jobs, and extra usage of mobile phones till late night which leads them to stress easily.
- The community gives importance to the education of both boys and girls equally. Some parents send their young ones even in their chronic health conditions like seizures and heart ailments.

**Goal**

- A quality health care for students.

- To promote healthy life style through seminars on health.

- To encourage students with positive attitude towards life through counselling.
- A team work in emergency situations for immediate and right treatment.
- To inform the parents in unusual findings on health or mental wellbeing of their wards.

**The practice**

The six bedded health room is equipped with basic and emergency first aid things for treatment provided by a trained nurse.

The things required are updated according to the needs of the students. For example, cotton sanitary napkins are available for the girls throughout the college time at the health room.

During the times of Covid-19 pandemic, awareness and knowledge related to wearing masks, keeping the distance, frequent hand washing were given to the students.

When a sick students/staff approaches the health room, his/her vital signs are checked and needed care is given. Generally medicines are given for fever, common cold, allergies, weakness, gastritis, headaches and wound dressing. Multi-vitamin tablets are provided for the weak students.

In emergency times like during the times of seizures, chest pain, or sports injury, the nurse and staff work as a team, taking the student to the nearby Multi-Speciality hospital for immediate and right care. The students were taken care till the parents reach the hospital and after that follow-up of their health condition is done by the staff and the nurse.

Sessions are conducted on topics like health awareness, good manners and behaviours, personal hygiene, importance of exercises, nutritious diet and time management.

The de-worming tablets are given to the students with proper instructions.

Some students fall sick because of over thinking of their family problems. The medical nurse listens and helps them through counseling and their progress is monitored.

**Evidence of success**

During the last five years, total number of 3064 girls, 674 boys and 349 staff were treated in the health room.

The students got benefited by taking vaccine for covid-19 from the college campus itself.

Quality care and medicines are provided for the students in the health room.

The management has spent Rs. 1, 47,339 for the expenditure of medicines and equipments for the health room in the last five years.

The health care helps the students to continue their classes after the treatment from the health room.

The parents are happy that the college is not only giving importance to studies but also concerned about good health and manners of the students.

Counseling related to health /other personal problem is given by the nurse, which supports the students to be active in the college as well as at home, improving their studies.

| File Description | Document |
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| Best practices as hosted on the Institutional website | [View Document](#) |
| Any other relevant information | [View Document](#) |

## 7.3 Institutional Distinctiveness

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

**The prime motive of the institution is to mould and empower students in the pursuit of knowledge, values** and at the same time to protect environment as well as created awareness among the students about social responsibilities and help them achieve excellence in various fields, thereby preparing them to face global challenges and to provide an opportunity to the rural students of this area especially the rural girl students to pursue the higher education for their development and progress of the family. The college much differs from the other colleges in providing better education, aiding to improve the skills of students in various field through varieties of academic and non-academic programs

- The **time** scheduled for the college is **8 am to 1.45 pm**. As the schedule is on early morning, the students would be more energetic both in mind and body. The class ends at 1.45 pm which helps the students to attend extra courses and it also gives way to do part time jobs satisfying the policy of **'while learn and to earn'.**
- The college is **located nearer to the bus stand and railway station.** So the students can easily reach the college. Due to nearest Airport of Trivandrum, resource persons from all over India could reach the college within one hour.

- The library of the institution occupies a prominent position and it is an important and integral part of the teaching programme. **Well facilitated library** with internet facilities creates learning atmosphere for students and staff. Students are provided with e-resources through Inflibnet and e-library to enrich their academic and research knowledge.
- The college provides the students with well equipped **English language lab** based on the methodology of LSRW skills that are listening, speaking, reading and writing. The language lab is mainly an educational platform for students to learn and understand the basics of a language in a structured way. Digital language lab allows the students to interact, study and experiment with the language skills in a practical manner.
- In order to improve **IT infrastructure and teaching methodology**, the college has installed LCD projector in each classroom, computer lab and seminar hall. In addition, the college provides **Wi-Fi**

**facilities** to each and every staff and students.

○ The institution focuses on all-round development of the students by providing **UGC add-on courses, career oriented programme, ICT course and Tally**.

○ The institution gives **gift to all the faculties on Christmas Eve and Teacher's day.** It also rewards the teachers with 100% attendance and 100% result.

○ Institution provides **fees concession** to the economically weaker students.

○ The main objective of the institution is to promote ecology by minimising

○ College has **created environmental awareness among the students** not only in the college but also in their villages by planting trees.

○ The college **motivated both girls and boys students' to participate intramural, inter college level, district state and national level sports and games.** Through this the college created s**ports culture among the students and make them decesion maker and leadership in sports.**

○ The college promotes a**cademic activities, non academic activities, extracurricular, promotion of health activities, students academic progressions, creating self employment and promote Earning and Learning.**

○ The college created **placement opportunities** for our students through competitive examination like UPSE, TNPSC, NET, SET, banking and defence coaching. The placement cells have arranged recruitment drive for the students.

○ To motivate the students to participate all the events of the college and en**couraged them to be the future leaders**.

○ The college created **social awareness among the students** to visit old age home, orphanages, socially disadvantaged home, mentally retarded homes to know about their problems and their conditions in their homes and motivated the students to help them in either in the form of money or kind. Many students helped this type of people and **know about society and their feelings and created human values in the minds of the students**.

| File Description | Document |
|---|---|
| Appropriate web in the Institutional website | View Document |
| Any other relevant information | View Document |

# 5. CONCLUSION

## Additional Information :

Based on the suggestion of different stake holder the college has introduce MBA programme with the specialization of Marketing, Finance , International business, HRM, General, Tourism, Hospital Management and Operation and supply chain Management. In addition to that, diploma in computerized financial accounting and diploma in foreign trade-import export documentation affiliated to Manonmaniam Sundaranar University.

Commemorate 75th independence day celebration department wise.

College has conducted two times vaccination drive in association with district health office Kuzhithurai.

Extended financial health to the flood affected people at different places near to kaliyakkavilai.

Faculty member is nominated as member senate to the University.

The vice chancellor nominated the principal as an academic expert for conducting interviews for the appointment of principals and staff of various colleges.

Faculty members from our college registered for patent and copy right and waiting for the result.

Staff and management contributed more than one lakh to one of our faculty badly affected by Corona.

The new chapel is constructed for prayers.

A separate smart class room is provided by the management to conduct classes.

Three faculty members are served as members in the board of studies of the university.

Many of the faculty members are incorporated in the list of the university answer script evaluation.

The department of MSW organized four days workshop on tribal people standard of living, child health care, participation to asses development of the tribal village and drug free village.

The college has guest house with three rooms and dining.

Training programme on ecology for teaching and non teaching by FABC.

College signed MoU with IQERY Australia as a consultant to admit the students from foreign countries.

Thirty one (31) students joined UG courses in our college and received monthly payment of Rs.1000/- from the state government for the students studied in government schools till the completion of their degree.

State ministers, Speaker of legislative assembly, Vice chancellors, Registrar, Controller of Examinations and other eminent personalities are the chief guests of the college graduation day and delivered graduation day address and distributed their diplomas for more than 3000 students for the last five years.

# Concluding Remarks :

To conclude, the college is rooted to its core values, vision and mission through every activities of the college and has been consistently committed towards up-liftment of the under privilege. Referring to the current trend college has upgraded all the class room with ICT tools and provided internet connectivity. The uniqueness of the college is college timing, well disciplined with greenish environment. Location of the college is near to bus stand and railway station and approachable by the stake holders. Contribution of our staff, supporting staff and management is well appreciated by the stake holders about outcome of our students. Even though our institution managed by diocese of kuzhthurai but maintains the principle of secularism and equality. Our college is famous for safety and security for the girls students.

Former NAAC committee visit our college and gave 13 recommendations for the quality enhancement of the isntitution. Out of thirteen the college has achived 10 reccommendation and improved the quality of education and development of infrastructures.

Remaining three could be achived only in the long term but started to work with it.

The college is grateful enough to NAAC office for enlightening in the awe of state and university policies and elevating the image of the institution to structurally fulfill its vision and mission. Finally, we the entire staff of the college collectively prepared the entire content of the SSR with our limited knowledge and abilities. The supporting documents wherever we have uploaded are genuine and accurate. We also seek guidance from NAAC for further improvement of institution so as to stand on a top intuition and nodal and model institution in the entire Kanyakumari District.