

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

**Department of Business
Administration**



NAAC QUALITATIVE MATRICES REPORT

2017 - 2022

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CRITERIA I

CURRICULUM PLANNING, IMPLEMENTATION AND DOCUMENTATION

Curricular Planning

The department received curriculum from the Manonmaniam Sundaranar University. The Head of the department conducted the staff meeting for the discussion of the present curriculum, the department faculty members are allowed to select the subject paper based on their specialization, interest and preference. The head of the department *allotted* the subjects with the willingness of the *faculty* and prepare subject allocation, academic plan, work load and timetable. The faculty members prepare their individual Academic and Teaching plan in the schedule of their working hours. If there is any need for change in the curriculum the head of the department collects curriculum feedback from faculties, alumina and students, then based on the feedback the head of the department reports to the board of studies.

The work load of all the staff shall be fixed by the Head of the department. The work load of the faculty should be 18 to 20 hours a week including Theory, Practical and Project.

Course Allotment	Theory	Practical / project
HOD	16Hours/ Week	2 Hours/Week
Faculty	18 Hours/Week	2 Hours/Week

According to the faculty workload, the Head of the department prepared faculty time table and course time table. After delivering the timetable, Head of the department instructed the faculty members to prepare lesson plan and handover a copy to Head of the Department for consideration.

Curriculum Planning off line

As per the University curriculum the hours/week were allotted for core subject, allied subject, elective subject, and skilled based subject .There are three core subjects. One Allied or elective and one NME or skill based practical subject and project are allotted to the concern faculty by the Head of the department. The concern faculty has to take prepared

action plan for theory. For each semester the concern faculty is to be actively engaged in teaching for 15 weeks in the allotted subject. Each subject covered 5 units. The concern faculty prepare the unit wise plan for each subject to complete the syllabus within the allotted time

Course Plan (Theory):

Faculty members prepare a structured course plan which strictly follows the timetable. Number of classes for each topic is described according to the syllabus and credits assigned to each paper.

Subjects	Hours
Major Paper	5 hours per week
Elective Paper	4 hours per week
Allied Paper	4 hours per week
Language Paper	6 hours per week
EVS/VBE	2 hours per week

Unit wise course plans are prepared based on the topics and allotted periods per week. Work plan is prepared by every faculty member at the beginning of academic year. They record the conduct of teaching and practical in the work diary. Periodic assessment of curriculum delivery planning is conducted by principal through HODs.

Content Delivery Planning:

All the subject faculty members prepare proper lesson plan for each period according to which they teach the classes. Using lesson plan ensures the completion of syllabus within the prescribed periods.

- Lecture Class – 6 hours per unit
- Revision and Test – One hour per unit
- Role Play – Once in a week
- Business Quiz – Twice in a month
- Case Analysis – One case per week

- Group Discussion – Subject wise conducted per Semester
- Seminar - Two seminar per semester
- Industrial Visit – One visit per semester
- Guest Lecture – Two per semester
- Audio Visual presentation during the regular lecture class

Curriculum Plan for Practical and Project:

As per the University curriculum, the hours/week was allotted as 4 hours for skilled based subject practical and 6 hours for major project.

Our second year students are allotted four hours per week for Tally practical course. The practical course plan strictly follows the academic plan of the department till the end of the practical exams.

The students have to undertake mini project in the fifth semester and major project in final semester of the course. The students are assigned to do the mini project five students in a group and major projects in individual as per the guidelines of the University. For each student, a guide is assigned by lot method and the students have to do the projects under his/her guidance.

Mini project planning:

Final Year students are divided into nine groups. Each group has 5 members. The guides allot the project work to the group members. The members are responsible for collecting the data. The duration of the project is 90 hours. For every 22 hours the department will be conducting the reviews and the final review will be conducted after completion of 90 hours. The mini project should be allocated the following schedule:

Group of students	Students responsibility	Review			
		1	2	3	4
First student	Introduction about organization study	Selecting the organization,	Objectives of study,	SWOT Analysis,	Report submission & conducting Model Viva voce
Second student	Company profile ,industry profile	Conformation letter,	scope of study,	Findings, suggestion	
Third student	SWOT Analysis	Introduction about organization study	Company profile, industry profile, organization chart	conclusion	
Fourth student	Findings, suggestion, conclusion				
Fifth student	Collecting charts and data from all the students				

Main project:

The students have to undertake major project works during the sixth semester of the course. As per the university guidelines the students do the project individually. A guide is assigned by lot method and the students have to do the projects under the guide.

Hours	Review	Content
1-30 Hours	Zero th Review	Company selection, Topic selection, company conformation letter
31-90 Hours	First Review	Introduction about topic, company profile ,industry profile, review of literature
91 -150 Hours	Second Review	Research methodology & questionnaire
150-200 Hours	Third Review	Data analysis and interpretation , findings , suggestion and conclusion
201- 210 Hours	Fourth Review	Report submission

The individual students are responsible for collecting the data. The period of the project is 210 hours. The Main project should be allocated the following schedule:

Online Classes:

During the pandemic period the University instructed colleges to conduct online classes. Accordingly, the principal convened the college council meeting to prepare a plan to conduct online classes.

a) **Planning:** Based on the college council decision, Head of the department conducted department meeting through Google meet and allocated subjects and timetable to the faculty. As per the college council instruction, the online class timetable was 42 hours per week for II UG, and III UG. The online class time table for I UG was 48 hours per week.

Course Allotment	Theory (Live Class)	Uploading	Quiz or Assignment	Total hours per week
HOD	12 Hours/ Week	11 Hours/ Week	6 Hours/ Week	29
Faculty: 1	14 Hours/ Week	13Hours/ Week	6 Hours/ Week	33
Faculty: 2	15Hours/ Week	14Hours/ Week	6 Hours/ Week	35
Faculty : 3	15Hours/ Week	14Hours/ Week	6 Hours/ Week	35

b) **Content Delivery:** The department of business administration used the following web-based tools for effective online teaching in the academic year 2020-2021:

Whatsapp: The department class in-charges created a whatsapp group for their class students. The faculty members communicated to the students in this group.

- Posted online class timetable. The faculty members conducted live online class between 9 am to 1pm
- Remainder for class timing and sending Google class link one hour before the class.
- Posted academic related information such as circular, instructions

Google Classroom. The subject faculty created their own classroom using his/her account and share the link to the students to join the classroom. The faculty using the classroom for the following purposes:

- Share Google meet live class link
- Posted assignment topics for students
- Posted project topics for final year students
- Posted class test, weekly test and internal exam question papers

Google Meet: The individual faculty create their own Google Meet platform to for the students for video classes. The planning of the meets includes:

- Raise questions to Students
- Check online class attendance.
- Check active mode of student
- Receive feedback through chat box

Documentation:

The curriculum planning and content delivery has the following document evidences:

- Curriculum
- Department meeting Register
- Timetable
- Work Diary
- ICT Register

1) Curriculum: The curriculum refers to the subject and academic content taught to the students in a specific programme. The business administration curriculum categorized into the following way:

- Part I - First Language paper (Tamil/Malayalam/Hindi, etc.;
- Part II – English Language (Communicative English)
- Part III – Core/Allied/Major Project /Allied /Skill based practical
- Part IV – Non-major elective
- Part V- Extension Activity

2) Department Meeting Register:

Minutes of the staff meeting is recorded in the department staff meeting register.

3) Timetable:

The department faculty timetable and class timetable includes the day order, name of the subject, name of the faculty, project hours, break time and duration of the teaching hour. The Time Tables are displayed on the Notice Board and also uploaded on the college website. The syllabus link of University is also provided to the students.

4) Work diary:

The department faculty members prepared their course plan based on the subject allocation by the HOD. It includes content of the course topic, how the topic was delivered, number of hours needed for the completion of the syllabus and practical.

5) ICT Register:

The department has adopted the effective technology ICT for content deliver to the students. The department maintains ICT register for future reference of the teaching method that contains class name, topic name, and faculty name and signature.

Compliance of Continuous Internal Evaluation with Academic Calendar

1. Theory Continuous Internal Evaluation (CIE)

a) Offline:

CIE is evaluates the student progress throughout in the prescribed course. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it.

The Business Administration Department prepared the students before each internal examination by using the following methods:

- **Class Hours** - The Business Administration Department faculty members conducted the classes with well planning and preparation. As a whole of 60 minutes of every class, first 5 minutes will be used for motivating the students, 5 minutes for introduction of the topic; next 40 minutes will be used for delivering the content and remaining 5 minutes for revising the content and 5 minutes for questions.

- **Split test** – The faculty member conducted the split test daily after the fifth hour.
- **Surprise test** – Surprise test conducted by the faculty member weekly twice during the class hour
- **Weekly tests** – The department faculty members conducted weekly test in the classes once in a week during the class hour.
- **Unit tests** – The concerned faculty planned and conducted monthly test in a particular day after completion of each unit.
- **Internal Examinations**

The dates of two internal examinations and one model Exam are mentioned in the academic calendar. The absentee's students are allowed to write the supplementary and failure students attended improvement exam. These exams are conducted after 2.p.m..

- **Assignment** –

Two Assignments submitted by the students to the concerned staff on the scheduled date for each semester

- **Business Quiz** –

The faculty members instructed the students for the preparation of objective type of questions for each discipline to conduct business quiz. Quiz program was organized in the classroom, department level and college level as (one Quiz per semester).

- **Seminars by the students-**

The subject wise seminars allocated to the students by the concerned subject faculty members as per the university curriculum for final year students

b) Online: The web based tools and computer networks to support to plan the evaluation through online mode. The online evaluation includes:

- Discussion about specific topics – one hour per week
- Students are asked to submit five assignments per subject through the Google classroom
- Seminars for final year students presented in the online mode - one

Seminar per semester

- The concern faculty member clarifies the doubts asked by the students in concerned subject.
- Webinar organized for students by various managing resource person.
- Business quiz organized by the department faculty.

2. Practical Continuous Internal Evaluation (CIE):

a) Offline:

The internal evaluation process planned by the subject faculty and it was informed to the stakeholders, and followed as per the schedule. Continuous evaluation and assessments process of practical courses offline mode include:

- Timely completion of the practical exercises in the observation note.
- Conducted 3 Internal Assessment tests (IA) per semester.
- Conducted 4 Review process for project courses per semester

Review	Time schedule	Review content
Zero th Review	Before doing the project	Company selection, Topic selection
First Review	First week –Friday	Introduction about topic, company profile ,industry profile, review of literature
Second Review	Second week – Friday	Research methodology & questionnaire
Third Review	Third week – Friday	Data analysis and interpretation , findings , suggestion and conclusion
Fourth Review	Fourth week – Friday	Report submission

Cross cutting Issues

The University curriculum effectively integrates cross-cutting issues relevant to student ethics, gender, human values, environment and sustainability. It leads to a strong value-based holistic development of students. Departments of business administration provided a healthy environment for all the students to learn the subject apart from the curriculum to overcome the cross cutting issues.

1. Students Ethics:

Student Ethics or principles that govern the behaviour of the students. For that Purpose College prepared the rules and regulations of the students and printed a hand book and distributed to all the students every year. After distribution of the handbook by the class in-charges, he/she instructed the student to follow the rules and regulation of the hand book to know about the behaviour in class as well as in college. The student's ethics courses such as value based education for the I UG and Personality development for III UG were taught to strengthen the ethical performance of the students.

2. Gender Issues:

Value Based Education course includes the topic named as "Human Rights and Marginalized the people" for I UG students in II semester which taught gender issues. The topic includes the following:

- Rights of Women and children
- Violence against women
- Rights of marginalized People like women, children, dalits, minorities, physically challenged etc.
- Gender Development Index
- Gender and development
- Gender-Based Violence Information Management System
- Women Empowerment
- Women in Development

This course enables the students to understand the social realities and to inculcate an essential value system towards building a health society.

2. Human values:

The department propagates human values through the varied foundation, interdisciplinary and elective courses offered by the departments. The compulsory courses “Value based Education & Professional English” are the part of the curriculum for I UG students. The topic includes the following:

- Personal values
- Family values
- Social values
- Cultural values
- Professional values
- Duties and responsibilities

3. Environment and Sustainability:

The course “Environmental studies” related to ecosystem, its balance & sustainability is an integral part of the curriculum of the I UG students. University prescribed this course for creating awareness about environment in the students.

a) Forest resources:

Use and over-exploitation, deforestation, timber extraction, constructing dams and their effects on forests and tribal people.

b) Water resources:

Use and over-utilization of surface and ground water, floods, drought, dams-benefits and problems, water conservation and watershed management.

c) Mineral resources:

Use and exploitation, environmental effects.

d) Food resources:

World food problems, changes, effects of modern agriculture, fertilizer-pesticide problems.

e) Energy resources:

Growing energy needs, renewable energy sources, alternate energy sources.

f) Land resources: Land as a resource, land degradation, man-induced landslides, soil erosion and desertification.

The basic aim of this subject is to make the students to be aware about the importance of ecosystem in human life.

So the students from the department of Business Administration possessing thorough knowledge about cross cutting issues like Gender, Human Values and Environmental issues like environmental pollution, social issues of environment. With this deep knowledge, our students are very helpful to the society.

DEPARTMENT MINUTES OF MEETING

94		95	
The minutes of the meeting held on 19/02/2021 at 2.00 pm.		The minutes of the meeting held on 3/3/2021 at 2.00 pm.	
1) Dr. M. Babina 2) Mr. G. Jeevit Hanson 3) Dr. P. Jeevit Dina 4) Dr. G. Rajesh Babu		1) Dr. M. Babina 2) Mr. G. Jeevit Hanson 3) Dr. P. Jeevit Dina 4) Dr. G. Rajesh Babu	
Agenda	Discussion	Agenda	Discussion
1) III year career guidance	Career guidance programme is arranged by the college for all the third year students. All the first year students are asked to attend the programme which will be conducted in the auditorium without fail.	1) Admission work	All the staff members are asked to admit 5 new students to the college. (i.e. 5 students per teacher).
2) Late attendance	Students who come late regularly to the college will be punished by a fine of Rs. 50.	2) Nanc work	All the staff are asked to be fill 40% work on all wednesdays to complete the Nanc work.
3) Nanc work	All the staff members are asked to do the Nanc work allotted to them.	3) No groupism	No groupism or political activities permitted in the college.
4) ID card	It is mandatory for all staff and student to wear the ID card inside the college premises.	4) 100% Result	Staff members are asked to work smart and achieve 100% result and produce more University Rankes in this academic year.
The meeting came to an end.		5) Paper publication	Each Semester Staff members are asked to publish atleast one paper.
Head Department of Business Administration Anna Centre College of Arts & Science Madhavaram, Chennai-600 030		Head Department of Business Administration Anna Centre College of Arts & Science Madhavaram, Chennai-600 030	

118		119	
The minutes of the meeting held on 01/12/2021 at 1:45 pm.		6) Syllabus completion	* All the staff has to complete the syllabus on time.
1) Dr. M. Bahira		7) Bus concession	* Students willing to apply for bus concession can approach the office.
2) Mr. Othelit Hansen		The meeting came to an end.	
3) Dr. P. Jothin Bina		Head Department of Business Administration Nanjil Catholic College of Arts & Science Kaliyakkavilai - 622 124, Tamil Nadu	
4) Dr. G. Rajesh Babu			
Agenda	Discussion		
1) NAAC	* 2020-21 reports to be submitted before Dec 15 th 2021. * Previous data and reports for the past 5 years to be submitted before Jan 15 th 2022. * If the data and reports are not submitted on time there will be no vacation.		
2) Christmas Celebration	* This year's Christmas day celebration will be on 20 th Dec 2021. * The chief guest of the celebration will be Mr. Mane Thangaraj (Principal) and Dr. John Jothi (previous principal).		
3) Internal Test	* The second internal exam commences from 8 th Dec, 2021. Timing - 10:15 to 12:15 pm 12:45 to 2:45 pm (EVS)		
4) Attendance	* Attendance is compulsory for all the students.		
5) Department fund	* Department fund is to be handed over to the college.		

MASTER TIMETABLE – OFFLINE

Nanjil Catholic College of Arts and Science, Kaliyakkavilai						
Master Time Table 2021-2022 Department: BBA						
Even Semester						
Day	Class	I Hour	II Hour	III Hour	IV Hour	V Hour
1	I	Man.Eco (MB)	English	Prof. English (JB)	Bus. Maths (RB)	Tamil
	II	HRM (JB)	P&O Mgt (RB)	Cost & Mgt A/c	Cost & Mgt A/c	Mktg.Mgt (JH)
	III	Ent. (RB)	Ret. Mgt (JH)	Fin. Mgt (MB)	HRM (JB)	Project (RB)
2	I	Man.Eco ((MB)	Prof. English (JB)	English	Tamil	Bus. Maths
	II	P&O Mgt (RB)	RM (MB)	HRM (JB)	Mktg.Mgt (JH)	EES/ Library
	III	HRM (JB)	Ret. Mgt (JH)	Fin. Mgt (MB)	Ent. (RB)	Project (MB)
3	I	English	Bus. Maths (RB)	Man.Eco ((MB)	VBE (HM)	Tamil
	II	Cost & Mgt A/c	NME (JB)	EES (JB)	RM (MB)	P&O Mgt
	III	Ent. (RB)	Fin. Mgt (MB)	Ret. Mgt (JH)	HRM (JB)	Project (JH)
4	I	Tamil	Prof. English (JB)	Bus. Maths (RB)	English	Man.Eco
	II	P&O Mgt (RB)	EES (MB)	NME (JB)	HRM (JB)	Cost & Mgt
	III	Ret. Mgt (JH)	Ent. (RB)	Fin. Mgt (MB)	Project/ Library	HRM (JB)
5	I	Prof. English (JB)	English	VBE (JH)	Tamil	Bus. Maths
	II	P&O Mgt (RB)	EES (RB)	RM (MB)	EES (JB)	Mktg.Mgt (JH)
	III	Ret. Mgt (JH)	Fin. Mgt (MB)	HRM (JB)	Ent. (RB)	Project/
6	I	Prof. English (JB)	English	Man.Eco (MB)	Bus. Maths (RB)	Tamil
	II	Cost & Mgt A/c	RM (MB)	Mktg.Mgt (JH)	HRM (JB)	EES (RB)
	III	Fin. Mgt (MB)	Ent. (RB)	HRM (JB)	Ret. Mgt (JH)	Project (JH)

INDIVIDUAL TIMETABLE

Nanjil Catholic College of Arts and Science, Kaliyakkavilai						
Time Table 2021-2022			Department: BBA			
Even Semester						
Dr. M. Babima						
Day	Class	I Hour	II Hour	III Hour	IV Hour	V Hour
1	Subjec	Man.Eco		Fin.Mgt		
	Class	I BBA		III BBA		
2	Subjec	Man.Eco	RM	Fin.Mgt		Project
	Class	I BBA	II BBA	III BBA		III BBA
3	Subjec		Fin.Mgt	Man.Eco	RM	
	Class		III BBA	I BBA	II BBA	
4	Subjec		EES	Fin.Mgt		Man.Eco
	Class		II BBA	III BBA		I BBA
5	Subjec			RM		Fin.Mgt
	Class			II BBA		III BBA
6	Subjec	Fin.Mgt	RM	Man.Eco		
	Class	III BBA	II BBA	I BBA		

Nanjil Catholic College of Arts and Science, Kaliyakkavilai						
Time Table 2021-2022			Department: BBA			
Even Semester						
Dr. P. Jasbin Bino						
Day	Class	I Hour	II Hour	III Hour	IV Hour	V Hour
1	Subject	HRM		Prof.English	HRM	
	Class	II BBA		I BBA	III BBA	
2	Subject	HRM	Prof.English	HRM		
	Class	III BBA	I BBA	II BBA		
3	Subject		NME	EES	HRM	
	Class		II BBA	II BBA	III BBA	
4	Subject		Prof.English	NME	HRM	HRM
	Class		I BBA	II BBA	II BBA	III BBA
5	Subject	Prof.English		HRM	EES	
	Class	I BBA		III BBA	II BBA	
6	Subject	Prof.English		HRM	HRM	
	Class	I BBA		III BBA	II BBA	

MASTER TIMETABLE – ONLINE

Nanjil Catholic College of Arts and Science, Kaliyakkavilai

Department of Business Administration

III BBA

Online class Time Table - ODD 2021 -2022

Day	1	2	3	4	5
MONDAY	Production Management	Case Analysis	Research Methodology	Personality Development	Management Accounting
	Dr. G. Rajesh Babu	Dr. M. Babima	Dr. M. Babima	Dr. P. Jasbin Bino	Mr. G. Jenit Hanson
	Live	Live	Uploading	Discussion	Uploading
TUESDAY	Research Methodology	Personality Development	Marketing Management	Mini Project	Management Accounting
	Dr. M. Babima	Dr. P. Jasbin Bino	Dr. P. Jasbin Bino	Dr. M. Babima	Mr. G. Jenit Hanson
	Live	Live	Uploading	Discussion	Uploading
WEDNESDAY	Production Management	Research Methodology	Marketing Management	Case Analysis	Management Accounting
	Dr. G. Rajesh Babu	Dr. M. Babima	Dr. P. Jasbin Bino	Dr. M. Babima	Mr. G. Jenit Hanson
	Uploading	Live	Live	Uploading	Uploading
THURSDAY	Case Analysis	Production Management	Marketing Management	Research Methodology	Mini Project
	Dr. M. Babima	Dr. G. Rajesh Babu	Dr. P. Jasbin Bino	Dr. M. Babima	Mr. G. Jenit Hanson
	Live	Live	Uploading	Uploading	Discussion
FRIDAY	Management Accounting	Research Methodology	Production Management	Mini Project	Marketing Management
	Mr. G. Jenit Hanson	Dr. M. Babima	Dr. G. Rajesh Babu	Dr. G. Rajesh Babu	Dr. P. Jasbin Bino
	Live	Live	Uploading	Live	Uploading
SATURDAY	Case Analysis	Management Accounting	Mini Project	Marketing Management	Mini Project
	Dr. M. Babima	Mr. G. Jenit Hanson	Dr. P. Jasbin Bino	Dr. P. Jasbin Bino	Mr. G. Jenit Hanson
	Uploading	Live	Uploading	Live	Discussion

ONLINE CLASS CODE AND LINK

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

Accredited by NAAC with 'B' Grade

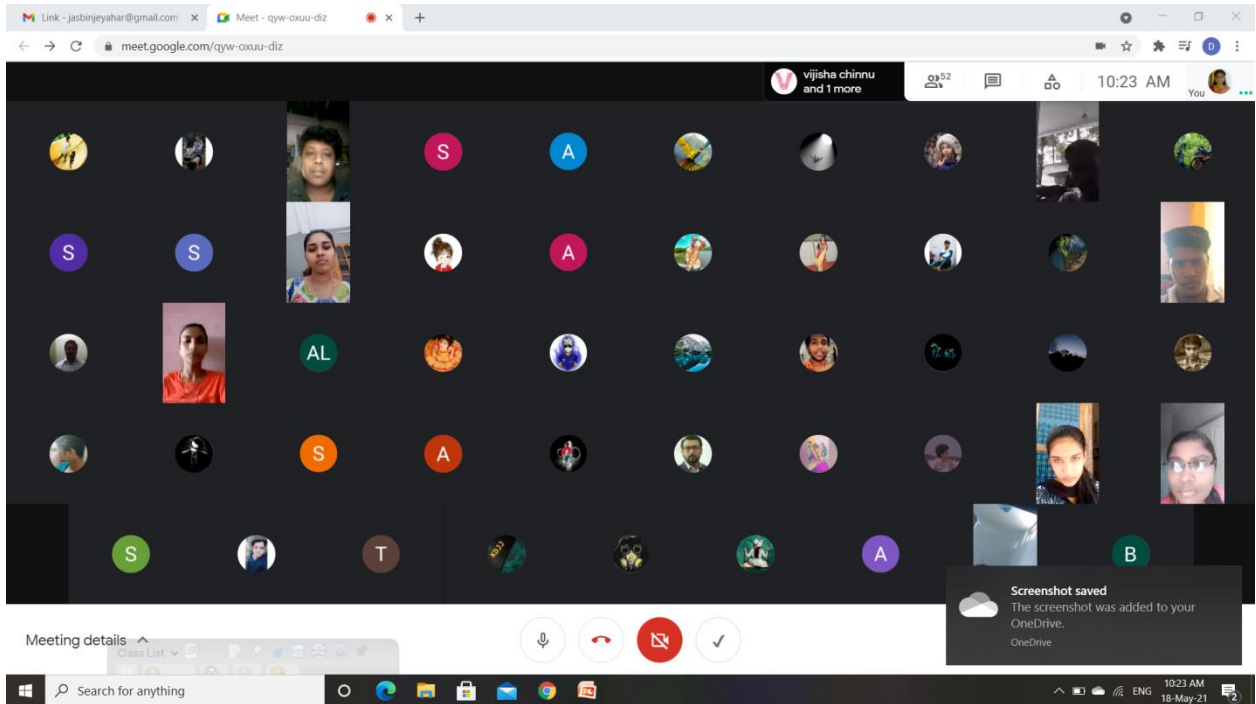
Department of Business Administration



Online class Code and Link - Semester Odd 2021 -2022

S. No	Sub. Code	Subject Name	StaffName	Class Code	Link
1	SMBA51	Case Analysis	Dr. M. Babima	1w2fvvc	https://meet.google.com/few-oexi-bab
2	SMBA52	Marketing Management	Dr. P. Jasbin Bino	7nmoqmu	https://meet.google.com/ate-wucy-hpj
3	SMBA53	Management Accounting	Mr. G. Jenit Hanson	j565xqg	https://meet.google.com/jtv-yhxs-ddk
4	SMBA54	Research Methodology	Dr. M. Babima	jhum3z	https://meet.google.com/few-oexi-bab
5	SEBA5A	Production Management	Dr. G. Rajesh Babu	kdeebtg	https://meet.google.com/vfd-iiik-qhz
6	SCSB5A	Personality Development	Dr. P. Jasbin Bino	2ytba52	https://meet.google.com/ate-wucy-hpj
7	SMBA5P	Mini Project			

ONLINE CLASS



FEEDBACK

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI
INTERNAL QUALITY ASSURANCE CELL
PARENTS FEEDBACK FORM
ACADEMIC YEAR 2021 - 2022

Name of the Parent : Shaji
 Occupation of the Parent : Housewife
 Address : Vallavilai
 Name of Student : Ashika Poulp
 Department : BBA Class: III

- Has the department convened parents meeting? Yes / No
- Are you able to meet the Secretary/Principal? Yes / No
- Are you satisfied with the quality of education offered at the College? Yes / No
- Are you satisfied with the results? Yes / No

Please rate the facilities in 1 to 5 point scale. (1 Minimum 5 Maximum)

Sl. No.	Parameters	1	2	3	4	5
1.	Cleanliness and Ambience in Campus					✓
2.	Cooperation from the administrative staff					✓
3.	Good relationship with teaching staff					✓
4.	Library Facilities					✓
5.	Laboratory Facilities	✓				
6.	Medical Facility			✓		
7.	Sports Facilities				✓	
8.	Placement and Training				✓	
9.	Security Arrangements				✓	
10.	Canteen Facilities					✓

Any other suggestions:

Date: 11/04/2022

Beji
Signature



Nanjil Catholic College of Arts and Science
Nedumcode, Kaliyakkavilai – 629 153

☎ : 04651 – 244788

✉ : nanjilccas@gmail.com

☎ : 8903013368

ALUMNI FEEDBACK FORM

Dear Alumni

We are glad that you have spent 3/2/1 valuable years for B.A., B. Sc., B. Com / M. A., M. Sc., M. Com., M. S. W., M. Phil. You will be pleased to know that your Institution has, in a short period of time, grown to be one of the leading and sought – after Institutions.

We would like to place on record that your co-operation and support has contributed in no small measure for this achievement.

We shall very much appreciate and be thankful if you can spare some of your valuable time to fill up this feedback form and give us your valuable suggestions for further improvement of the Institute.

Alumni Feedback Form

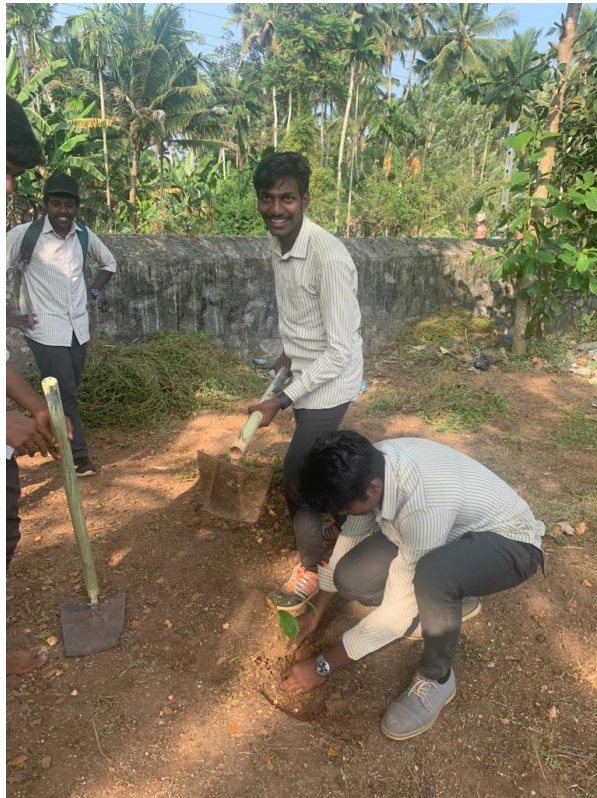
Please Tick

Attributes	Excellent	V. Good	Good	Average	Poor
Environment	✓				
Infrastructure		✓			
Laboratory Facilities			✓		
Sports and Game Facilities			✓		
Faculty		✓			
Fee structure			✓		
Quality of support material		✓			
Training & Placement	✓				
Library	✓				
Canteen				✓	
Co – curricular Activities			✓		
Comments & Suggestions					

Name : *Sumi S*
Year : *2019-2022*
Subject Studied : *BBA*
Reg. No : *20193101201246*

Signature of Alumnus

ENVIRONMENT AWARENESS



CRITERIA - II

TEACHING – LEARNING AND EVALUATION

Education system is based on the important elements of teaching and learning. The ultimate aim of teaching is to achieve holistic development of our students. The task of teaching is to provide an environment which suits the student for learning.

Teaching and Learning process enhances the knowledge from teachers to students. The most important objective of teaching is to increase the ability of students to learn more efficiently and effectively and also to gain knowledge in the subject.

The faculty uses PowerPoint presentations along with chalk and board and also follows teaching methods like seminar, group discussion, quiz, case study, role play, etc. for effective delivery of curriculum. Study materials, notes and question banks are provided in the class and also through Google Class room. Educational field visits, industrial visits, tours are organized by our department to enrich the learning process among the students.

Group projects are assigned to understand the team spirit, sharing and to develop presentation, research skills for the students. The Social Web sites such as youtube, Google meet are used for effective teaching and the ICT based materials are uploaded on the Google Classroom. Guest lectures, expert lectures and guidance by departmental alumni are also engaged. The department is equipped with Computer with internet facility, LCD projectors and other audio- visual aids are utilized on regular basis.

Identification of Slow and Advanced Learners

The students from different scenario and different types are being en-rolled in the same classroom. The intelligent once learns very fast where as weak students learn very slowly. Thus the teacher plays a vital role to determine the abilities of the students in the class. As per the evaluation, the students must be given, guidance and instruct them to work hard with regular attention. Based on the Higher Secondary Examination marks, current subject performance, classroom observation and learning speed students can be classified into advanced learners and slow learners. Eventually the learning attitudes and learning habits varies as per the type of students. Thus the faculty has to adapt a teaching methodology to

develop the slow learners into the higher level and to make advanced learners to reach the destination.

Assessment of the Learning Levels of the Students

a) Orientation Programme

Our college conducts Orientation Program for the fresher's /first year students just before commencement of the classes or during the first week of admission. In this program the Secretary, Principal, HOD and faculty members address the students. The orientation program covers the highlights of the college, rules and CBCS regulations to be followed.

- In this program, the faculty interact with the students, get to know their background (local or out of state), and make an attempt to ascertain the needs of the students.
- The faculty interact with the students to ascertain their background, subject stream, and medium of education, dispositions, aptitude for the current programme, aspirations, and areas of interest, their learning needs and skills.
- Each faculty during the class hours, identifies the slow or advance learners by interacting with them. During the course of time, a systematic evaluation process is used to assess the learning levels of the students. This evaluation process consist of written examination, group presentation, written assignment, class performance, etc.

b) Bridge Course

A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes. The main objective of the course is to bridge the gap between subjects studied at school level and subjects they would be studying in graduation. The areas discussed in the session are to the follows:

- ❖ Communication
- ❖ Personality Development
- ❖ Motivation
- ❖ Leadership Skill and Letter Writing

- ❖ Speaking, Listening Skills,
- ❖ Resume Preparation,
- ❖ Spoken English,
- ❖ Human Values, etc.,

Motivational thoughts are also presented in the session with business examples. It encourages the students and they eagerly listen to the session and give their feedback with regard to the bridge course.

c) Classroom Observation

The students are continuously monitored by the respective subject faculty in the classroom. The classroom behavior of the students is also observed; helps the faculty to understand the ability of the students and the difficulties faced by the student in the process of learning. The interest of the student is also identified; and this helps the faculty to differentiate between the slow and advanced learners.

d) Profile of the Student

There is a separate register for each batch of students where the details of each and every student are maintained. The profile register helps to know the personal details of the student so that the faculty can stay connected emotionally with the student and also to contact the guardians. Social, economic and personal problems of the student can be identified and this helps the faculty to understand the reason behind the poor performance of the student which can also be rectified by proper counseling.

e) Mentoring

Mentoring system is followed in the department which plays a vital role in identifying the slow and advanced learners. Each teacher is allotted with 20 to 25 students and the teacher is allowed to interact with the students personally and their strength and weakness is identified. The mentor helps the mentee and provides proper guidance in a new way of thinking and development.

f) Test

- ❖ Entry level test is conducted on the first or second day of the class during the first Semester. It helps to identify the IQ level of each student at the time of their entry to the course.
- ❖ Entry Level test helps to categorize the students with basic Accounting and mathematical knowledge in the field of Business Administration.
- ❖ Continued by the Entry level test, Bridge Course is conducted at the Department level.
- ❖ The main purpose of the Bridge Course is to enable the Pure Science students to cope up with the Business Administration Programme.
- ❖ The basics of Accountancy, Mathematics and Management Concepts are followed as the syllabus to bridge the gap of non- subject students enrolled in Business Administration course.

g) Special coaching class

The student who lacks in Mathematical and Non accounting knowledge joins for the BBA Course. They didn't have any knowledge over the subject. To rectify it the department conducts special classes for slow learners. After the regular class time schedule, department conducts Special coaching classes for Accounting and Mathematics related papers

Slow Learners

The slow learner is identified based on the criteria mentioned below:

- Student who is very slow in learning
- Cannot retain what they learn
- Poor Communication Skill
- Feeling difficulty in writing
- Difficult to grasp the subject concepts
- Difficult in understanding the problem based subjects, etc.

Measures taken to improve slow learners

For encouraging and motivating the slow learners, special attention is paid by each faculty.

i) Remedial Classes:

Special Coaching class for slow learners is conducted. They are given regular class tests in order to improve their performance in the Internal Test and University Examination.

ii) Assignments/ Solving University Question Papers:

Provide Solutions for questions papers from previous years

iii) Personal counseling session:

Personal counseling is given to assist students in their weaker areas and suggests improvements. If necessary, class in charge will contact parents to inform the changes in the students.

iv) Personal Attention

Personal attention is given to slow learners by revising the tough topics, providing university question bank and discuss the way of writing the answers in the exam to score good marks. Special hints and techniques are provided to them.

v) Friendly Attitude

The faculty being friendly with the slow learner can make the students to learn better. Students learn better from people whom they love and respect and feel grateful. Thus the friendly attitude of the faculty motivates the students to get interest on their studies

- ❖ Special care is taken by faculty in monitoring the performance of slow learners. The faculty members interact periodically with the slow learners.
- ❖ Slow learners get distracted easily and therefore care will be taken to identify a seating to study where there are zero distractions.
- ❖ Measures are taken to attend classes regularly by intimating the parents.
- ❖ Providing simplified notes for easy understanding. Giving additional learning materials like university question papers etc.
- ❖ Study groups are formed for better learning
- ❖ Proper guidance are giving to complete the assignments.
- ❖ Short assignments are given to the slow learners.

- ❖ Slow learners are counseled and motivated by the mentors.
- ❖ Basics of the subjects are cleared through remedial classes.
- ❖ Slow learners need more time than their peers to understand a concept or finish a task. So required time and motivation are provided to complete their task.
- ❖ In addition, the Faculty takes a keen interest while ordering books to cater the needs of both slow and advanced learners.
- ❖ Special Education is provided to the intellectual disability student to succeed in the classroom teaching and learning.

The total number of students identifies as slow learners and the output during 2017 to 2022

Year	Number of Students	Output
2017-2018	10	8 students are passed and scored first class
2018-2019	7	5 students are passed and scored first class
2019-2020	13	11 students are passed and scored first class
2020-2021	12	All the students are passed and scored first class
2021-2022	13	Performance in internal exams are improved

Advanced Learners

Advanced learners are identified based on the below criteria:

- Easily understands the subject
- Fast in learning
- Retains all they learn
- Good Communication Skill
- Answer all questions

- Easily grasps all the subject concepts and ideas
- Raises more queries for knowing more, etc.

ACTIVITIES FOR ADVANCED LEARNERS

Following are the steps taken for encouraging and motivating advanced learners

- ❖ Advanced learners are encouraged to study Recommended Readings listed in each syllabus
- ❖ Advanced learners are encouraged to enroll in MOOC Courses
- ❖ Encouragement to Participate in Seminars and webinars.
- ❖ Advanced learners are selected to be the committee coordinators of different activities and programs in the Department.
- ❖ Encourage to participate in competitions and events.
- ❖ By providing opportunity to teach slow learners
- ❖ By providing placement activities.
- ❖ Encouraging to participate in quizzes, poster presentation, inter institution competition
- ❖ Special attention is given to the advanced learners to obtain University Ranks.
- ❖ Performance and Attendance of students are communicated to parents regularly.

Motivational classes are conducted for advanced learners to reach the pinnacle of success by getting University Ranks. For supporting the advanced learners, they are given additional coaching. The first 5 toppers of all the three years are given special coaching by the institution for securing the University Ranks. They are also motivated for preparing the competitive examinations and also to attend seminars and conferences to keep them updated on their area of study and current affairs.

The students identified as advanced learners and the output from 2017-18 to 2020-21

Year	Number of Students	Output
2017-18	10	3 University Rank
2018-19	15	4 University Ranks
2019-20	8	1 Gold Medal
2020-21	11	4 University Ranks
2021-22	13	All the students scored first class marks in up to 5 th semester

ICT Enabled Tools for effective teaching - Offline

ICT is very much relevant in teaching business related subjects. It makes the faculty to enrich the task of teaching more easy, interesting and innovative by incorporating multimedia (images, videos, colours, animation, etc) besides plain text. It enables faculties to help students to retain the learnt material for a longer time by having a visual and audio effect.

Realizing the benefits of ICT in education, the institution provides Wi-Fi facility to faculties for utilizing the available services of ICT. Faculty makes use of information and communication technologies (ICT) in teaching- learning process.

- ❖ All our classrooms are equipped with projectors and the high speed Wi-Fi connection.
- ❖ The faculty members make use of the digital library and INFLIBNET for effective presentations in the classroom.
- ❖ ICT helps the faculty for preparation of lecture notes for interesting presentation
- ❖ Faculty may be able to prepare lecture notes during college hours itself making use of the leisure hours
- ❖ Faculty members are motivated to register for online MOOC-NPTEL Certificate courses and to make use of the material for effective teaching.

a) PowerPoint presentations

Since the classrooms are enabled with projectors, the faculties are encouraged to use power-point presentations for ICT enabled teaching. Using PPTs (Power Point Presentations) faculties are able to grab the attention of each student and it helps student to retain the learnt material for a longer time in memory.

b) Computer systems

Computers are used in the process of effective teaching as it can store huge information. Accounting Software like Tally and various types of quizzes are created with the support of computer systems which gives the students a practical knowledge.

c) Projectors

Traditional tools like chalk and blackboard are replaced with the help of ICT equipments like projector and monitors, which provides the students with content in the form of power point presentation, images and also in videos. While using the projectors the wall is used as a screen which helps in enhancing the teaching process and making it effective and thus the students may remain active in the classroom.

d) Use of Internet

YouTube channels based on Business Administration subject can be used with the help of internet to make the teaching process interesting and effective.

ONLINE TEACHING

Education which is more of the chalk and talk method is slowly transforming after the pandemic COVID-19. The lockdowns in response to COVID-19 have interrupted conventional mode of teaching and learning process of the department during the academic year 2020-21 and 2021-22 (odd semester). Efforts are taken to keep in touch with the students through WhatsApp group and online mode of teaching is followed from 8th August 2020 for the II and III year students for 42 hours per week in the following pattern.

- ❖ 14 hrs live Class per week
- ❖ 14 hrs for Material uploading
- ❖ 14 hrs for Assignment, Test and Seminar

For the I year students 54 hours per week schedule was followed with 18 hrs for live class, 18 hrs for material uploading and 18 hrs for Assignment and Test.

Online class schedule is given to students through WhatsApp and Google Classroom. Faculty members contact the students regularly through online modes like Google Meet, Google classroom and WhatsApp.

Online Teaching Methods

i) Google Classroom

Google Classroom is a virtual classroom which made teaching and learning easy during the period of lockdown. It includes slideshow, paperless assignments and quizzes. Separate drive folder for assignments, grade sheets, attendance sheets, etc is created by the subject staff. The faculty can post notes, assignments and other announcements or information etc. the teacher can also check who all have completed the assignment and value the assignments online.

Google Classroom gave a solution for online mode of teaching. Faculty can –

- ❖ Create and manage classes, assignments, and grades online without paper.
- ❖ Add materials to assignments, such as YouTube videos, a Google Forms survey, and other items from Google Drive.
- ❖ Give direct, real-time feedback.

ii) Online Presentations

During Lockdowns, the Department handled classes through online Presentations. Online Presentations replaced physical classroom and became the most common methods of teaching. It helps to incorporate images which make it easier to deliver and understand complex information. Subject faculties share the presentation with the students through Google Classroom or WhatsApp after the completion of the lesson for revision and learning.

iii) Google Meet

Online classes were conducted through this secure platform during the lockdown period. Google Meet can empower and enrich teaching and learning with advanced features like breakout rooms, live streaming, attendance tracking, Questions and Answers, polling and

more when you sign up for the teaching. Google Meet is one of the most secure online video conferencing software where teaching process can be done securely. Google meet is used for teaching and through Google classroom and WhatsApp course related information- learning material, quizzes and assignments are shared by the faculty

LEARNING

Learning is “a process that leads to change, which occurs as a result of experience and increases the potential for improved performance and future *learning*”. Learning is an important process of the students in the education system. Faculty members take efforts to enhance the learning experience through various student centric methods.

STUDENT CENTRIC METHODS

For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially during mathematics, statistics, accountancy and economics classes, where they teach mathematics and statistics as numerical solving. Also, some faculties use power point presentations and computer-based materials. They also use the lectures of YouTube to make learning interesting besides the conventional oral presenting methods. Some Student centric methods are given below:

Lecture Method

- ❖ **Lecture method** refers to the explanation of the topic to the students. The emphasis is on the presentation of the content.
- ❖ The faculty clarifies the content matter to the students. **Faculties** are active and also ask questions to keep the students attentive. It provides an opportunity for better clarification of the topics. It brings a personal contact and touch with the students and influence the students.
- ❖ The faculty encourages the students to ask questions regarding their subjects and doubts are clarified in the class. Teaching aids used to make the lecture effective. The content of the lecture is always logical and are based on the standard of the students understanding.

ICT Enabled Teaching – Off line

ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, language Lab, E-learning resources and Virtual class room, Guest lecturers of various eminent scholars are given to enhance the students knowledge on the subject. The department adopts modern pedagogy in line with emerging trends to enhance teaching process. The institution has the essential equipments to support the faculty members and students for regular practical sessions. LCD projectors are used for seminars, workshops and for the productive usage of educational videos. Our department provides instructional materials to the students for easy follow-up.

Experiential Learning

Learning by doing is what experiential learning is the Department provide opportunities to engage themselves in experiential learning so that they are able to connect theories and knowledge learned in the classroom to real-world situations. Experiential learning activities can help students to learn actively .When students are involved in the learning process they are more engaged more emotionally and also experience learning in a new way. Student centric methods are used to enhance Teaching- Learning process and each faculty of our department make classes as interactive as possible by showing individual attention.

The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, Teaching through demonstration, visual aids, periodical industrial visits, organizing exhibitions, presenting papers, analyzing case studies and participating and conducting quiz on theory topics. Office Automation and Accounting Software like Tally ERP are the Add on courses imparting experiential learning.

Students visit in various industries and involve themselves in Management Games, like and also organize NANJIL BAZAR as a part of experiential learning methodologies which are practiced in the Department to enhance learning experiences.

Types Experiential Learning

a) Industrial Visits

Classroom teaching-learning process becomes meaningful and effective only when students get an interface in order to understand the functioning of the industry. Industrial visits are an efficient way of experiential learning to understand the nature of

corporate and industrial practices. Industrial visits are organized by our department for the first to final year students of UG

b) Exhibition

Our department has a practice of organizing Expo which gives students an opportunity to understand the business activities. Nanjil Bazaar was organized by the Department, in which the students and faculty from all other Departments visited and shared their feedback. It was encouraging and gave a good learning experience to our students.

Students participated in this exhibition as a team and hence helped them to develop team spirit among the students. Students exhibited their presentations before the judges and it helped them develop their presentation skills.

c) Management Games

To learn and understand management skills and experiential learning, Management games are executed so the students learn various skills by practicing. Students were organized in groups and played with each other. It made the students to understand various Communication and Management concepts and also how to deal with various job situations.

d) Tally

Tally has become a popular software for record-keeping and accounting purposes. Hence it is opted for the students and it's a must for the students to equip themselves with Tally to have employable opportunities immediately after their degree.

e) Assignments

The students are given regular home assignments to develop the skill of writing as a part of experiential learning. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence and develop writing skills. Assignments are evaluated / checked and returned to the students.

f) Student Seminars

The student seminars are organized and the papers are presented by students on contemporary topics to enrich their learning experience.

g) Class tests

The faculties test the students understanding of the subject matter by conducting tests in regular intervals.

h) Major Project

Our department offers major project learning based on the curriculum point of view. The faculties are the guides to the students in the process of preparation of projects. Our department makes students do project work in their final year.

Participative Learning

Learning in group is encouraged and students are engaged in activities which promote skill formation. Through Participative Learning, learners are involved in the learning process like group discussions and debates. Students regularly participate in inter-college competitions and festivals. The students' are counseled and encouraged constantly by mentors, class in charges and motivational speakers to participate in academic and non academic programs and to learn from it.

i) Interactive method

The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs.

ii) Group Discussions

Students are divided into small groups and separate topics are given for discussions. They may express their views on the issue with arguments in favour and against of it. Students actively participate and understand a situation and find the solutions to those problems.

iii) Classroom Debates

Class debates are a fun way of learning. It encourages and helps the students to develop their communication skill. Through debates, students may try to understand complex issues relevant to commerce and may also expand their knowledge and acquire new learning outcomes.

iv) Quizzes

To enhance the knowledge of business, Business quizzes are organized at the Department level. Students are also encouraged to participate in quizzes organised by other Departments and also by other colleges

v) Case Study Analysis and Discussion

The case study method is a participatory, discussion based way of learning where students gain skills in critical thinking, communication, and group dynamics. Our department uses case studies in diverse fields of Management – Marketing, Finance, General Management and Economics.

EFFECTIVE TEACHING-LEARNING PROCESS

The classrooms are well equipped with LCD projector and have Wi-Fi facility so that the teacher can effectively deliver the classes with the help of videos and other means using internet facility. Department of Business administration have three pc's with secured internet connection which is used by the department staffs to acquire knowledge about the subjects and to upload the students performance register, attendance and mark sheets, achievements, activities etc. It is also useful for the students to obtain certain knowledge about the current affairs and general knowledge and also to acquire subject knowledge. Proper management of PC's are carried out by keeping our operating system and software up-to-date. PC's are protected with anti-spyware and antivirus protection with the support of the management.

a) PowerPoint Presentations

Faculties are encouraged to use power-point presentations during their teaching sessions by using LCD's and projectors.

b) Industry Connect

Seminar and Conference room are digitally equipped for guest lectures, expert talks and various competitions are regularly organized for students.

c) Online Quiz

Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms.

d) Video Conferencing

Students are counseled with the help of Google meet applications.

e) Video Lecture

Recorded video lectures are made available to students for long term learning and future referencing.

f) Online Competitions

Various technical events and management events such as project presentations, business quiz, debates, etc. are being organized with the help of various Information Communication Tools.

g) Workshops

Faculties use various ICT tools for conducting workshops on latest methods.

ICT enabled tools for effective learning process.

The use of ICT can increase the effectiveness of some learners. ICTs support students to increase the learning ability and also help to retain the topic learned for a longer time.

- ❖ The Department promotes ICT based learning by conducting quizzes which are co-ordinated by students.
- ❖ The students and faculty are motivated to register for online MOOC-NPTEL Certificate courses for learning and getting an in-depth knowledge in specified subjects.

To know the Perceptions of the students on the ICT enabled learning in the classroom a feedback is collected and analyzed.

Student satisfaction	Highly satisfied	Satisfied	Neutral	Dissatisfied	Highly Dissatisfied
Able to get more concentration on learning	63%	21%	10%	6%	0
Understands more easily	58%	26%	11%	5%	0
Easy to remember what is learnt	52%	24%	12%	9%	3%
More engaged and less disturbance	42%	31%	7%	12%	8%
More useful for Theory subjects	56%	33%	8%	3%	0

Effective for problem based subjects	41%	21%	18%	13%	7%
ICT enabled tools are good for effective learning	63%	14%	18%	5%	0

Inference:

From the above table shown, the student satisfaction level on ICT enabled learning in the class room is being analyzed. It shows the data of 50 students from the department of BBA. Out of 50 students, 20 students from III year, 10 students from II year and 20 students from I year.

It is evident that most of the students are in favour of ICT enabled learning. The slow learners find this method easier than the conventional chalk and board method and help to remember what they learnt. It helps them to be more engaged on classes with fewer disturbances. Advanced learners do not find much difference between the ICT and conventional learning.

Majority of the student’s feel ICT enabled tools less effective for problem based subjects.

ONLINE LEARNING – Virtual Classrooms

In the Virtual classrooms, both the subject teacher and the students are connected in the online platform at the same time. With the help of user devices like Laptops, Desktops, Mobiles and TABs, the participants are allowed to interact, ask questions, and clarify doubts as the traditional classrooms. Students involve in the process of online learning by-

- ❖ Tracking class work and submitting assignments.
- ❖ Checking feedback and grades.
- ❖ Sharing resources and interact in the class stream or by email

Mechanism of conducting Internal Test- Online

- ❖ The date of internal test is finalized in the council meeting and the timetable is informed to the staff and students through Whats App Group.
- ❖ Internal question paper was posted in the class WhatsApp group 30 minutes prior to scheduled time.

- ❖ After the exam, the scanned pdf copy of the answer scripts were sent to the email id of the staff concerned.
- ❖ After the exam, the concerned subject staff evaluate the answer scripts and post the mark in Google class room and bonifon

Internal test Evaluation- Online

During Covid 19, the internal exams were evaluated through online mode. Staff valued the papers by downloading the scripts and the mark list was prepared and informed to the students through WhatsApp group.

Mechanism of conducting External Exam- Online

Due to COVID-19 Pandemic situation, the conventional method of conducting examination was not possible and as per the directions of the Higher Education Department of Government of Tamilnadu, Manonmaniam Sundaranar University decided to conduct online mode of examination. Students were advised to be at home and take up the examinations.

- ❖ Question papers were made available Online in the examination portal in msuniv.ac.in home page with a link msuniv.ac.in->Examinations->Online (or)<http://www.msuobe.neoproctorexam.com> 30 minutes prior to the commencement of each examination.
- ❖ After writing the examination, the students were asked to scan/photograph all pages of the answer script, including the front page and convert that into a single pdf file and upload them to the portal within a stipulated time.
- ❖ Online submission of scanned answer script was mandatory.
- ❖ After writing all examinations, the students should download the submission acknowledgement format and all original answer scripts should be submitted to the College

External Exam Evaluation - Online

Till November 2020 Examination valuation is done in an offline mode in various valuation centers and due to covid-19 pandemic it is carried out in an online mode.

- ❖ The examiners log into university portal and can verify the summary of the answer sheets assigned
- ❖ The answers sheets were assigned to the examiners randomly
- ❖ The marks allotted for each question were displayed by the system against the question numbers. The sum total or the final score of the marks was calculated by the system and displayed.
- ❖ If the students were not satisfied with the results, they could request for rechecking or re-valuation of answer sheets.

EVALUATION – OFFLINE

Evaluation helps the Faculty members to measure the effectiveness of their teaching by linking student performance in various tests. Class test, Quizzes, Internal Assessment and External Examination were conducted in each semester to assess the knowledge and their outcome.

Class Test

The subject teachers conduct class test every week for their subjects and evaluates the class test periodically.

Assignments

For analyzing the student's level of understanding of concepts, the faculty assigns assignments for every subject and is evaluated.

Quiz

Quizzes are used as a tool for assessing students' knowledge and skill. Quizzes combine the game into the learning process. It helps students understand the weaker areas with instant feedback. Subject quizzes were conducted in the classroom and their understanding is evaluated.

Mechanism of conducting Internal Test- Offline

- ❖ The Internal Assessment system is carried out in a systematic manner at the college level. An examination committee is held responsible for conducting the Internal Test.
- ❖ The Principal convenes the Council Meeting and the date of internal test will be finalized in that meeting.
- ❖ Three Internal tests are conducted during each semester.

- ❖ The subject handling faculty prepares question papers and submits it to the college office through email.
- ❖ Timetable is given to the staff and students well in advance.
- ❖ Internals test are conducted for 40 marks for 2 hours, and will be converted to 20 marks for each subject.
- ❖ Internal exam committee will take all efforts to conduct the exam in a centralized manner and seating arrangement is intimated to the students through students WhatsApp and displayed in notice board.
- ❖ Invigilation duties for the Faculty members are allotted by the exam committee.
- ❖ After the exam, concerned subject staff collects the answer scripts from the exam cell and they are instructed to value the papers within one week

Internal test Evaluation- Offline

- ❖ After the completion of the Internal exam evaluation is carried on by the subject teachers
- ❖ Papers are returned to the students, after verification and totaling of marks
- ❖ Marks will be entered in the Assessment Record in the presence of the students.
- ❖ Students understanding are evaluated based on their performance in the internal exams.
- ❖ The performance of the students is also compared with previous marks.

Mechanism of conducting External Test- Offline

- ❖ External examination mechanism begins with a payment of University exam fee by the student.
- ❖ Students are informed to pay the exam fee through the University portal immediately after the notification given by the university.
- ❖ External exam Timetable will be circulated to students immediately when the college receives it from the University.
- ❖ University declares our college as the exam centre to conduct University exams for the students of our college.
- ❖ University appoints chief superintendent for the college to conduct the examinations as per university norms.
- ❖ After the exam, the answer scripts are collected and arranged subject wise and it will be collected by the university staff directly from the college for valuation.

External Evaluation- Offline

- ❖ The external examination shall be conducted at the end of the semester for 75 marks. Each course shall consist of five units of syllabus.
- ❖ Part–A: There shall be compulsory question containing 10 one mark Questions and these are to be set from the entire syllabus covering two questions from each unit.
- ❖ Part–B: There shall be one question from each unit with internal choice. Each question carries 5 marks.
- ❖ Part-C: There shall be one question from each unit with internal choice. Each question carries 8 marks.
- ❖ Central valuation is normally conducted by the university by external examiners.
- ❖ A period of Central valuation of answer scripts is finalized by the COE in consultation with the respective Chairman of the Board of Examiners.
- ❖ All theory answer scripts shall be sent to the central valuation center assigning Dummy numbers and removal of the First page containing the examinee's Register number.
- ❖ The shortlisted examiners evaluate the answer-scripts of the University examination
- ❖ 50 answer-scripts should be issued for evaluation to each examiner in a day
- ❖ The Chairman of the Board shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation.
- ❖ The marks awarded for each question shall be entered in the appropriate column on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with the signature of the examiner.
- ❖ The examiner shall prepare marks lists in the prescribed proforma by filling and shading of OMR marks sheets
- ❖ Results will be declared by the University in the website.

Examination-Related-Grievances- Internal

Any grievance related to examination is dealt with in the college in the following ways:

- ❖ If the students have any grievance regarding evaluation of the paper, student should inform the subject teacher.

- ❖ If not rectified it should be informed to head of the department.
- ❖ Even if it is not rectified, the student can approach Examination Grievance Committee.
- ❖ Examination Grievance Committee constituted in the college looks after the grievances related to internal tests.
- ❖ Students may approach the grievance cell through the Head of the Departments.
- ❖ For transparency the answer scripts of the internal tests are properly scrutinized and shown to the students.
- ❖ The marks secured by the students are immediately recorded in a separate register
- ❖ Attendance of the students appearing in examination is properly recorded.

Examination-Related-Grievances- External

Students who were not satisfied with their marks at the University examinations can apply for re-totaling. The Xerox copies of the answer scripts can be obtained from the University by paying a fee and revaluation can be made if necessary after verifying the copy of answer scripts.

The final year students have the option for writing supplementary exam if he fails in one subject. The entire mechanism dealing with examination related grievances is time bound as per University rule and regulations.

Program outcomes

- A good understanding on the functions of Business
- Providing Global Views
- Critical and Analytical Thinking Abilities Development
- Developing Interpersonal Skill
- Creating Social Sensitivity and Understanding CSR, Ethical and Sustainable Business Practices Demonstrate sensitivity to social, ethical and sustainability issues
- Expertise in Entrepreneurship Skills

Program specific outcomes

- Acquiring Conceptual Clarity of Various Functional Areas
- Ability to analyze various functional issues affecting the organization
- Demonstrating ability to evolve strategies for organizational benefits
- Analysis and interpretation of the data which is used in Decision Making
- Demonstrate the ability to develop models / frameworks to reflect critically on specific business contexts
- Demonstrate Effectively Oral and Written Communication
- Demonstrate Ability to work in Groups
- Demonstrate understanding of social cues and contexts in social interaction
- Understand ethical challenges and choices in a business setting
- Demonstrate understanding of sustainability related concerns in varied areas
- Analyze Global Environment and its Impact on Business
- Understand the ecosystem of start up in the country
- Demonstrate the ability to create business plans

PROGRAM SPECIFIC OUTCOMES: BBA

Year	No of students appeared	Pass	Fail	Pass percentage	Grade		
					O	A+	A
2017-2018	40	37	3	93	3	18	16
2018-2019	55	54	1	98	4	22	20
2019-2020	40	40	0	100	1	13	11
2020-2021	47	47	0	100	4	16	18

Inference:

In 2017-2018, year 93 percentage students are passed. This year 3 students got in O grade, 18 students are got in A+ and 16 students are getting in A grade.

In 2018-2019, year 98 percentage students are passed. This year 4 students got in O grade, 22 students are got in A+ and 20 students are getting in A grade.

In 2019-2020, year all the students are passed. This year 1 student got in O grade, 13 students are got in A+ and 11 students are getting in A grade.

In 2017-2018, year all the students are passed. This year 4 students got in O grade, 16 students are got in A+ and 18 students are getting in A grade.

COURSE OUTCOMES

The outcome of the students in various courses of the program is mentioned below:

Year	Class	Subject	No. of Students Appeared	No. of Students Passed	Pass Percentage	No. of Students with Distinction	First Class
2017-2018	I BBA	Commercial Correspondence	54	43	79.63	1	21
		Business Statistics	55	40	72.73	1	5
		Environment of Business	53	40	75.47	-	10
		Environmental Studies	55	54	98.18	-	7
		Business Organization	45	42	93	-	32
		Business Mathematics	45	19	42	-	7
		Office Management	45	43	96	-	31
		Value Based Education	45	45	100	-	40
	II BBA	Principles of Management	57	54	95	-	24
		Business Law	57	49	86	1	28
		Financial Accounting	57	45	79	-	12
		Organisational Behaviour	55	45	82	2	16

		Cost Accounting	54	42	78	-	30
		Industrial Law	54	54	100	-	51
		Financial Services	54	53	98	-	49
	III	Case Analysis I	40	38	95	2	36
	BBA	Marketing Management	40	39	98	-	37
		Management Accounting	40	39	98	-	28
		Production Management	39	35	90	1	34
		Personality Development	40	40	100	-	32
		Case Analysis II	39	39	100	-	34
		Financial Management	40	40	100	5	31
		Human Resource Management	40	39	98	2	36
		Entrepreneurship	40	38	95	-	33
		Marketing Research	40	40	100	3	34
2018-2019	I BBA	Commercial Correspondence	49	46	94	-	38
		Business Statistics	49	23	47	-	8
		Environment of Business	49	40	82	-	36
		Environmental Studies	49	48	98	-	38
		Business Organisation	46	46	100	-	39
		Business Mathematics	46	36	78	1	12
		Office Management	46	34	74	-	21
		Value Based Education	46	43	93	-	31
	II BBA	Principles of Management	46	44	95.6	-	32

		Business Law	47	42	89	-	36
		Financial Accounting	46	42	91	-	32
		Organisational Behaviour	46	44	96	-	31
		Advertising	47	44	93.6	-	28
		Introduction to Banking	46	45	98	-	31
		Cost Accounting	38	28	73.68	-	26
		Industrial Law	41	37	90.24	1	30
		Financial Services	41	29	70.73	-	29
		Salesmanship	41	37	90.24	-	32
		Secretarial Practice	41	30	73.17	-	31
	III BBA	Case Analysis	40	38	95	-	29
		Marketing Management	40	40	100	-	27
		Management Accounting	39	39	100	-	21
		Production Management	40	40	100	-	31
		Personality Development	41	32	78	-	29
		Retail Management	54	54	100	-	31
		Financial Management	55	54	98	-	33
		Human Resource Management	55	54	98	-	34
		Entrepreneurship	55	55	100	-	36
		Marketing Research	55	55	100	-	41
2019-2020	I BBA	Commercial Correspondence	47	44	93.6	-	35
		Business Statistics	47	37	78.7	-	12
		Environment of Business	47	40	93.6	-	22

		Environmental Studies	47	42	93.6	-	24
		Business Organisation	47	47	100	-	45
		Business Mathematics	47	47	100	-	47
		Office Management	47	47	100	-	47
		Value Based Education	47	47	100	-	47
	II BBA	Principles of Management	46	44	95.6	-	47
		Business Law	47	42	89	-	26
		Financial Accounting	46	42	91	-	29
		Organisational Behaviour	46	44	96	-	22
		Advertising	47	44	93.6	-	21
		Introduction to Banking	46	45	98	-	29
		Cost Accounting	46	46	100	-	46
		Industrial Law	46	46	100	-	46
		Financial Services	46	46	100	-	46
		Salesmanship	46	46	100	-	46
	Secretarial Practice	46	46	100	-	46	
	III BBA	Case Analysis	40	38	95	-	40
		Marketing Management	40	40	100	1	39
		Management Accounting	39	39	100	1	38
		Research Methodology	38	35	92	-	38
		Production Management	40	40	100	-	40
		Personality Development	41	32	78	-	41
		Retail Management	40	40	100	-	40

		Financial Management	40	40	100	1	39
		Human Resource Management	40	40	100	1	39
		Entrepreneurship	40	40	100	1	39
2020-2021	I BBA	Professional English for Commerce and Management – I	21	21	100	1	20
		Business Statistics	21	21	100	1	20
		Environment of Business	21	21	100	-	21
		Environmental Studies	21	21	100	1	20
		Professional English for Commerce and Management – II	20	20	100	-	20
		Principles of Management	20	20	100	-	20
		Managerial Economics	20	20	100	-	20
		Value Based Education	20	20	100	1	19
	II BBA	Principles of Management	41	41	100	-	41
		Business Law	41	41	100	-	41
		Financial Accounting	41	41	100	-	41
		Organisational Behaviour	41	41	100	-	41
		Advertising	41	41	100	1	40
		Introduction to Banking	41	41	100	-	41
		Cost Accounting	43	43	100	6	37
Industrial Law	43	43	100	-	43		

		Financial Services	43	43	100	-	43	
		Salesmanship	43	43	100	-	43	
		Secretarial Practice	43	43	100	-	43	
	III BBA	Case Analysis	47	47	100	-	47	
		Marketing Management	47	47	100	-	47	
		Management Accounting	47	47	100	-	47	
		Research Methodology	47	47	100	-	47	
		Production Management	47	47	100	-	47	
		Personality Development	47	47	100	-	47	
		Retail Management	47	47	100	-	47	
		Financial Management	47	47	100	-	47	
		Human Resource Management	47	47	100	-	47	
		Entrepreneurship	47	47	100	-	47	
2021- 2022		I BBA	Professional English for Commerce and Management – I	34	34	100	2	32
			Principles of Management	34	34	100	-	34
	Business Statistics		34	34	100	-	34	
	Environmental Studies		34	34	100	2	32	
	II BBA	Financial Accounting	20	20	100	-	20	
		Organisational Behaviour	20	20	100	-	20	
		Business Mathematics	20	20	100	1	19	
		International Business	20	20	100	-	20	

		Management					
		Business Law	20	20	100	-	20
	III BBA	Case Analysis	43	43	100	6	37
		Marketing Management	43	43	100	1	42
		Management Accounting	43	43	100	-	43
		Research Methodology	43	43	100	-	43
		Production Management	43	43	100	-	43
		Personality Development	43	43	100	2	41

From 2017 – 2021 out of 127 subjects, for 74 subjects students obtained 100 percentage of result, 34 subject students obtained above 90 percentage of result, 17 subject students obtained above 60 percentage of result, and two subject students obtained 40 percentage of result.

RESULT ANALYSIS

Results Analysis will help to understand how students are learning, and how they have performed. Analysis is done at the Department and college level

Department Level

Immediately after the publication of semester results, subject wise result analysis is done and submitted to the college office. Department meetings are convened for discussing and analysing the results. Class in charges and Subject teachers are intimated to identify and pay attention to those students whose performance is not satisfactory. Corrective measures should be taken by categorising the students as slow and Advanced Learners.

College Level

Management /Principal convene the meeting of our department staff to discuss the performance level of the staff and students. Result Analysis is done by the Management and Principal with the aim of achieving 100 percent results and securing more University ranks.

TEACHING ICT TOOLS











Sl. No	Date	Time	Mode	Class	Topic - Title	Handed by	Signature
131	16/03/2022	9.15-10.50	PPT	Managerial Economics	Supply	Dr. M. Babina	ML
132	16/03/2022	11.15-12.15	-	Library	-	-	-
133	17/03/2022	10.15-11.15	PPT	Managerial Economics	Demand Forecasting	Dr. M. Babina	ML
134	18/03/2022	8.00-9.00	PPT	Professional English	Business Cycle	Dr. Jasbin Bino	ML
135	21/03/2022	8.00-9.00	PPT	Professional English	Demand Forecasting	Dr. M. Babina	ML
136	22/03/2022	9.15-10.15	PPT	Business Mathematics	Mass Marketing	Dr. Rajesh Babu	ML
137	22/03/2022	10.15-11.15	PPT	Professional English	Venn Diagram	Dr. M. Babina	ML
138	11/03/2022	8.00-9.00	PPT	Managerial Economics	Types of Demand	Dr. M. Babina	ML
139	11/03/2022	8.00-9.00	PPT	Professional English	Forecasting	Dr. M. Babina	ML
140	11/03/2022	8.00-9.00	PPT	Managerial Economics	Cost Concept	Dr. M. Babina	ML
141	11/03/2022	8.00-9.00	PPT	Managerial Economics	Long Run Cost Curve	Dr. M. Babina	ML
142	11/03/2022	9.15-10.15	-	Professional English	Speaking	Dr. Jasbin Bino	ML
143	11/03/2022	9.15-10.15	PPT	Professional English	Ukranian Case	Dr. Rajesh Babu	ML
144	11/03/2022	10.15-11.15	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
145	11/03/2022	9.00-9.00	PPT	Professional English	Reading	Dr. Jasbin Bino	ML
146	11/03/2022	10.15-11.15	-	Managerial Economics	Production Function	Dr. M. Babina	ML
147	11/03/2022	9.00-9.00	PPT	Managerial Economics	Production Function of a firm	Dr. M. Babina	ML
148	11/03/2022	10.15-11.15	PPT	Professional English	Reading	Dr. Jasbin Bino	ML
149	11/03/2022	11.15-12.15	-	Business Maths	Multiplication	Dr. Rajesh Babu	ML
150	12/03/2022	8.00-9.00	-	Managerial Economics	Production Function	Dr. M. Babina	ML
151	12/03/2022	9.15-10.15	PPT	Professional English	Writing	Dr. Jasbin Bino	ML
152	12/03/2022	8.00-9.00	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
153	12/03/2022	10.15-11.15	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
154	12/03/2022	11.15-12.15	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
155	12/03/2022	8.00-9.00	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
156	12/03/2022	9.15-10.15	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
157	20/03/2022	9.15-10.15	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
158	20/03/2022	10.15-11.15	-	Managerial Economics	Perfect Competition	Dr. M. Babina	ML
159	21/03/2022	9.15-10.15	PPT	Professional English	Digital Competence	Dr. Jasbin Bino	ML
160	22/03/2022	8.00-9.00	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
161	25/03/2022	8.00-9.00	-	Business Maths	Matrix	Dr. Rajesh Babu	ML
162	25/03/2022	10.15-11.15	PPT	Professional English	Digital Competence	Dr. Jasbin Bino	ML


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Sl. No	Date	Time	Mode	Class	Topic - Title	Handed by	Signature
163	26/03/2022	8.00-9.00	-	Managerial Economics	Monopoly	Dr. M. Babina	ML
164	26/03/2022	9.00-10.00	PPT	Professional English	Digital Competence	Dr. Jasbin Bino	ML
165	26/03/2022	9.15-10.15	PPT	Professional English	Digital Competence	Dr. Jasbin Bino	ML
166	28/03/2022	10.15-11.15	-	Business Maths	Differential Calculus	Dr. Rajesh Babu	ML
167	21/03/2022	8.00-9.00	-	Managerial Economics	Money	Dr. M. Babina	ML
168	21/03/2022	10.15-11.15	PPT	Professional English	Digital Competence	Dr. Jasbin Bino	ML
169	21/03/2022	11.15-12.15	-	Business Maths	Differential Calculus	Dr. Rajesh Babu	ML
170	11/03/2022	9.15-10.15	-	Business Maths	Differential Calculus	Dr. Rajesh Babu	ML
171	11/03/2022	8.00-9.00	PPT	Professional English	Digital Competence	Dr. Jasbin Bino	ML
172	11/03/2022	8.00-9.00	-	Managerial Economics	Money	Dr. M. Babina	ML
173	11/03/2022	9.15-10.15	-	Business Maths	Critique of Maximization	Dr. Rajesh Babu	ML
174	11/03/2022	10.15-11.15	-	Managerial Economics	Inflation	Dr. M. Babina	ML
175	12/03/2022	9.15-10.15	PPT	Professional English	Creativity	Dr. Jasbin Bino	ML
176	12/03/2022	10.15-11.15	-	Business Maths	Maximum and Minimum	Dr. Rajesh Babu	ML
177	12/03/2022	8.00-9.00	PPT	Professional English	Creativity	Dr. Jasbin Bino	ML
178	12/03/2022	8.00-9.00	PPT	Managerial Economics	National Income	Dr. M. Babina	ML
179	12/03/2022	9.15-10.15	PPT	Professional English	Creativity	Dr. Jasbin Bino	ML
180	12/03/2022	12.45-1.45	-	Business Maths	Higher order derivatives	Dr. Rajesh Babu	ML

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LEARNING BRIDGE COURSE

20		2020-2021		21			
Sl. No.	DATE	TIME	TOPIC	RESOURCE PERSON	IN-CHARGE	PARTICIPANTS	SIGNATURE
1.	19/08/2020	9.00am to 12.00pm	Common Orientation	Fr. M. Eckermann Michael Dr. A. Muneeski Sundaram	Dr. M. Babima	I BBA	
2.	20/08/2020	9.00am to 10.00am	Time Management	Dr. M. Babima	Dr. M. Babima	I BBA	
		10.00am to 11.00am	Introduction to Accounting	Ms. G. Jenit Hanson	Ms. G. Jenit Hanson	I BBA	
		11.00am to 12.00pm	Communication Skills	Dr. P. Sasbin Bino	Dr. P. Sasbin Bino	I BBA	
3.	21/08/2020	9.00am to 10.00am	Success Manthra	Dr. G. Rajesh Babu	Dr. G. Rajesh Babu	I BBA	
		10.00am to 11.00am	Introduction to Banking	Ms. G. Jenit Hanson	Ms. G. Jenit Hanson	I BBA	
		11.00am to 12.00pm	Time Management	Dr. M. Babima	Dr. M. Babima	I BBA	
4.	22/08/2020	9.00am to 10.00am	Success Manthra	Dr. G. Rajesh Babu	Dr. G. Rajesh Babu	I BBA	
		10.00am to 11.00am	Communication Skills	Dr. P. Sasbin Bino	Dr. P. Sasbin Bino	I BBA	
		11.00am to 12.00pm	Introduction to Accounting	Ms. G. Jenit Hanson	Ms. G. Jenit Hanson	I BBA	


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ASSIGNMENT

Sl. No	Date	Class	Topic	Subject	Handled by	Signature
			ODD SEMESTER			
1.	25/6/2019	II BBA	(i) classification of contracts (ii) Essentials elements of a valid contract	Business Law	Dr. P. Sashibina	<i>[Signature]</i>
2.	26/6/2019	II BBA	Organisation Behaviour and Management	Organisation Behaviour	Dr. M. Babina	<i>[Signature]</i>
3.		III BBA	New product Development	Case Analysis	Dr. M. Babina	<i>[Signature]</i>
4.		III BBA	Product - Company - Branding	Marketing Mgt.	Dr. G. Rajesh Babu	<i>[Signature]</i>
			Market by promotion strategy			
5.	1/7/2019	II BBA	Micro Environment of business	Environment of Business	Dr. M. Babina	<i>[Signature]</i>
6.	5/7/2019	II BBA	Role Model	Business Statistics	Dr. G. Rajesh Babu	<i>[Signature]</i>
7.	3/7/2019	III BBA	Define Research Experiment, Types of Research	Research Methodology	Dr. P. Sashibina	<i>[Signature]</i>
8.	27/7/2019	II BBA	Accounting Concept & Conventions of GAAP	Financial Accounting	Mr. G. Senthil Kumar	<i>[Signature]</i>
9.	5/7/2019	II BBA	Budget 2019	Case Analysis	Dr. M. Babina	<i>[Signature]</i>
10.	20/7/2019	II BBA	Relationship between Banks and Customer	Introduction to Banking	Dr. P. Sashibina	<i>[Signature]</i>
11.	15/7/2019	II BBA	Production Management - Functions - Recent trends - Responsibilities & Duties of Production Managers - Types of production - Automation	Production Mgt.	Mr. G. Senthil Kumar	<i>[Signature]</i>
12.	15/7/2019	II BBA	Process & Causes of Human Behaviour	Organisation Behaviour	Dr. M. Babina	<i>[Signature]</i>
13.	15/7/2019	II BBA	Company profile	Business Statistics	Dr. G. Rajesh Babu	<i>[Signature]</i>
14.	15/7/2019	II BBA	Impacts of Foreign Culture	Environment of Business	Dr. M. Babina	<i>[Signature]</i>
15.	16/7/2019	II BBA	Role Model	Principles of Mgt.	Dr. G. Rajesh Babu	<i>[Signature]</i>
16.	22/7/2019	II BBA	Company Profile	Marketing Mgt.	Dr. G. Rajesh Babu	<i>[Signature]</i>
17.	19/7/2019	II BBA	Production profile	Business Statistics	Dr. G. Rajesh Babu	<i>[Signature]</i>
18.	29/7/2019	II BBA	Infrastructure facilities in India	Case Analysis	Dr. M. Babina	<i>[Signature]</i>
19.	29/7/2019	II BBA	Business Ethics and Human Values	Environment of Business	Dr. M. Babina	<i>[Signature]</i>
20.	20/7/2019	II BBA	Layout & Mechanics of Writing a reasonable Report	Research Methodology	Dr. P. Sashibina	<i>[Signature]</i>
21.	13/7/2019	III BBA	coffee day Sidhartha - Case Analysis	Case Analysis	Dr. M. Babina	<i>[Signature]</i>
22.	13/8/2019	II BBA	Explain about communication, its types, various principles, functions & features	Commercial Correspondence	Mr. G. Senthil Kumar	<i>[Signature]</i>
23.	13/8/2019	II BBA	Discuss about the challenge of the good Communication & the modern Communication tools in Agricultural Execution	Commercial Correspondence	Mr. G. Senthil Kumar	<i>[Signature]</i>
24.	13/8/2019	II BBA	Synonyms & Antonyms	English	Mrs. Prapanshi	<i>[Signature]</i>



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SEMINAR

Sl.No	Date	Venue	Topic	Participants	Presented by	Signature	Organized by	Remark
62	18/12/2018	III B.B.A	Foreign Direct Investment	Group III members	Priyanka Raj Pariya . K . K	<i>[Signature]</i>	Dr. M. Babima	
63	"	III B.B.A	Good and Service Tax		Jayanth	<i>[Signature]</i>		
64	6/1/2019	III B.B.A	Infrastructure Facilities	Group I (Girls)	Aradhana . K Aabasee . J	<i>[Signature]</i>	Dr. M. Babima	
65	7/1/2019	II B.B.A	Disruptive Activities	Group I (Boys)	Jay . C Bharath Krishna . M	<i>[Signature]</i>	Dr. M. Babima	
66	3/2/2019	III B.B.A	Role of children in advancement	Group IV (Girls)	Shravan . S Nathu . Vijayan	<i>[Signature]</i>	Dr. M. Babima	
2019: 2020								
67	2/7/2019	II B.B.A	History of Jio (Moral story)	Group I (Girls)	Stephy . K . S	<i>[Signature]</i>	Dr. Rajesh Babu	
68	10/7/2019	II B.B.A	Organizational Behaviour	All II B.B.A Students	Trishana . Joranda	<i>[Signature]</i>	Dr. Jasbin Bino	
69	7/8/2019	II B.B.A Seminar Hall	BUDGET ANALYSIS 2019	II, III B.B.A Students I, II, III B.Com Students	Aruna . A	<i>[Signature]</i>	Dr. M. Babima	
70	13/8/2019	II B.B.A	Impacts of Social Media	Group VI (Boys)	Libin . R	<i>[Signature]</i>	Dr. Rajesh Babu	
71		II B.B.A	Impacts of foreign culture	I B.B.A Students	Vivek	<i>[Signature]</i>	Dr. M. Babima	
72		II B.B.A	Impacts of foreign culture	I B.B.A Students	Vivek	<i>[Signature]</i>	Dr. M. Babima	
73		II B.B.A	L. P. G.	I B.B.A Students	Vignesh	<i>[Signature]</i>	Dr. M. Babima	



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BUSINESS QUIZ -REGISTER

Sl. No.	Date	Hours	Class	Subject	Participants	Mark	Conducted by	Organized by	Remark
1.	3/2/2021	V	III BBA	Human Resource Management	Team A Team B Team C Team D Team E Team F	Winners	Sujith.V.A (Group II)	Mr. G. Jenit Hanson	
2	8/2/2021	IV	II BBA	Business Law	Asbika Paul. P. Sowmya. V.S. Vinisha. B Sujay John. J Joe. I. R Ajayan. T	Winners	Arya. A. P	Dr. P. Jasbin Bino	
3	12/2/2021	III	III BBA	Financial Mgt	Team - A Team - B Team - C Team - D Team E Team F	Winners	Bincy. B. S (Group - VI)	Dr. M. Babina	
4	13/2/2021	II	II BBA	Salesmanship	Team A Team B Team C Team D Team E	Winners	Ramin. R. N	Dr. G. Rajesh Babu	



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Sl. No.	Date	Hours	Class	Subject	Participants	Winners	Conducted by	Organized by	Remark
5	15/03/2021	V	7 BBA	Professional English	Champions Monarchs Legends Thrashers	Thrashers	Dr. P. Jasbin Bino (Monarchs)	Dr. P. Jasbin Bino	
6	07/04/2021	III & IV	I BBA	Business-Related Topics	Champions Monarchs Legends Thrashers	Champions	Dr. P. Jasbin Bino	Dr. P. Jasbin Bino	



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 Kalyankavilal - 629 153, Tamil Nadu.

BUSINESS QUIZ



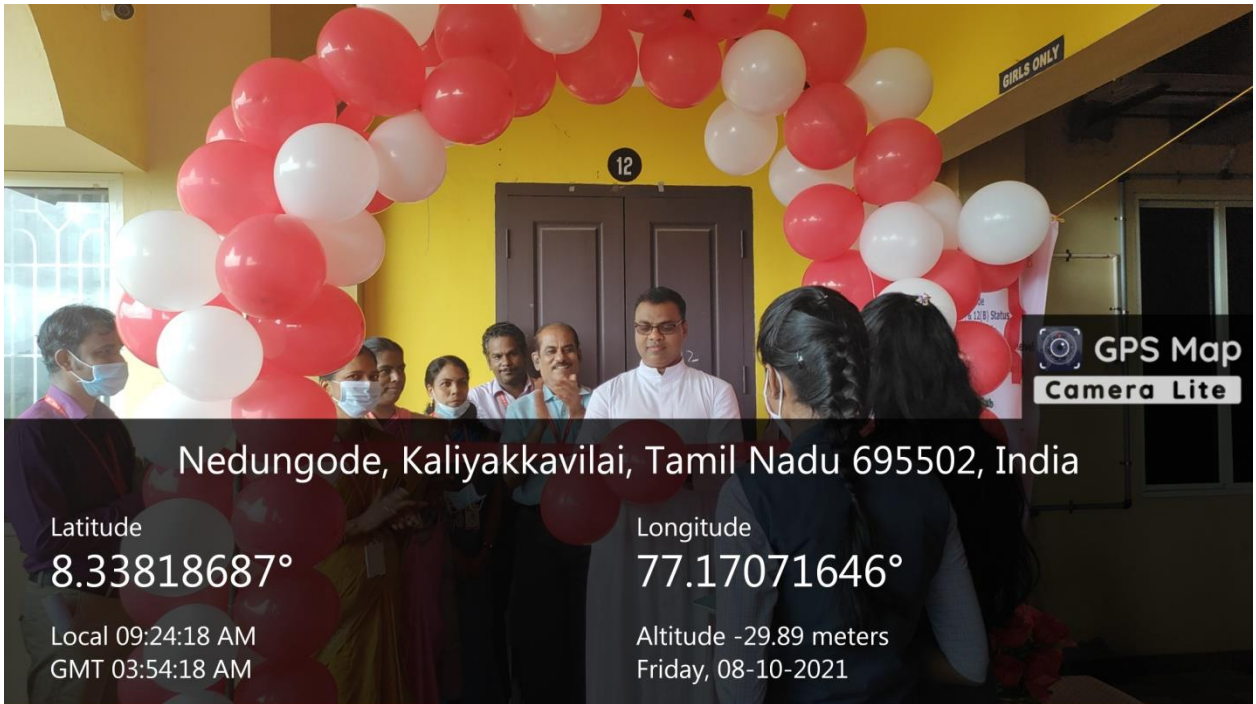
GROUP DISCUSSION

Sl. No.	Date	Class	House/Time	Topic	Participants	Masks	Observe	Organized by	Sign
1.	15/2/2021	III BBA	III	Human Resource Planning	Stephy: K.S Ibina: R Abitha: Jany.V Abisha: K Kabin: D. J. Subin	9	Stephy: K.S Jany: J.M Iya: R.J	Mr. G. Jost Hanson	
2.	13/2/2021	III BBA	IV	Financial Management - devices of finance	Sijith: V.A Iyo: P.S Abitha: Jany Abisha: J.S Kabin: D. J. Subin	9	Ibina: R Stephy: K.S Abi: R.T	Dr. H. Babina	
3.	15/2/2021	III BBA	II	Partnership - Types	Arya: A.P Abisha: Paul.P Jameela: Raj.D Bina: C Arun: P.V	8	Jost: R Manu: C Harshika: M Shanju: R.R	Dr. G. Rajesh Babu	
4.	17/2/2021	IV BBA	IV	Factories Act - 1947	Njai: L Ajil: V Gracythasi: V.P Ebin: S.J Nijin: M Shanju: R.R	7	Aryali: V.B Arun: P.V Gradwin: D.S	Dr. P. Sasbin Binu	

Head
 Department of Business Administration
 Marjill Catholic College of Arts & Science
 Kalyankavai - 685 123, Tamil Nadu



EXPERIENTIAL LEARNING



INDUSTRIAL VISIT




MANAGEMENT GAME



ADVANCED LEARNERS

ADVANCED LEARNERS
2021-2022

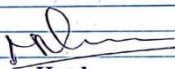

19

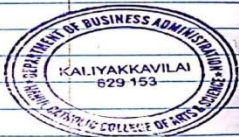
S.No.	Academic Year	Name of the student	Class	Measures Taken.
1.	2021-2022	Abhin T.J.	I-BBA	Prepare
2.	"	Abisha Raj. R.K.	I-BBA	revised university
3.	"	Akash R.B	I-BBA	question paper
4.	"	Bouya Sree P.S.	"	and collect the
5.	"	Bibisha. V.	"	answers get
6.	"	Jefrisha. J.S	"	score good
7.	"	Lijin Rose K.J	"	marks.
8.	"	Molba Pani M.	"	
9.	"	Proveen Paul. P.	"	
10.	"	Pratheesha. E	"	
11.	"	Rijo M.P.	"	
12.	"	Sweetlin S.S.	"	
13.	"	Vijisha. V	"	
14.	"	Vathu Krishnan.	"	
15.	2021-2022	Ali arafath S.	II-BBA	Encouraged to
16.	"	Britto. A	II-BBA	refer library
17.	"	Geo R. Riza	"	books and
18.	"	Mithra M.P	"	collect extra
19.	"	Nithya M.	"	material.
20.	"	Priyadarshini S.S.	"	
21.	"	Sai Sabareesh A.S	"	Motivated
22.	"	Shahina. S.	"	individually
23.	"	Therese Reshke. S	"	by the staff
24.	"	Vijisha. V.O.	"	members.
25.	"	Legitha Dhas. S.	"	
26.	2021-2022	Ajeey. L	III-BBA	To give
27.	"	Ajil V	"	more concentration
28.	"	Ajila. A.S.	"	the final
29.	"	Alfiya Fathima N	"	project
30.	"	Ananthu. N	"	
31.	"	Arun. T.	"	
32.	"	Arya A.P	"	

2)

ADVANCED LEARNERS 2021-2022

S.No.	Academic Year	Name of the student	Class	Measures Taken.
33.	2021-2022	Ashita poul P.	III-BBA	Motivate
34.	"	Berjovin Xavier	"	the students
35.	"	Binu. S.	"	to get
36.	"	Dharshana Janani	"	University
37.	"	Dinesh - A.	"	Rank.
38.	"	Ezhil shomini	"	
39.	"	Jemsha	"	
40.	"	Manu. C.	"	
41.	"	Ramin R.N	"	
42.	"	Shanju. R.R	"	
43.	"	Silpa S.A	"	
44.	"	Saumiya S.S	"	
45.	"	Sundar. N.	"	
46.	"	Vineeshna wilfred	"	
47.	"	Vinsha. B.	"	


Head
 Department of Business Administration
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilai - 629 153, Tamil Nadu.



PROGRAMME OUTCOME

Nanjil Catholic College of Arts & Science, Kaliyakkavilai
 University Examinations - April-2021
 PG/UG RESULT ANALYSIS



Department : Business Administration Class : V PBA Semester : 5

S. No	Subject	Subject Code	No. Of Students		RA	Absent	Pass %	O+	O	A+	A	B+	Bc	Subject Handled by	Sign
			Appeared	Passed											
1.	Case Analysis	8MBAS1	47	47	-	-	100%	-	6	18	19	3	1	Dr. M. Babina	<i>[Signature]</i>
2.	Marketing Management	8MBAS2	47	46	1	-	97%	-	1	16	18	13	1	Dr. P. Jasbin Babu	<i>[Signature]</i>
3.	Management Accounting	8MBAS3	47	47	-	-	100%	-	-	15	25	3	4	Mr. G. Jenil Harson	<i>[Signature]</i>
4.	Research Methodology	8MBAS4	47	47	-	-	100%	-	-	8	22	15	1	Mr. G. Jenil Harson	<i>[Signature]</i>
5.	Production Management	8CBASA	46	46	-	-	100%	-	-	20	20	5	1	Dr. G. Rajesh Babu	<i>[Signature]</i>
6.	Personality Development	8CBASA	47	47	-	-	100%	-	2	15	23	6	1	Mr. G. Jenil Harson	<i>[Signature]</i>
7.	Mini Project	8MBASP	47	47	-	-	100%	-	13	13	-	4	4/13	Dr. G. Rajesh Babu	<i>[Signature]</i>

Over All Percentage : 97%

HOD *[Signature]*
 Department of Business Administration
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilai - 629 153, Tamil Nadu.

Principal
 PRINCIPAL
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilai - 629 153



23/04/22
 12:02 pm

COURSE OUTCOME

MANONMANIAM SUNDARANAR UNIVERSITY TRIRUVELLI - 627012


RESULT GALLY SHEET FOR APRIL 2020 SPECIAL SUPPLEMENTARY
EXAMINATION HELD IN NOVEMBER-2020 FOR IMPROVEMENT OF MARKS

College Code and Name : 310 - NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Degree and Year : UG Third Year Students
Course Code and Name : 01BD - B.B.A.

Sub Code	Grade	Result	Sub Code	Grade	Result	Sub Code	Grade	Result	Sub Code	Grade	Result
1 20173101201203 ABIN RAJ R P											
SYOG3A	O	PASS	S1TL11	B	PASS						
PART I : 5.5 II, PART II : 5 II, PART III : 6.74 I, PART IV : 7.14 I, PART V : 7 P											Total Paper(s) : 2
2 20173101201204 ABIN S											
SMBA41	B+	PASS									
PART I : 5.5 II, PART II : 5 II, PART III : 6.44 I, PART IV : 6.57 I, PART V : 7 P											Total Paper(s) : 1
3 20173101201206 AJEESH M L											
SMBA51	B	PASS	SCSB5A	B	PASS	SMBA41	WW	WW	SMBA12	B	PASS
PART I : 5.5 II, PART II : 5 II, PART III : 6.44 I, PART IV : 6.57 I, PART V : 7 P											Total Paper(s) : 4
4 20173101201224 DERMIN V											
SMBA51	B	PASS	SABA41	B+	PASS	S1TL21	C	PASS	S2EN21	B+	PASS
S1TL11	B	PASS	SMBA11	C	PASS	S2EN11	A	PASS	SMBA12	C	PASS
PART I : 5.5 II, PART II : 5 II, PART III : 6.44 I, PART IV : 6.57 I, PART V : 7 P											Total Paper(s) : 8
5 20173101201225 GIVIN PRABHU A											
SMBA53	B	PASS	SMBA54	A	PASS	SEBASA	B	PASS	SMBA41	WW	WW
S2EN21	WW	WW									
PART I : 5.5 II, PART II : 5 II, PART III : 6.44 I, PART IV : 6.57 I, PART V : 7 P											Total Paper(s) : 5
6 20173101201229 KIRONSHA C											
SYOG3A	C	PASS	S2EN11	A	PASS						
PART I : 7.5 I, PART II : 6.5 I, PART III : 6.78 I, PART IV : 6.29 I, PART V : 6 P											Total Paper(s) : 2
7 20173101201239 SAJIN K											
SCSB5A	B	PASS									
PART I : 5.5 II, PART II : 5.5 II, PART III : 6.76 I, PART IV : 7.14 I, PART V : 6 P											Total Paper(s) : 1
8 20173101201244 SHARATH S S											
SMBA41	B+	PASS	S1TL11	C	PASS						
PART I : 5.5 II, PART II : 7 I, PART III : 6.8 I, PART IV : 7 I, PART V : 6 P											Total Paper(s) : 2
9 20173101201255 VIBIN M											
SMBA54	B	PASS	SCSB5A	B+	PASS						
PART I : 6 I, PART II : 5 II, PART III : 6.4 I, PART IV : 7.71 I, PART V : 6 P											Total Paper(s) : 2

-- End of the Statement --

Note : O+ : OutStanding O : Excellent A+ : Very Good A : Good B+ : Above Average
B : Pass RA : Reappear AA : Absent


Dr. A. Suruliandi
Controller of Examinations (i/c)

CRITERIA -III
RESEARCH, INNOVATION, AND EXTENSION

The department is taking various initiatives to improve and maintain the quality of students in research activities. The department insists all the students be a part of representing various social issues through research activities. They can improve greater problem solving skill, greater confidence and independence, deeper understanding of the subject knowledge.

RESEARCH ACTIVITY OF UG STUDENTS

Mini Project

From the academic year 2019-2020, the University introduced mini-projects to the Under Graduate Business Administration curriculum and during the fifth semester of the course, the students have to undertake the mini project work in groups. The mini-project is equivalent to a subject paper. The students are allotted to a group of two to seven members. Generally, the students are grouped allotted by the lot method and the guides allotted by the seniority basis.

The study is base for the students to get a clear idea about the research methodology. The details of students who had undertaken fieldwork in the past three years are given below:

Sl. No.	Course	Academic Year	No. of Mini Project works completed	No of students completed
1	B.B.A.	2019-2020	10	41
2	B.B.A.	2020-2021	7	47
3	B.B.A.	2021-2022	11	43
	Total		28	131

Major Project:

As a part of the curriculum, the students have to undertake major project works during the sixth semester of the course. The students are assigned to do the major projects in individual as per the guidelines of the University. For each student, a guide is assigned by lot method and the students have to do the projects under his/her guidance. The project is equivalent to a subject paper.

Sl. No.	Course	Academic Year	No. of Major Project works completed	No of students not completed
1	B.B.A.	2019-2020	40	1
2	B.B.A.	2020-2021	47	--
3	B.B.A.	2021-2022	42	1
	Total		129	2

Allotment of Supervisor:

The project guides are allocated by way of a lot method.

Role of Supervision

Based on the interest of the students, the guide may help the students to choose the topic of research. The students are free to consult their guides and clarify their doubts whenever necessary. They can approach the guide daily and get correction from their guides. They are also free to approach other staff members of the department.

Progress

The department conducted reviews meeting once a week to evaluate the progress of the students to know the level of completion of work. Through this, the respective guides can help the students to complete the project on time. After the completion of the project, the department arranges to conduct the model review for the students and training will also be given to face the University Viva-voce examination without fear.

The details of the Business Administration students who had undertaken research activities in the past five years are given below:

Total number students guided by individual faculty

S.No.	Name of the faculty members	No. of mini projects	No. of major projects
1	Dr.M.Babima	7	32
2	Mr.G.Jenit Hanson	7	32
3	Dr.P. Jasbin Bino	7	32
4	Dr.G.RajeshBabu	7	33
	Total	28	129

Evaluation of Projects Common to all

Evaluation by viva-voce shall be jointly done by the external and internal examiners. The external examiners will be appointed by the University and the internal examiner will be a representative of the department.

Major findings of the Projects

- The effectiveness of training and development programme at **Vijaya Mohini mills** was satisfactory. The company can improve latest technology added in the training programme that helps to increase the employees' performance and productivity.
- **Kerala Kaumudi** faced a tough competition. The daily news paper's position in the market is fluctuating. As news are easily available in online mode, the income from news paper sales is declining from year to year. So the company adapted new ideas like **Contests, daily deals, and coupons** are very effective techniques. Do more than your competitors and their traditional advertising efforts. Get involved on social media, and keep track of their customers.
- **CERA Sanitaryware Company** can adopt a better debt equity mix in the future to control the fluctuation in returns. **An optimal capital structure** is the best mix of debt and equity financing that maximizes a company's market value while minimizing its cost of capital. Minimizing the weighted average cost of capital (WACC) is one way to optimize for the lowest cost mix of financing.
- **SP Hospital in parassala** all the doctors and nurse are highly satisfied with the working condition. All the customers are satisfied with their services. The responsibilities and challenges of Doctors and nurses extend beyond these duties. The physical risk of treating infectious diseases to the mental strain of providing constant emotional support, many of the most stressful. So the doctors and nurses follow the stress reduce techniques such as Deep breathing exercises, Meditation, Mindfulness meditation, Progressive muscle relaxation, mental imagery relaxation, Relaxation to music.
- **IRCTC Rail neer plant Parassala** was lacking in safety equipment, grievance handling procedure. The organization provides well and standard safety measures and facilities to their workers to avoid to Danger. The Company can invest certain amount in transport and fulfil employee needs that help to increase the production.
- The expenses of **Kennedy batteries sales and services in Nagercoil** increase year by year. They try to reduce the expected and unexpected expense such as

operating expenses, selling expenses, distributing expenses. If reduce the cost, most of the people easily purchase the product.

- **Kennedy batteries sales and services in Nagercoil** Under the sales promotion techniques, many of the customers are not satisfied by the price offer. So the organisation concentrates in the offer to promote the sales. The industries collect the feedback regularly and make changes in the organisation climate and improve the sales.
- **A study on employee motivation towards Luke exports in Padanthalumudu,** The organization takes special efforts to motivate the employees to update the carrier through, updating the proper skills and knowledge and intern to increase the performance of their employees.
- **A study on employee engagement in Kennedy batteries sales and services in Nagercoil.** The employee can be given proper opportunities to improve the skills and job knowledge. So the employees can be offered a good level of trust which would encourage workers to involve in job with more responsibility.

Contribution of Staff towards Research

For the past five years, the staff members of the Department of Business Administration have published articles in various national and international journals with impact factor. Some of the research articles published by the staff members are listed below:

Dr. M. Babima

- ‘Stress management: cause and effect’. Article published in Journal of Emerging Technologies and Innovative Research (JETIR) ISSN: 2349-5162 Vol.: 6 Issue 5.
- ‘Executive Development’. Article published in International Journal of Research and Analytical Reviews (IJRAR) ISSN: 2348-1269 Vol.: 6 Issue 2.
- ‘Role of Customer Relationship Management in Customer Retention with Special Reference to Star Category Hotels, Trivandrum,’ Article published in Journal of Emerging Technologies and Innovative Research (JETIR) ISSN: 2349-5162 Vol.: 6 Issue 6.

- ‘Effect of Customer Relationship management in Hotel Industry: A Focus on Star Hotels, Trivandrum District, India’. Article published in Journal of Emerging Technologies and Innovative Research (ISSN : 2349-5162 Vol.: 6 Issue 6.
- ‘Organisational Climate and its Consequences in IT companies at Technopark, Trivandrum’. Article published in Studies in Indian Place Names with ISSN no. 2394-3114 Vol.: 40 Issue 18.
- ‘Customer Relationship Management Practices in Customer Loyalty with Special reference to Resorts of Trivandrum District, India’. Article published in Journal of Management and Entrepreneurship (ISSN: 2229-5348 Vol.: 16 No: 1 Issue 6.
- ‘Importance of Customer Relationship Management in Hospitality Industry: A Focus on Resorts, Trivandrum District, India’. Article published in Journal of Xi’an Shiyou University, Natural Science Edition. (ISSN: 1673-064X Vol.: Natural Sciences, No: 1 Issue: 2.

Mr.G.Jenit Hanson

- ‘A Study on Value Based Education among women workforce in Nationalized Banks in Nagercoil’ Article published in research department of business administration, M. R. Government arts college mannargudi-614001 Thiruvavarur district., ISBN-978-81-909259-5-2, reaccreditation by NAAC with “B” Grade, affiliated by Bharathidasan University Thiruchirappalli
- ‘Factors influencing consumers buying behaviors of Honda motors with special reference to Kanyakumari district’. Article published in research department of commerce and research centre, Nanjil catholic college of arts and science kaliyakavilai-629153 Kanyakumari district. ISBN-978-93-5578-538-5, reaccreditation by NAAC with “B”Grade, affiliated by Manonmaniyam Sundaranar University Tirunelveli.
- ‘Efficiency enrichment of faculties in self financing arts and Science College in Kanyakumari district’. Article published in research department of commerce and

research centre, Nanjil catholic college of arts and science kaliyakavilai-629153 Kanyakumari district., ISBN-978-93-5578-538-5, reaccreditation by NAAC with “B” Grade, affiliated by Manonmaniyam Sundaranar University, Tirunelveli.

- “Market analysis of nanjil dairy products in kanyakumari district’. Article published in flusser studies (UGC care listed journal) ISBN-1661-5719 volume no :30
- Impact of retrenchment on faculties moral with special reference to self financing Engineering colleges at Kanyakumari district. Article published in Sambodhi (UGC care listed journal) ISBN-2249-6661 volume 44 no-01(XXVI)

Dr.P.Jasbin Bino

- Supply chain problems faced by sea foods exporters in Tamil Nadu, Journal of Emerging technologies and innovating research volume :6 issued 5 page no 1-6, journal impact factor: 5.87, ISSN 2349-5162.
- “Market place investigation of Manna Dairy products in Thirunelveli District” Article published in A Journal of History of Ideas and culture UGCcare listed journal) ISBN-0337-743x volume 38 no-07 2021

Dr.G.Rajesh Babu

- “Impact of retrenchment on faculties moral with special reference to self financing Engineering colleges at Kanyakumari district”. Article published in Sambodhi (UGC care listed journal) ISBN-2249-6661 volume 44 no-01(XXVI)
- “Market place investigation of Manna Dairy products in Thirunelveli District”. Article published in A Journal of History of Ideas and culture UGCcare listed journal) ISBN-0337-743x volume 38 No-07 2021
- “Factors influencing consumers buying behaviors of Honda motors with special reference to Kanyakumari district”. Article published in research department of commerce and research centre, Nanjil catholic college of arts and science kaliyakavilai-629153. Kanyakumari district. ISBN-978-93-5578-538-5, reaccreditation by NAAC with “B”Grade, affiliated by Manonmaniyam Sundaranar University Tirunelveli.
- “Efficiency enrichment of faculties in self financing arts and Science College in Kanyakumari district”. Article published in research department of commerce and

research centre, Nanjil catholic college of arts and science Kaliyakavilai-629153 Kanyakumari district., ISBN-978-93-5578-538-5, reaccreditation by NAAC with “B” Grade, affiliated by Manonmaniyam Sundaranar University, Tirunelveli.

Ph.D Guideship

Head of the department Dr.M.Babima have Ph.D guideship in Manonmaniam Sundaranar university 4 research scholars have registered for the Ph.D. degree and doing research on the topics:

Sl no	Name of the scholar	Year of registration	Research Topic
1	Mrs. G.S. Subi Mol (Thesis Submitted)	2018	Customer Relationship Management Practices in Online Shopping of College Students with special reference to Kanyakumari District
2	Mrs. R. Sheela	2018	Impact of quality of work life among employees over organisational commitment in public road transport service
3	Mr. G. Jenit Hanson	2020	Market analysis and sales development in Nanjil Diary Products in Kanyakumari District
4	Mrs. V.S. Iswarya	2020	Occupational Stress and its intervention strategy of IT professionals in Kanyakumari District

Contributions by the Department

Seminars and Conferences

The department organizes various events like seminars, workshops, national Symposium, awareness programmes, inter/intra quiz competitions by enriching innovative ideas to impart knowledge among the student community. Every year the department conducts a workshop on Application of Statistical Techniques in Social Science Research(SPSS) to impart practical knowledge about the usage of statistical tools and techniques in their research. Following; the seminars and conferences, workshops, and webinars are organised by the department.

Seminars

- Seminar on “**Securities Market and Mutual Fund**” on 06/10/2018 conducted by Miss: Aayila, Student coordinator, Department of Business Administration.
- Seminar on “**Product Development**” on 19/07/2019 conducted by Dr. M. Babima, Head of the Department of Business Administration
- Seminar on “**Budget Analysis 2019**” on 07/08/2019 conducted by Miss. A. Aruna Student convener, Department of Business Administration
- Seminar on “**Tuberculosis Awareness Programme**” on 31/01/2020 conducted by Mr.G.Selvam , Mrs.S. Akila, Mrs. P.Santhi, Primary Health Centre, Edaicode.
- Seminar on “**Consumer Awareness Programme**” on 19/02/2020 conducted by Mr.Ponambalam Managing Trustee , CREATE

Workshops Conducted:

- Workshop on “**Life Skills on enhancing Employability and Employment**” on 12/10/2017 conducted by Mr. Bright Reginald Raja, Head of the department Management Studies in St Xaviers college of Engineering. Chunkankadai.
- Online Workshop on “**Swachhatha Action Plan (SAP)**” on 15/06/2020 conducted by Dr. P. Jasbin Bino, Assistant Professor, Nanjil catholic college of arts and science, Kaliyakkavilai.
- Workshop on “**Rural Entrepreneurship Development - Action Plan & Business Plan**” on 11/11/2020 conducted by Dr. Vanathi Ramasamy, Student Counselor, Magathma Gandhi National council for rural education.

National Symposium

- National Level Symposium on “**Business Perspective and Challenges in 21st Century**” on 23/02/2018. The Chief Guest Mr.G.L.Shaju Lal CEO & Founder VYUS Technologic Techno Park Thiruvananthapuram. The Resource Person Mr. Bright Reginald Raja, Head of the department Management Studies in St. Xaviers college of Engineering, Chunkankadai.
- Intercollegiate Fest was conducted on 15/03/2019. The Chief Guest Dr. D.Mavoothu Professor, School of Management Studies, Kochin University of science and technology, Kochi. The Resource Person Dr. J. P. Sreeja, Head of the Department of Economics, Sri Devi Kumari College, Kuzhithurai.

Webinar

- Webinar on “**Digital Marketing Career Awareness**” was conducted on 29/10/2020 By the Resource Person Mr.N.R. Raghav Narayanan CEO, Vollmond Academy
- Webinar on “**Financial Planning and Stock Exchange Market**” was conducted on 22/03/2021. The Resource Person Dr. D.S.V. Nagson, Professor and Head of the Department of Management studies CSI Institute of Technology, Thovalai.
- Webinar on “**Employability Skills for graduates**” was conducted on 08/05/2021. The Resource Person Mr.H.Allwin Henry, Assistant Manager, Global Net work Hafele India private limited. Mumbai.
- Webinar on “**Guidance for Psychosocial Counseling For COVID-19 Positive Patients and their Family Members**” was conducted on 18/05/2021. The Resource Person Dr. P.Jasbin Bino Assistant Professor, Nanjil Catholic college of arts and science.
- Webinar on “**Empowering investors through education - Path to secure your financial future**” was conducted on 23/07/2021. The Resource Person Mr. C.A. Arivazhagan Certified Corporate Trainer, Coimbatore.
- Webinar on “**Road map towards Financial Market**” was conducted on 13/08/2021. The Resource Person Dr. Sharan Kumar Shetty, Associate Professor, MSN Institute of Management, Bangalore.
- Online webinar on “**Central Depository Service Limited - Investors Awareness Programme**” was conducted on 06/10/2021. The Resource Person Dr.Sharan Kumar Shetty, Associate Professor, MSN Institute of Management, Bangalore.

MOUs

The Department has signed MOUs with other Educational Institutions to share academic resources and academicians for the benefit of the partner Institutions. Thereby the students get an opportunity to visit the libraries of these institutions for their academic growth and development. It has signed a MOU with Department of management studies **St. Xaviers catholic Engineering College, Chunkankadai.**

Initiatives taken

Based on the MOU, the department recommends to the students to have consultation with the Department of Management Studies in St. Xaviers Catholic Engineering College Professors are asked to give a lecture on Team work, Production Layout and International Business Management to our students to improve their knowledge about modern business activities.

The staff to increase the number of research publications are suggested to undertake minor and major research projects by obtaining funds from various funding agencies. The Department also motivates the staff to organize more seminars, conferences, and workshops.

EXTENSION

Extension activities help in studying and solving the rural problems. Extension makes good communities better and progressive. By extension activities our students are mingling with the rural people and to gain long-term memory, confidence, real learning about society and people.

Extension tasks can provide different forms of practices. They also make classroom learning more meaningful, as they give learners a chance to personalize language and content. It is more useful than regular class schedule.

For the past five years our department has organised extension activities for better learning. The department is taking various initiatives to improve and maintain the quality of students in extension activities. The department insists all the students be a part of representing various social issues through extension activities.

The department students have visited “Hope Home Orphanage”, Cheruvarakanam on 28th January 2017. The department have sponsored two books shelves. The department faculty members and students met old age people and interacted with them. They shared their unforgettable experiences and challenges. Lunch was sponsored by our department to the old age people and also to the students. The staffs in the home made us feel more comfortable and provided us with all the facilities.

The department has organized “Free Eye Camp” on 04th February 2017 at St. Jude’s Matric School, Chinathurai conducted by Samco Eye Hospital, Marthandam. Three doctors and six nurses are participated. More than 325 People were benefited. The students were very excited. Lots of people were provided free spectacles and the remaining were asked to visit the hospital for further treatments. The parish priest of Chinnathurai provided us all the facilities to arrange the program. The people also cooperated with us.

The department also organized a “Tree planting activity” on 24th March 2017 by the students in Manchavilai, Kaliyakkavilai. More than 50 plants were planted by us. The people of that locality greatly supported and encouraged us. The students were very active and interested to plant trees.

The department has organized “Free Eye Camp” on 26th October 2019 at St. Jude’s Matric School, Chinathurai conducted by Samco Eye Hospital, Marthandam. Two doctors and four nurses are participated. More than 400 People were benefited by the program. The students were very excited. Lots of people were provided free spectacles and the remaining were asked to visit the hospital for further treatments. The students also planted five plants on behalf of Nanjil catholic college of arts and science, Kaliyakkavilai in the school premises of St. Jude’s Matric School, Chinnathurai. Cards regarding the eye camp were distributed all over Chinnathurai. Hence the people were made aware of the program.

The department also arranged a “Tuberculosis Awareness programme” on 31st January 2021 in Nanjil Catholic College of Arts and Science Kaliyakkavilai. The people from various localities arrived for the program. All were provided free masks and were asked to maintain distance due to COVID-19. The program was a great success.

MINI PROJECT

20

MINI PROJECT

21

2019

2022

S.No.	Registration No.	Name	Title	Guide	S.No.	Registration No.	Name	Title	Guide
1	20193101801801	Ajai L.	An organisation study of The India Cements Limited, Chennai.	Mr. G. Jenit Hansen	7	20193101801832	Godwin D.S		
	20193101801812	Arun T.				20193101801835	Jibin A. Das	An Organisation study of MRF, Chennai.	Dr. P. Jasbin Bin
	20193101801802	Ajayan T.	An Organisation study of Halyun Agro Product Private Limited, Chennai.	Dr. M. Babima		20193101801836	Jishnu V.		
	20193101801803	Ajil V.				20193101801837	Jeel R.		
	20193101801807	Anandhu M.			8	20193101801838	Manu C.		
	20193101801811	Arun P.V.				20193101801830	Mohammed Fazil U.	An organisation study of Cipla, Bangalore	Dr. P. Jasbin Bin.
	20193101801804	Ajila A.S.	An Organisation study of Hindustan Computer Limited (HCL) Noida, Uttar Pradesh	Dr. M. Babima		20193101801831	Nijin M.		
	20193101801806	Ajija Fatima N.				20193101801835	Ramin R.N.		
	20193101801809	Anjali V.S.			9	20193101801831	Shanju R.R		
	20193101801813	Arya A.P.				20193101801838	Sherin Raj P.	An organisation study of Pepsi-Co.	Dr. G. Rajesh Babu
	20193101801811	Ashika Paul P.	An Organisation study of Aavin Milk, Madurai	Mr. G. Jenit Hansen		20193101801839	Shijin R.		
	20193101801817	Dhanyani Irani A.				20193101801840	Shijo T.		
	20193101801881	Gayatri V.P.			10	20193101801841	Silpa S.N.	An Organisation study of Milma at Thiruvananthapuram.	Dr. G. Rajesh Babu
	20193101801818	Vinayashree Wilfred				20193101801843	Sowmya W.S.		
	20193101801815	Benjamin Xavier J.	An organisation study of Asian Paints Limited, Chennai	Mr. G. Jenit Hansen		20193101801846	Bumi S.		
	20193101801816	Binu S.				20193101801849	Vinisha B.		
	20193101801818	Dimesh R.A.			11	20193101801842	Sia Monish M.		
	20193101801819	Ebin J.				20193101801844	Sreerajith R.S.	An organization study of Tata Motors Limited	Dr. G. Rajesh Babu
	20193101801820	Ezhil Shanini J.				20193101801845	Sujay John J.		
	20193101801823	Janeja Raj D.	An organisation study of Thiagar, Trivandrum	Dr. P. Jasbin Bin.		20193101801847	Sunder N.		
	20193101801824	Jemsha							
	20193101801827	Messhuja M.							
	20193101801836	Reyyad Fatima J.S.							

**AN ORGANISATION STUDY OF MILMA AT
THIRUVANANTHAPURAM**

A PROJECT REPORT

Submitted by

SILPA S N	-	20193101201241
SOWMYA W S	-	20193101201243
SUMI S	-	20193101201246
VINSHA B	-	20193101201249

In the partial fulfilment for the award of the degree Of
BACHELOR OF BUSINESS ADMINISTRATION

Under the guidance of
Dr. G. RAJESH BABU
Assistant professor



NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI
MANONMANIAM SUNDARANAR UNIVERSITY
THIRUNELVELI – 627 012
NOVEMBER – 2021

MAJOR PROJECT

22

MAJOR PROJECT
2019-2022

23

S.No	Registration No.	Name	Title	Guide	S.No	Registration No.	Name	Title	Guide
1.	20193101201201	Ajici. L	A Study on working Capital Management in Kennedy Battery Sales and Service in Nagercoil.	Mr. G. Janit Hanson	6.	20193101201207	Anandhu. M	A study on employee engagement towards Kennedy Battery sales and services in Nagercoil.	Mr. G. Janit Hanson
2.	20193101201202	Ajayan. T	A Study on Customer Satisfaction in J.J Minerals, Marthandam	Dr. P. Jasbin Bino	7.	20193101201209	Anjali. V.S	A study on customer satisfaction in JJ Honey at Thiriparappi.	Dr. M. Bakima
3.	20193101201203	Ajil. V	A study on sales promotion techniques in Kennedy Battery Sales and Services in Nagercoil.	Mr. G. Janit Hanson	8.	20193101201211	Arun. P.V	A Study on Employee Perception Backcasting Cooperative Society Marthandam	Dr. P. Jasbin Bino
4.	20193101201204	Ajila. A.S	A Study on Quality Management Practices Prevailing in Trivandrum Spinning Mills Bakermampuram.	Dr. P. Jasbin Bino	9.	20193101201212	Arun. T	A study on Employee motivation towards Luke Exports in Padanthakumudu.	Mr. G. Janit Hanson
5.	20193101201206	Alfiya Fathima. N	The study of consumer perception towards Aadhar Milk & milk products in Kanniyakumari District.	Dr. Rajesh Babu	10.	20193101201213	Anya. A.P	A Study on customer relationship management in Nilma at Ambalathara	Dr. Rajesh Babu
					11.	20193101201214	Ashik. Bul. P	A study on financial statement analysis in Fathima Engineering Company Private Limited Corambur, Kollamcode.	Dr. P. Jasbin Bino

**EFFECT OF MOTIVATION ON EMPLOYEE PERFORMANCE
IN A.S.V KITCHEN EQUIPMENTS, COIMBATORE**

PROJECT REPORT

Submitted by

RAMIN R.N

(Reg.No.20193101201235)

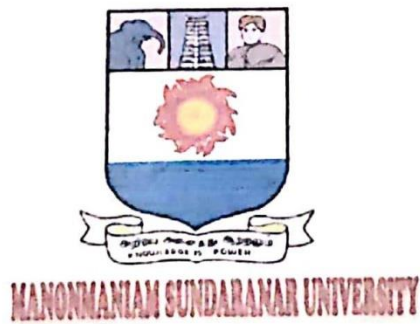
Submitted to Manonmaniam Sundaranar University, Tirunelveli

In Partial fulfillment for the award of

BACHELOR OF BUSINESS ADMINISTRATION

Under the Guidance of

DR. M. BABIMA



MANONMANIAM SUNDARANAR UNIVERSITY

TIRUNELVELI – 627012

MAY – 2022

CONTRIBUTION OF STAFF



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI-627 012, TAMIL NADU, INDIA
(REACCREDITED WITH B GRADE BY NAAC)

Dr. A. JOHN DE BRITTO
REGISTRAR

Ref. No. MSU/RES/INT/SF/GUIDESHIP/R5/2017.

03.06.2017.

To

Dr. M. Babima
Assistant Professor of Business Administration
Nanjil Catholic College of Arts and Science
Kaliyakkavilai

Sir / Madam

Sub: Recognition as an approved Guide – intimation – reg.

Ref: Orders of the Vice – Chancellor dated 25.5.2017

I am by direction, to inform that Guideship has been granted in the Subject of **BUSINESS ADMINISTRATION** and it is tenable only for the period of your service within the Manonmaniam Sundaranar University jurisdiction.

The maximum number of Ph.D. Scholars under your guidance is 4 (four) only.

Scholars registering under your guidance should opt for a Co-Guide in the recognized research centre at the time of registration itself.

This is for information and adherence.

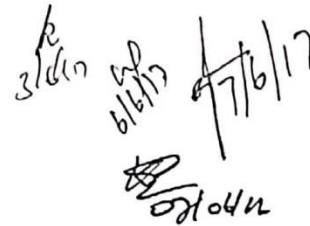
Kindly acknowledge the receipt of this communication.

Yours faithfully,


07/06/17
REGISTRAR

Copy to :

The Principal
Nanjil Catholic College of Arts and Science
Kaliyakkavilai


3/6/17
6/6/17
7/6/17
07/06/17



MANONMANIAM SUNDARANAR UNIVERSITY
CENTRE FOR RESEARCH
 ABISHEKAPATTI, TIRUNELVELI - 627 012, TAMILNADU, INDIA

DR. K. SENTHAMARAI KANNAN
DIRECTOR

REF : MSU/RES/R1/JANUARY2018

Date : January 10, 2018

Ph.D., Programme Commencement Order

To

SHEELA R
 9-86D MARUTHIVILAI, MANAVALAKURICHI POST
 Tamil Nadu, Kanniyakumari, Pincode - 629252
 Mobile No. : 7598184459, Email ID : rpsheela@yahoo.co.in

Sir/Madam,

Sub: Registration for doing Ph.D., programme - Date of Commencement of Research work -
 Intimation - Reg

Ref: Counselling attended by the candidate.

With reference to the above, you are provisionally registered for Ph.D., Programme as detailed below :

- | | |
|---|--|
| 1. Name of the Scholar | : SHEELA R |
| 2. Registration No. | : 18123161062046 |
| 3. Discipline | : Business Administration |
| 4. Gender | : Female |
| 5. Social Category (Community) | : BC |
| 6. Nationality | : INDIAN |
| 7. PWD Status | : Not Applicable |
| 8. Admission Based On | : PG |
| 9. Name of the Supervisor | : DR.M.BABIMA |
| 10. Name of the Co-Supervisor | : A. REMILA JANN |
| 11. Mode | : PART TIME INTERNAL |
| 12. Research Centre | : Scott Christian College (Autonomous), Nagercoil |
| 13. Date of Commencement | : 10.01.2018 |
| 14. Proposed Title | : A STUDY ON INDUSTRIAL RELATION PRACTICE EXISTING AT
TNSTC WITH SPECIAL REFERENCE TO KANYAKUMARI DISTRICT |
| 15. Doctoral Committee
Members Details | : 1. DR G JONES GREEN
ASSISTANT PROFESSOR BUSINESS STUDIES SCOTT
CHRISTIAN COLLEGE (AUTONOMOUS) NAGERCOIL 629003
MOB.9894489869 EMAIL.Jonesgreen007@gmail.com
Mobile No. : 9894489869, Email ID :
Jonesgreen007@yahoo.com
2. DR N ARUNFRED
ASSISTANT PROFESSOR BUSINESS ADMINISTRATION NMC
COLLEGE MARTHANDAM MOB.9786551260
EMAIL.ARUNFREDEIE@GMAIL.COM
Mobile No. : 9786551260, Email ID : arunfredele@gmail.com |

[Handwritten signature]
 10/1/18

[Handwritten signature]
 10/1/18

[Handwritten signature]
 10/1/18

[Handwritten signature]

DEPARTMENTAL CONTRIBUTION



MANONMANIAM SUNDARANAR UNIVERSITY
 Reaccredited with 'A' Grade by NAAC (3rd Cycle)
CENTRE FOR RESEARCH
 ABISHEKAPATTI, TIRUNELVELI - 627 012, TAMILNADU, INDIA
 Phone 0462 - 2333741 9487907000, Intercom 2563073, Mail cfrmsu@msuniv.ac.in, web: msuniv.ac.in



DR. K. SENTHAMARAI KANNAN
DIRECTOR

REF : MSU/RES/Admn/January 2020

Date : March 8, 2020

Ph.D., Programme Commencement Order

To
 JENIT HANSON G
 KANDANVILAI, KANDANVILAI, KANDANVILAI
 Kanniyakumari, Tamil Nadu, Pincode - 629810
 Mobile No. : 9940988696, Email ID : jenit2009@gmail.com



Sir/Madam,

Sub: Registration for doing Ph.D., programme - Date of Commencement of Research work - Intimation - Reg

Ref: Counseling attended by the candidate for January 2020 session.

With reference to the above, you are provisionally registered for Ph.D., Programme as detailed below :

Name of the Scholar	JENIT HANSON G
Registration No.	20123101061001
Discipline	Business Administration
Gender / Community	Male / BC
Nationality	INDIAN
PWD Status	Not Applicable
Admission Based On / Mode	PG / PART TIME
Research Centre	Nanjil Catholic College of Arts & Science, Kaliyakkavilai
Name of the Supervisor with Address	Dr. M. Babima, Assistant Professor Department of Management Studies, Nanjil Catholic College of Arts and Science, Kaliyakkavilai, 629153 Mobile No. : 9445237701, Email ID : babimajohn@gmail.com
Name of the Co-Supervisor with Address	Dr. M. Gnana Muhila, Assistant Professor, Department of Commerce, Nanjil Catholic College of Arts and Science, Kaliyakkavilai Mobile No. : 9159931630, Email ID : muhila15@gmail.com
Doctoral Committee Members	1. DR G RAJESH BABU, ASSISTANT PROFESSOR, DEPT OF BUSINESS ADMINISTRATION, NANJIL CATHOLIC ARTS & SCIENCE COLLEGE, KALIYAKKAVILAI. Mobile No. : 9965007373, Email ID : rajeshbabuji@gmail.com 2. DR C L JEBA MELVIN, ASSOCIATE PROFESSOR, DEPT OF MANAGEMENT STUDIES, NESAMONY MEMORIAL CHRISTIAN COLLEGE, MARTHANDAM. Mobile No. : 9442161911, Email ID : jebamelwyn@gmail.com
Proposed Title	Market Analysis and Sales Development in Nanjil Dairy Products, Kanyakumari District.
Date of Commencement	08.03.2020



 ASSISTANT SUPERINTENDENT ASSISTANT REGISTRAR


 DIRECTOR

Copy To : Supervisor, Co-Supervisor (if applicable) / Research Centre / Doctoral Committee Members



MANONMANIAM SUNDARANAR UNIVERSITY

Reaccredited with 'A' Grade by NAAC (3rd Cycle)

CENTRE FOR RESEARCH

ABISHEKAPATTI, TIRUNELVELI - 627 012, TAMILNADU, INDIA

Phone: 0462-2333741, 9487907000, Intercom: 2563073, Mail: cfrmsu@msuniv.ac.in, web: msuniv.ac.in



DR. K. SENTHAMARAI KANNAN
DIRECTOR

REF : MSU/RES/Admn/January 2020

Date : March 12, 2020

Ph.D., Programme Commencement Order

To

ISWARYA V S
Sree Lakshmi Bhaven, Kintadi vilagam veedu,, Kaliakkavila, Vilavancode
Kanniyakumari, Tamil Nadu, Pincode - 629153
Mobile No : 9629701277, Email ID : pappytvm@gmail.com



Sir/Madam,

Sub: Registration for doing Ph.D., programme - Date of Commencement of Research work -
Intimation - Reg

Ref: Counseling attended by the candidate for January 2020 session.

With reference to the above, you are provisionally registered for Ph.D., Programme as detailed below :

Name of the Scholar	ISWARYA V S
Registration No.	20123101102002
Discipline	Inter Disciplinary
Inter Disciplinary Detail	Business Administration - Commerce
Gender / Community	Female / BC
Nationality	Indian
PWD Status	Not Applicable
Admission Based On / Mode	PG / PART TIME
Research Centre	Nanjil Catholic College of Arts & Science, Kaliyakkavilai
Name of the Supervisor with Address	Dr. M. Babima, Assistant Professor Department of Management Studies, Nanjil Catholic College of Arts and Science, Kaliyakkavilai, 629153 Mobile No. : 9445237701, Email ID : babimajohn@gmail.com
Name of the Co-Supervisor with Address	Dr. M. Gnana Muhila, Assistant Professor, Department of Commerce, Nanjil Catholic College of Arts and Science, Kaliyakkavilai Mobile No. : 9159931630, Email ID : muhila15@gmail.com
Doctoral Committee Members	1. DR R DHANEESH, Assistant Professor, Department of Business Administration, Amrita College of Engineering and Technology, Nagercoil-629901 Mobile No. : 9488493231, Email ID : rdhaneesh85@gmail.com 2. DR N ARUNFRED, Assistant Professor, Department of Business Administration, Nesamony Memorial Christian College, Marthandam - 629165 Mobile No. : 9786551260, Email ID : arunfredcie@gmail.com
Proposed Title	Occupational Stress and its intervention Strategy of IT Professionals in Kanyakumari District
Date of Commencement	12.03.2020

ASSISTANT

SUPERINTENDENT

ASSISTANT REGISTRAR

DIRECTOR

Copy To : Supervisor, Co-Supervisor (if applicable) / Research Centre / Doctoral Committee Members

WORSHOP

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Kaliakkavilai, Kanyakumari District – 629153
Approved by the Government of India
Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Accredited by NAAC with 'B' Grade
Approved by UGC Section under 2(f) & 12(B)

Department of Business Administration

&

Mahatma Gandhi National Council of Rural Education

Organizes

ONLINE WORKSHOP
On
“Swachhata Action Plan (SAP)”
On
15/06/2020 (Monday)
At
10.00 am
Resource Person
Dr. P. Jasbin Bino
Through the Google Meet Link
<https://meet.google.com/off-hgnp-ibc>
For Registration
<https://forms.gle/zCLxYUik6VueyBxH9>
Rev. Fr. M. Eckermens Michael (Secretary & Correspondent)
Dr. A. Meenakshisundararajan (Principal)
Dr. M. Babima (HOD, BBA)

Dr. P. Jasbin Bino is presenting

Meeting details

People (29) Chat (17)

Chanthu s.s

Dr. P. Jasbin Bino

jenifers jeni07

jenit hanson

KaliKaaTTu MeDIA

Kebin dj jerbin

Lijo Rs

Manikandan Sabareesh

Prince Pri

Pubglover V3rider

Shino SS

Shyam Ms

Framework of Action Plan For Community Projects

Prof. Vivek Kumar
IIT Delhi

Pubglover V3rider... Prince Pri Ajesh T J Sujatha Sujatha Kebin dj jerbin Lijo Rs Vivek VK Azar Anaf

Search for anything

ENG 11:20 AM IN 15-Jun-20

WEBINAR

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Kaliakkavilai, Kanyakumari District – 629153
Approved by the Government of India
Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Accredited by NAAC with 'B' Grade
Approved by UGC Section under 2(f) & 12(B)

Department of Business Administration
Organizes
ONLINE WEBINAR
On
“Roadmap for Financial Market”
On
13/08/2021 (Friday)
At
02.00 pm
Resource Person
Dr. Sharan Kumar Shetty
Associate Professor &
Member of Governing Council
MSN Institute of Management
Mangaluru

Through the Google Meet Link
<https://meet.google.com/qpo-szfd-hia>
For Registration
<https://forms.gle/HiDvDYzbsGxY5LRd7>
Rev. Fr. M. Eckermens Michael (Secretary & Correspondent)
Dr. A. Meenakshi Sundararajan (Principal)
Dr. M. Babima (HOD, BBA)

Dr. Sharan Kumar Shetty, MSNIM is presenting

meet.google.com/qpo-szfd-hia?pli=1&authuser=0

Build assets

With saved money, build assets and not liabilities....

- Asset is something which earns you while you hold it and has value, hopefully, appreciating over a period of time.
- Asset is not asset just because it appears on your asset side. For Example – Car. While it appears on asset side of your balance sheet, it does not earn and its value continuously depreciates. It is indeed a liability.
- Assets are Equities, Bonds, Rented Real estates etc..

People

- Ronald Ronald
- Sarath Bj
- Shahina. S
- Shijin R
- Shinu s
- SILPA S N
- SOWMYA WILSON
- Sreelekshmi siva
- STEPHY .K.S

14:31 | qpo-szfd-hia

30°C Rain showers 2:31 PM 13-Aug-21

SYMPOSIUM





MOU



தமிழ்நாடு தமில்நாடு TAMIL NADU
விலக்கு எண்: 3596
20.03.2017
Nanjil Catholic College of Arts & Science
Kaliyakkavilai
36AB 368441
K. சஞ்சீவம்
முத்திரை தாள் விநியோகப்பாணி
மாநில நகராட்சி
ப. எண் எண்: 656 / B / 87

MEMORANDUM OF UNDERSTANDING / AGREEMENT OF COOPERATION

Between

Nanjil Catholic College of Arts and Science, Kaliyakkavilai.

And

St. Xavier's Catholic College of Engineering, Chunkankadai

This MoU is entered into the 24th day of March, 2017 by and between Department of Business Administration in Nanjil Catholic College of Arts and Science (hereinafter called BBA NACCAS) situated in Kaliyakkavilai, Kanyakumari Dist., an Arts and Science college under Manonmaniam Sundaranar University, Tirunelveli.

And

The Department of Management Studies in St. Xavier's Catholic College of Engineering, Chunkankadai (hereinafter called MBA SXCCE) an Engineering college under Anna University, Chennai.

The aforesaid departments are hereinafter referred to individually as department and collectively as departments.

The purpose of the cooperation between Department of BBA, NCCAS and Department of MBA, SXCCE is as follows:

6. TERMS AND TERMINATION

This MoU, unless extended by mutual written agreement of the parties, shall expire 5 years after the effective date specified in the opening paragraph. This MoU may be amended or terminated earlier by mutual written agreement of the parties at any time. Either party shall have the right to unilaterally terminate this MoU upon 60 days prior written notice to the other party. However, no such early termination of this MoU, whether mutual or unilateral, shall affect the obligations of the participants under any Research Agreement, Confidentiality clause as referenced in clause 5 above, or any other agreement entered into pursuant to this MoU, which obligations shall survive any such termination.

7. RELATIONSHIP

Nothing in this MoU shall be construed to make either party a partner, an agent or legal representative of the other for any purpose.

8. ASSIGNMENT

It is understood by the Parties herein this MoU is based on the professional competence and expertise of each party and hence neither Party shall transfer or assign this Agreement, or rights or obligations arising hereunder, either wholly or in part, to any third party.

9. COSTS OF THE MoU

Each Party shall bear the respective costs of carrying out the obligations under this MoU.

10. SIGNED IN DUPLICATE

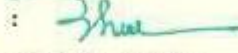
This MOU is executed in duplicate with each copy being an official version of the Agreement and having equal legal validity.

BY SIGNING BELOW, the parties, acting by their duly authorized officers, have caused this Memorandum of Understanding to be executed, effective as of the day and year first above written.

On behalf of
Department of BBA , NACCAS

On behalf of
Department of MBA, SXCCCE

By : 
Name : Dr.E.John Jothi Prakash

By : 
Name : Dr. S. Joseph Sekhar

Title : Principal


Title : Principal

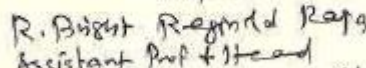
Date : 24-3-2017

Date : 24-3-2017

Witness :

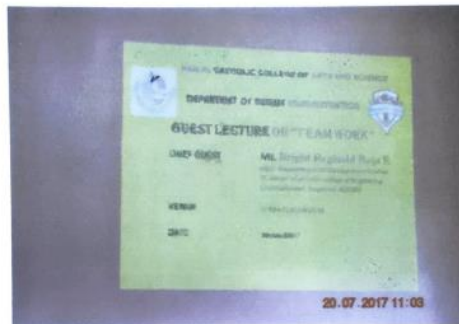
Witness : 
24/3/17

1. 
Dr. M. Babina
Assistant Professor & Head
2. Dept. of Business Administration
MANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIVAKKAVU AT

1. 
R. Biju R. Biju R. Biju
Assistant Prof & Head
Dept. of Management Studies
ST. KAVIER'S CATHOLIC
COLLEGE OF ENGINEERING
CHUNKAMKADAI
NAGERCOIL - 629 003
KANYAKUMARI DISTRICT

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
 Kaliyakkavilai, Kanyakumari District – 629153
 Approved by the Government of Tamilnadu
 Affiliated to Manonmaniam Sundaranar University, Tirunelveli
 Accredited by NAAC with 'B' Grade
 Approved by UGC Section under 2(f) & 12(B)

Department of Business Administration
In Collaboration with
Department of Management Studies,
St.Xavier's Catholic College of Engineering,
Chunkankadai
Organizes
Guest Lecture
 On
"TEAM WORK"
 On
20/07/2017
 At
10.30am
 Resource Person
Prof. Bright Reginold Raja R,
Assistant Professor,
Department of Management Studies,
St.Xavier's Catholic College of Engineering,
Chunkankadai
Rev. Fr. Dr. S. Maria Rajendran (Secretary & Correspondent)
Dr. E. John Jothi Prakash (Principal)
Dr. M. Babima (HoD, BBA)





NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Kaliyakkavilai, Kanyakumari District – 629153
Approved by the Government of Tamilnadu
Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Accredited by NAAC with 'B' Grade
Approved by UGC Section under 2(f) & 12(B)

Department of Business Administration
In Collaboration with
Department of Management Studies,
St.Xavier's Catholic College of Engineering,
Chunkankadai

Organizes

Guest Lecture

On

"PRODUCTION LAYOUT"

On

20/07/2018

At

10.30am

Resource Person

Prof. Bright Reginold Raja R,
Assistant Professor,
Department of Management Studies,
St.Xavier's Catholic College of Engineering,
Chunkankadai

Rev. Fr. M. Eckermens Michael (Secretary & Correspondent)

Dr. A. Meenakshi Sundararajan (Principal)

Dr. M. Babima (HoD, BBA)



NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
Kaliyakkavilai, Kanyakumari District – 629153
Approved by the Government of Tamilnadu
Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Accredited by NAAC with 'B' Grade
Approved by UGC Section under 2(f) & 12(B)

Guest Lecture

On

"International Business Management"

Organized by

Department of Business Administration
In Collaboration With
Department of Management Studies,
St.Xavier's Catholic College of Engineering,
Chunkankadai

On

13/10/2021 (Wednesday)

At

11.00 am

Resource Person

Prof. K. Maria Vinu
Assistant Professor
Department of Management Studies
St. Xavier's Catholic College of Engineering
Chunkankadai

Through the Google Meet Link

<https://meet.google.com/cqj-gdd-i-zzc>

Rev. Fr. M. Eckermens Michael (Secretary & Correspondent)

Dr. A. Meenakshi Sundararajan (Principal)

Dr. M. Babima (HoD, BBA)



NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Kaliyakkavilai, Kanyakumari District – 629153

Approved by the Government of Tamilnadu
Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Accredited by NAAC with 'B' Grade
Approved by UGC Section under 2(f) & 12(B)

Department of Business Administration

In Collaboration with

Department of Management Studies

St. Xavier's Catholic College of Engineering, Chunkankadai

Organizes **Guest Lecture** on

“International Business Management”

Date: 13/10/2021 (Wednesday)

Time: 11.00 am

Programme Schedule

Welcome Address

Mr. Dinesh – III BBA

Presidential Address

Rev.Fr.Eckermens Michael, Secretary, NACCAS

Felicitation

Dr.A.Meenakshi Sundararajan, Principal, NACCAS

Speaker Introduction

Mr. Arun. T – III BBA

Speaker

Prof. K. Maria Vinu, Assistant Professor,

Department of Management Studies,

St. Xavier's Catholic College of Engineering,

Chunkankadai

Ms.Ajila – III BBA

Vote of Thanks

CRITERIA IV

INFRASTRUCTURE AND LEARNING RESOURCES

Adequate infrastructure and other physical facilities for teaching and learning are available in the department. The department has classrooms, computing equipment, internet facility, book bank facility, LCD projectors, etc. for aiding in the teaching learning process.

The following infrastructure use in teaching and learning process

- Black board and chalk
All the classrooms are incorporated with neat blackboard for teaching using chalks. In learning process the students are observed and taking notes
- LCD Projector
Each classroom is enabled with PPT projector for teaching using PPTs. Students are learning concepts in physics effectively by PPT presentation and the lecturers delivered by the staffs.
- Wi-Fi facility
The faculty members used Wi-Fi facility for updating their new business trends. Department permits the students to access Wi-Fi for gathering ideas about their projects, subject matters and learning.
- Department library
The faculty members refer library books teaching subject. Students are allowed to take department library books for learning purpose
- Computer lab used for computer
The staff members used their computer for taking question paper documents, and preparation Notes. Students are learning by using computers for computer science department lab like, MS office, excel, tally, computer for digital era for their preparation.

These facilities which will help the staff to deliver the class and students are learning with full energy

Infrastructure for teaching:

The classrooms of the department are spacious with good lighting and ventilation, which is comfortable for the teachers and students. The classrooms are well equipped with LCD projector and have Wi-Fi facility so that the teacher can effectively deliver the classes with the help of videos and other means using internet facility. The seating arrangements in the classrooms are quite comfortable for the students and there is no echo or other disturbances while teaching and learning.

Infrastructure for learning:

The traditional mode of learning is created within the physical walls of a classroom. Students can get direct experience about the subject matter by their presence inside the classroom. This learning environment is one of the most important factors for learning. Running notes would be acquired by the students to get the knowledge about a particular subject. Students will be enriched in problem solving capacity and creative thinking through classroom teaching. Students will be very much interested to know about the analytical learning and particular subject if they would be provided taught by power point presentations. By raising questions and observing students will acquire knowledge rather than acquiring knowledge through lectures given.

Computing equipments:

Department of Business Administration have three PC's with secured internet connection which is used by the department staffs to acquire knowledge about the subjects and to upload the students performance register, attendance sheet marks, achievements, activities etc. Proper management of PC's are carried out by keeping our operating system and software up-to-date. The department students are used computer lab in computer science department. The Department have a computer lab with tally ERP.9 soft ware.

Facility	Numbers
Class rooms	3
Classrooms with LCD facilities	3
Classrooms with Wi-Fi/ LAN	3

Computer for Teaching off line and on line:

The staff members of the department use the pc and the internet facility for preparing lecture notes, PowerPoint presentations and also downloading the study materials and computer lab used for teaching tally practical for the students. Use of PowerPoint presentations and videos will motivate the students to learn with ease.

Online classes were conducted for the students through Google Meet during the COVID pandemic. The faculty members are used their own mobile phone and own devices. Notes were uploaded in Google Classroom platform. Separate Whatsapp group were created for all the Classes and important information are conveyed through this Whatsapp group.

Computer for learning:

The students can obtain certain knowledge about the current affairs and general knowledge and also to acquire subject knowledge through power point presentation, videos, computerized accounting software.

Library

Department of Business Administration has a library and has a collection of over 158 text books for teaching and learning purpose. The books are entered in library book register. Books are not computer yet computerized.

List of books in Department Library

Sl.No	Name of the book	No. of books
1	Management Accounting	2
2	Business Organisation	4
3	Organisational Behaviour	5

4	Marketing Management	5
5	Business Mathematics	10
6	Banking Theory Law And Practice	2
7	Business Law	2
8	Commercial Correspondence	6
9	Business Communication	2
10	Business Environment	6
11	Business Statistics	12
12	Financial Markets & Services	3
13	Financial Accounting	10
14	Entrepreneurship Development	1
15	Cost Accounting	3
16	Industrial Law	6
17	Financial Management	5
18	Principles of Management	10
19	Human Resource Management	3
20	Business Management	1
21	Production and Operations Management	1
22	Advertisement Theory and Practice	1
23	Fundamental of Statistics	1
24	Retail Management	1
25	Money and Banking	1
26	Office Management	2
27	Marketing	1
28	You are getting your dream job	1
29	Salesmanship	1
30	Personality Development	4
31	International Business	1
32	Value Based Education	1
33	Company law and Secretarial Practice	2

Library for teaching

The staffs are free to use the department library. The list of books is maintained in the department library register. Subject books can be borrowed by the department staff and other department staff for reference purpose.

Library-learning:

- Students are free to use the library books for learning purpose.
- Our department students refer the books for updating their subject knowledge and to write the project report.

Procedures for Maintaining Department Library:

- Department library books names are entered and maintained in the book bank register
- In the department Library, book issue register is maintained to record the details of book issued including the borrowing date and returning date with name of the students.
- If the books are not returned on time no dues certificate will not be issued.
- If the students or staff takes a book from department library, it is registered in department library register.
- The staffs are books returned books before the end of the each semester.
- The books issued to the students return within 15 days.
- Damaged books are refurbished by binding.

Cultural activities

The department organizes different cultural activities such as Dance, Drama, Mime and Music. The department staffs identify the students who are interested to perform in the cultural activities. The best performer may be selected by the staff and the role may be assigned depending on their interest. Our department cultural programs are conducted in the college seminar hall.

Cultural activities –learning

The department students participate Cultural activities like Dance, Music, Mime, Drama, and Christmas celebration are the best learning experience.

Cultural activities help students to identify themselves and assist students to develop themselves in a desired field and improve skills such as organizational, presentation, leadership and interpersonal communication.

Sports

Ground

The College has a multi-purpose ground used for various outdoor sports activities.

Sports-Coaching

Outdoor games are conducted in our college ground. Our department students participate indoor sports and outdoor sports as per their interest.

The College has a separate room for indoor games like table tennis, carom and chess. Our college has many outdoor games like football, Hand ball, cricket , Kho-kho, Badminton, Table tennis, Kabaddi , Volley ball court for learning.

Sports-Participation

The department students participated both the indoor and outdoor games .Our department students are in kabaddi and cricket team, foot ball; volley Ball, Hand Ball, Kho-kho, Badminton, and Chess. Our College sports day celebration usually conducted every year and the department students participated in various games and received awards like medals, cups and certificates.

List of Participants In Intramural Tournaments

Venue: College Ground

Sl.No	Sports event	No. of Participations			
		2017-2018	2018-2019	2019-2021	2021-2022
1	Cricket	16	16	Covid-19	16
2	Hand Ball	-	-		12
3	Badminton	3	3		3
5	Volley Ball	12	12		12
6	Kho-kho	12	12		12
7	Foot Ball	18	18		18
8	Kabadi	12	12		12
9	Chess	-	-		4

YOGA

Yoga Teaching

Our Department has yoga education for the second year students. The Department staffs handled theory classes and practical classes are handled by the Physical Director.

Yoga Learning

Learning Yoga can prepare the students physically and mentally for the integration of their physical, mental and spiritual faculties so that the students can become healthier and more integrated members of the society and of the nation. Yoga education helps in self discipline and self-control, leading to immense amount of awareness, concentration and higher level of consciousness.

Other Infrastructure facilities used by the department

Auditorium

In order to enhance quality education our department utilizes the auditorium which is available in the campus for co- curricular activities, Fine arts, Farewell day and extra - curricular activities.

Seminar Hall

A fully air-conditioned seminar hall is available for teaching and learning. Seminar halls are effectively utilized for Teaching-learning process, Guest lecturer, seminars, Business Quiz, workshops, Conferences etc.

Auditorium and Seminar hall Infrastructure

Teaching-Learning

- LCD Projector –for power point presentation
- Screen- wide screen give visual learning
- Audio systems with access to the internet upgraded facilitate.

Class Room Maintenance:

1. The management ensures proper maintenance of the class room infrastructure availing the services of the college supporting staff.

2. Proper maintenance of the class room and electrical appliances by the supporting staff appointed by the management.
3. Orderly arrangement of bench and desk in the Classroom.
4. Dust bins for each and every classroom.
5. Regular cleaning made by the supporting staff.

Computer Maintenance

Two computers are available in our department, which is maintained and updated regularly by the qualified technicians.

- Regular cleaning
- Hard Drive Updates and Virus Prevention, firewall protection

Library Maintenance

1. Accession number given for the books.
2. Library Register maintained.
3. Book Issuing Register maintained.
4. Students are asked to return the books before giving the no dues certificate.

Rest Room Maintenance

The staff and students have a separate rest room, which cleaner at frequent intervals by supporting staff appointed by the management.

Rest room Accessories:

- ❖ Mirror
- ❖ Waste basket
- ❖ Hand wash liquid

If there are any repairs and defects arise it is noted in the college compliant register and it is rectified by the linear staff.

I BBA CLASSROOM



II BBA CLASSROOM



Wi-Fi FACILITY



DEPARTMENT LIBRARY

14							15						
S.I No	Book No	Title of the book	Author Name	Publisher	Rate	Qty	S.I No	Book No	Title of the book	Author Name	Publisher	Rate	Qty
115	109	Business Engin	Dr. S. Sankar	Macghams	200	1	121	125	Expressions	Manjamma Sundaram	Engelard Publisher	90	1
116	110	Business Organ	C.D. Balaji	"	160	1	122	126	Business mathematics	V.M. Selvaraj	Banaras Publisher	65	1
117	111	Business Engin	"	"	160	1	123	127	Office Management	R.S.N. Pillai	Chand Publisher	125	1
118	112	Principles of Management	T. Ramnarayan	Himalaya Publishing House	275	1	124	128	Value Based Education	N. Arumugam	Saras Publisher	60	1
119	113	Business Statistics	M. Wilson	"	250	1	125	129	"	"	"	60	1
120	114	Business Communication	K.K. Ramakrishnan Lakshmi E.K.	Macmillan	180	1	126	130	cost accounting	M. Wilson	Himalaya Publisher	145	1
121	115	STATISTICS	K. Pozhakan	J.P. Publishers	80	1	127	131	Business Organisation	C.D. Balaji, Prasad	Macghams Publisher	180	1
122	116	Business Mathematics	C.L. Rajgopal	Himalaya Publisher	220	1	128	132	Financial Accounting	V.M. Selvaraj	Banaras Publisher	60	1
123	117	Business Mathematics	"	"	220	1	129	133	Business Law	J. Jayasankar	Macghams Publisher	140	1
124	118	Accountancy	Arulraj Arumugam	Saras Publisher	85	1	130	134	Accountancy	Arulraj Arumugam	Saras Publisher	85	1
125	119	Accountancy	"	"	85	1	131	135	Accountancy	"	"	85	1
126	120	Accountancy	"	"	85	1	132	136	Accountancy	"	"	85	1
127	121	Accountancy	"	"	85	1	133	137	Office Management	Devaraj Arumugam	Macghams Publisher	120	1
128	122	Computers for Digital Era	A. Lathi, Meera Suresh Singh	Saras Publisher	120	1	134	138	Business Mathematics	M. Wilson	Himalaya Publisher	375	1
129	123	Computers for Digital Era	"	"	120	1	135	139	computer based management practice	Santosh J.	Macghams Publisher	150	1
130	124	Business Mathematics	G.E. Rajgopal	Himalaya Publisher	220	1	136	140	Human Resource Management	Jayashankar Rajgopal	Macghams Publisher	150	1

Department of Business Administration
Nanjai Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu

16				17					
S.I. No.	Name of the Book	Name of the Author	Publisher	Book No.	Name of the Staff Student	Issue Date	Return Date	Signature of the Book Receiver	Signature of the HOD
11	Marketing mgnt.	Philip Kotler	Pearson	024	Ashmi Jindal	27.07.2018	13.07.2018	<u>For</u>	<u>me</u>
12	Marketing Mgmt.	rsai. Pillai	S. Chand	111	Ashmi Jindal	27.07.2018	13.07.2018	<u>For</u>	<u>me</u>
13	Business Law	Jayalankar	Macghams	12	Dr. Jasmin Bino	14/06/2019	2/11/2019	<u>Bino</u>	<u>me</u>
14	Banking - Theory, law & Practice.	Geordan Nalatajan	Himalaya	1	"	"	2/11/2019	<u>Bino</u>	<u>me</u>
15	Banking law & practice.	Kandasami	S. Chand.		"	"	2/11/2019	<u>Bino</u>	<u>me</u>
16	Financial Market & Services	Geordan Nalatajan	Himalaya	007	Vinay V	4/7/2019	2/11/2019	<u>vinay V</u>	<u>me</u>
17	Marketing Mgmt	R.S.N. Pillai	S. Chand	005	Arvina A	18/7/19	04/12/19	<u>Arvina A</u>	<u>me</u>
18	Marketing Management	Philip Kotler	Pearson	024	Sindhu (B.com)	30/08/19			
19	Marketing Management	H.N. Prasad	Macghams Publication	22046	Birisha	31/08/19			
20	Business Organisation	C.D. Balaji	Macghams Publication	110	Dr. Jasmin Bino	13/11/2019	5/12/19	<u>Bino</u>	<u>me</u>
21	Business Organisation	M. Manohar	Mano. Publishers	047	Dr. Jasmin Bino	13/11/2019	5/12/19	<u>Bino</u>	<u>me</u>
22	Human Resource Mgt.	D. Shivareddy	Himalaya Publishing House	101	Dr. Jasmin Bino	13/11/2019	05/01/2021	<u>Bino Head</u>	<u>me</u>

Department of Business Administration
Nanjai Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu

CRITERIA - V

STUDENTS SUPPORT AND PROGRESSION

STUDENT SUPPORT ACTIVITIES

Student support activities are student-centric curricular and extracurricular programs offered by the Department of Business Administration. Student activities are generally designed to allow students to become more involved on departmental activities. Often, such activities provide the students with opportunities to develop leadership skill, creative thinking, product development, sales promotion activities, business quiz, real case discussion, and employment experience.

STUDENT COMMITTEE SELECTION AND REPRESENTATION

- Two students from each class are selected as class representative by the respective class-in charges on the basis of discipline, leadership quality and merit based.
- The students are divided into various teams and team leaders are selected.
- The team leaders are to co-ordinate and support the academic activities and non-academic activities of the department.
- This team leader also supports; the department for conducting cultural, co curricular and extra-curricular activities.
- The team leader serves for a term of first year to final year. The team leader serves as a bridge between the Department and Students.
- The team leaders coordinate the Academic and Non-academic activities by collecting the ideas, views and suggestions from the students like a Group Discussion, Business Quiz, Seminars, Workshop, National Level symposium, Industrial visit, Cultural

Programmes, Consumer awareness programme, Extension activities, Women's day, Onam, Pongal, Christmas celebrations.

- Before arranging any Programmes, the team leaders conduct meeting with the students and allocate their work.
- The team leaders communicate their innovative ideas and creativeness to make the programmes more smartness.

STUDENT SUPPORT IN ACADEMIC ACTIVITIES

- The team leaders discussing about the problems related to teaching learning process such as poor understanding, language problem and calculation papers.
- The team leaders play an active role in identifying the academic, personal and psychological issues and bring to the knowledge of students.
- The team leaders takes steps to improve the leadership and administrative skill of the students by coordinating academic activities like Group Discussion, Business Quiz, Seminars, Workshop, National Level symposium, Industrial visit and Consumer awareness programme. The students actively participated in the programme and improved their skills.
- The students actively participated and supported for the success of the programmes. The following academic activities are conducted by the department with the support of team leader.

Year	Number of Programmes	No. of Students Participation
2017-2018	2	408
2018-2019	2	378
2019-2020	5	486
2020-2021	6	398
2021-2022	3	236

- For the period of 2017-2022, business administration department actively conducted 18 programmes. While conducting this programme, the department convene the team leaders meeting and discuss the various activities to be performed. Work allocation is done in consultation with the team members.
- Activities like the preparation of online and offline programme like Invitation, programme schedule, Stage decoration, stage management or creation of Google meet, hall and seating arrangements or admit into the online program, food committee, buying mementos and prizes, issuing certificates, maintaining accounts and Documentation are all carried by the team leaders.
- They help in maintaining discipline, serve refreshments, take care of assets, and other similar tasks.
- Their involvements help the department to make all the programs a grand success which motivates the non active members to be active further.
- Industrial visiting are planned and arranged by the department consultation with the Principal and getting the permission from concerns organisation involving the student team leaders. The students actively looks after all the works like arranging the vehicle,

collecting money and accommodation. This makes the students to enrich their knowledge and their leadership quality is exposed.

STUDENT SUPPORT IN NON-ACADEMIC ACTIVITIES

- The faculty members motivate the students to participate Extra-curricular activities organised by the department to enrich the students' capabilities.
- Programmes like fine arts day, national level symposium, celebrations of various days like Women's day, Onam, Pongal and Christmas are arranged by the Department regularly. In all these events, the student's role was very supportive to the Department, which made to achieve prizes and certificates in various occasions.
- Students with a poor concentration in studies, irregularity for classes, family issues, physical or mental health challenges, etc. are suggested to get personal counselling to improve their behaviour and attendance.
- Students who are not able to buy new textbooks are helped by providing books collected from the previous batch of students.
- In addition, the staff and the fellow students of the department support the poor needy students to meet their financial support.
- Students team leaders encouraged the fellow students to participate in various sports and cultural activities, competitions like Foot ball, Hand ball and Table Tennis, carom, Chess, kho- kho, volley ball organised by our institution and other institutions in which students have won various prizes.

STUDENT PROGRESSION

The department motivates the students towards their progression in higher education and towards employment.

- ❖ It takes remedial measures for the students who are weak in studies to upgrade their academic performance.
- ❖ Similarly, advanced learners are motivated to strive for higher goals.
- ❖ Final year UG students of the department participate in special career counselling programs conducted by the institution which gives them better ideas about the path to choose for higher studies and jobs to make their future better.
- ❖ UG students are motivated for joining higher degree courses and job opportunities.

After completing the course from our department, the students continued their Higher education in various courses. The following table shows the details of Student Progression during the academic year from 2017 to 2021.

Year	Name of Programme admitted	No. of Students
2017-2018	M.B.A.	10
2018-2019	M.B.A.	20
	M. Com	2
	Diplomo in Health Inspector	1
	MBA	14

2019-2020	M. Com	1
2020-2021	MBA	20
	M. Com	1
TOTAL		69

Placement

The placement opportunities are being extended to the students in order to help with their mid-career transitions. Placement is a decisive factor in the successful completion of any coursework at the Under Graduate level. The department encourages the students to map their talent in various fields and get relevant job opportunities.

The Department proudly reveals that two students placed in Government job among them one is Central Government and another one is State Government. Many students placed in Private Jobs. 3 students are Self Employed doing their own business.

Self Employment:

Self-employment creates decision making quality, gives the ability to solve problems independently and increases the earning potential in students. The department encourages the students to utilize their skills in various fields and earn while learning. They utilize their academic skills by taking tuition after college hours. Students trained in dancing conduct dance classes for the interested kids and many of the boys of the department work in catering services and as supporting staff in computer centre. Those self-employed students use their earnings for paying college fees and for their family needs. 31 students in the department are self-employed.

Details of students who are self employed during the last five years are below:

Type of Self-Employment	Number of students
Tuition	6
Catering	12
Dance class	3
Doll and Drum set	4
Video graphic	3
Decoration	3
Total	31

RESPONSIBILITY OF THE ALUMNI

- Alumni Meeting was organized by the department of business administration. Alumni attended the meeting, in which they shared their memorable moments in the campus. Feedback given by them was very encouraging to the department and shared some valuable opinion for the development of the department.
- Alumni Association is a powerful link between the Department, Alumni and current students.
- Alumni contribute 12 books to the department library which is reused by the students.
- Motivating discussion was given by Alumni for sharing experience in Campus during their college days and motivating the students to actively participate in the activities of the department.
- There are separate Whatsapp groups for all the alumni batches to contact them and give information from the department and the institution. Updating regarding higher education and job opportunities will be communicated through those groups.
- During the last five years, two alumni association meetings were held in common to all the alumni of the college and two alumni association meetings were organized by the department. Also, the department encourages the Alumni to provide financial contributions for the welfare of the department.

CLASS COMMITTEE

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2020-2021

Date: 14/12/21
Students committee was held an
online meeting in the online Google meet (online mode)
held under the supervision of Dr. G. Rajesh Babu,
Mr. G. Jeevit Hanson

Students Representatives:

Rincy. B. S (BBA) - [Signature]
Libin. R (BBA) - [Signature]
Ashika Paul (BBA) - [Signature]
Ramin (BBA) - [Signature]
Priya Dhanshini (BBA) - [Signature]
Sri. Subash (BBA) - [Signature]

Agenda:

Awareness about COVID-19
Suggestions of Students

Resolution Passed:

It was planned about the
classes after the COVID-19. In this
session, give the awareness about
the COVID-19 to the students.

They give instruction to the students such as

(1) Everyone should wear Mask and not
remove them any time

59

- (2) Maintain social distancing
- (3) Bring your own Sanitized
- (4) Carry your own lunch and
water bottles
- (5) Please do come to the colleges with
fees, all completed notebooks

All the students were
asked to come colleges to attend the
regular classes.



[Signature]
Head
Department of Business Administration
Kalyansoapala
Kalyansoapala - 629 153, Tamil Nadu.

STUDENTS PARTICIPATION





NON-ACADEMIC ACTIVITIES

STUDY TOUR



INDUSTRIAL VISIT



CHRISTMAS CELEBRATION



PONGAL CELEBRATION



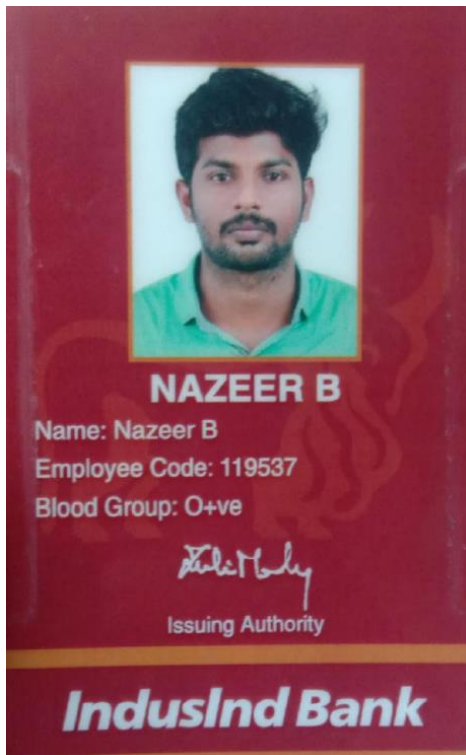
SPORTS DAY



WOMEN'S DAY



STUDENTS PROGRESSION



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Sajjan Raj Christhu Raj Sarala Bai

Emp. Code : 40008632
Department : Sales
Designation : Business Officer
Blood Group : B+


Authorized Signatory


Holder's Signature



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Reg.No: MSCS/CR/728/2013 Under Govt of INDIA



S.S. SHARATH
PROBATIONARY OFFICER
ID No: SMCK135


Authorized Signatory





Indian Institute of Logistics



Name : Shine Adam J
 Course : Global MBA (L&SC) - 2018
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Name : DHARSANA S
 Roll No : 713219631018
 Course : MBA
 Batch : 2019 - 2021



713219631018

Director

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STUDENTS ID CARD

Name : ARUNA.A
 Department : M.B.A
 Validity : 2020 - 2022


PRINCIPAL

BPP Student ID Card
 Sujith
 Vijayakumar Ajitha Kumari
 London - Kings Cross
 MSc
 Management(ProfDevPlan)18
 M

SRN: BP0257705
 Expiry Date: November 2023

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Chinnathurai
Principal

St. Xavier's
Catholic College of Engineering
 Chunkankadai - 629 003.
STUDENT IDENTITY CARD



NEETHU VIJAYAN
Master of Business Administration
Valid Upto May, 2021
 701936
Principal
Principal



Nanjil Catholic College of Arts & Science
 Nedumcode, Kaliyakkavilai - 629153
 Phone: 04651 - 244788



ENTITY CARD 2020 - 2022

Name : Kironsha C
Department : M.Com
Father Name : M.Claetus
Blood Group : B+
Date of Birth : 24/03/2000
Phone No : 9952849765
Address : St. Nicholas street, Chinnathurai
Thoothoor P.O Kanniyakumari district Tamilnadu
629176



NCCAS1446
Secretary
Secretary

Anti Ragging Cell : 9443172018

SCOTT CHRISTIAN COLLEGE
 (Autonomous)
 Affiliated to Manonmaniam Sundaranar University
STUDENT ID CARD



ABIN RAJ R P
 2020-2022 | 200377
M.B.A. BUSINESS ADMINISTRATION (S)
Principal
Principal




TRUTH SHALL MAKE YOU FREE


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 (Affiliated to University of Kerala and approved by AICTE, New Delhi)
 Poyyadam, Thiruvananthapuram, Kerala 695 572
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STUDENT ID CARD




ANTO S SAM
 Admn No: 623/MBA/2020-22
 DOB : 24.06.1999
 Course : MBA
 Batch : 2020 - '22
 Mob : 88486 02526,
 9496452196


Director 



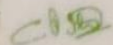
www.kicmakerala.in, kicmamba@gmail.com



**NARAYANAGURU
 COLLEGE OF ENGINEERING**
 Approved by AICTE and Affiliated to Anna University, Chennai
 An ISO 9001-2008 Certified Institution


IDENTITY CARD




BLESSWIN.S.J
 2020 - 2022
 MBA


 Principal


 Chairman


GNANAM
 SCHOOL OF BUSINESS
 Wisdom in Business



ROY BEN KINSTON.L
 Batch : MBA - 2021 - 2023
 Roll No. : 21GSB028
 D.O.B .: 03-09-2000 Blood Group : O +ve

STUDENT


ARUNACHALA
 College of Engineering
 for Women
 Manavilal, Vellichanthal,
 Nagercoil, K.K District - 629 203



Student's ID

Name : Jinisha.G.S
 Course : MBA
 Adm.No : 21RMBA37
 Period : 2021 - 2023


 Principal

www.arunachalacollege.com

Manonmaniam Sundaranar University
Tirunelveli, Tamil Nadu - 627 012
State University - Reaccredited with "A" Grade by NAAC

STUDENT IDENTITY CARD

2021 - 2023



Kebin. D.J. Jerbin
MBA

D.O.B : 30.03.2001 B.G : A1B+ve
Aadhar No. : 9896 9353 9212

Address

3/31-3, Aranivilai, Convent Junction,
Kulasekharam,
Kanyakumari - 629161
Cell : 9342594853

Registrar i/c

PGMBST210019

Anti-Ragging Toll Free / Hotline No. 18001805522

ஸ்ரீ தேவி குமாரி கல்லூரி, அரக்கோடு
SREE DEVI KUMARI WOMENS COLLEGE
Kuzhithurai, Kanyakumari (Dt.), Tamil Nadu-629163
(Hindu Religious & Charitable Endowment Adm Dept.,
Govt. of Tamil Nadu) • Phone: 04651-260344

Affiliated to M.S. University, Tirunelveli - Re -Accredited with B grade by NAAC




NIMA SURESH S
M. COM

Blood Group: A +
Contact No: 8129084484

Toll Free : 1800 180 5522 & 1077

Prakas Studio Kuzhithurai, Cell: 9486370332

2021 - 2023

ONESB
ONE SCHOOL OF BUSINESS



Jebin Raj R S
P19ZY21M0073


Program Director

www.onesb.edu.in



ROHINI
COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE and affiliated to Anna University, an ISO Certified Institution.

Near Anjuranam Junction, Kanyakumari Main Road, Palkulam,
Kanyakumari Dist - 629 401. Tel : 04652 266665 | Mob: 98942 18888
Email: admin@rcet.org.in | Website: www.rcet.org.in



ASWIN VASANTH S V
DEPT : MBA
VALIDITY : OCT 2021 - JUN 2023

21500011

UDAYA SCHOOL OF ENGINEERING
 Udaya Nagar, Vellamodi, Ammandivilal & Post
 Kanyakumari District - 629204
 Ph : 04651 - 239901, 294901, Fax : 04651 - 239903

MBA

2021  2023

BRINITHA F GLADI.H
 O/o Hillaris
 St Joseph Colony, Eraviputhenthural,
 Thoothoor Post, K.K. Dist,
 Tamilnadu-629176.
 PH - 7092356406

DOB : 13.08.2000
 O+ve


 Principal

CB



NESAMONY MEMORIAL CHRISTIAN COLLEGE
 MARTHANDAM - 629 165
 Estd : 1964 KANNIYAKUMARI DIST., TN.
 Reaccredited with 'A' Grade by NAAC

IDENTITY CARD 2021-2023

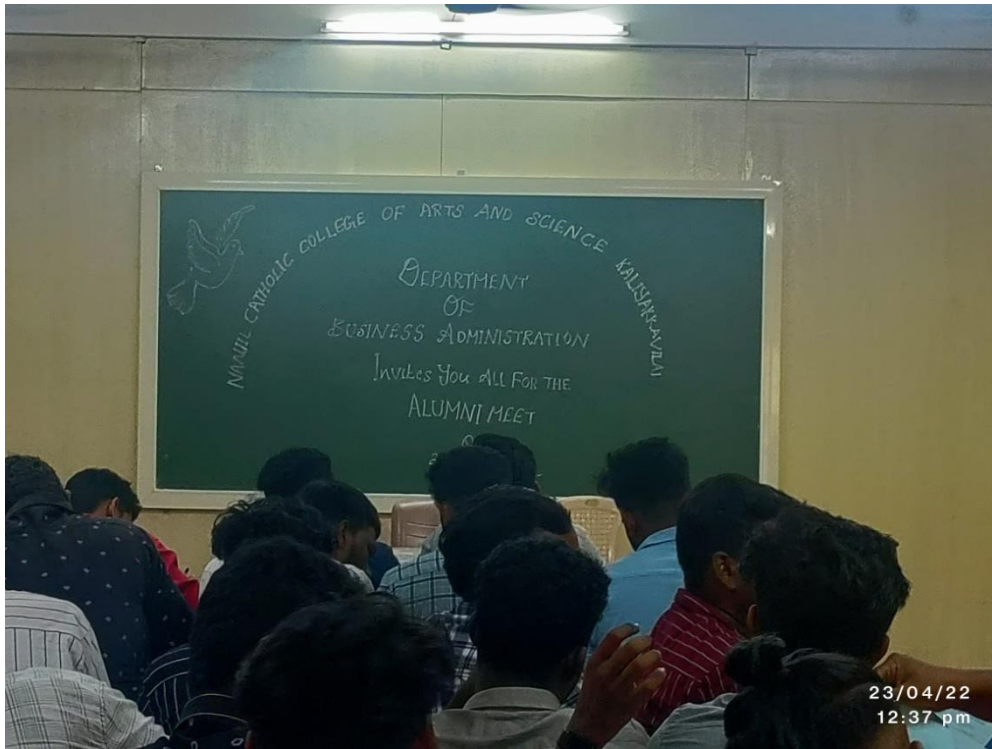


JENIFER M
 Management Studies
 PSMS213607 M.B.A


 PSMS213607

Jenifer M Student  HOD  Principal

ALUMNI MEET



CRITERIA VI

Governance, Leadership and Management

The department progressive approach is reflected in the restated vision which has shifted focus from providing higher education to empowering students.

Vision

To equip students into professionally competent individuals, for business leadership through a rich curriculum, innovative ideas, continuous mentoring and holistic development

Mission

To impart education that aims at honing analytical abilities, decision making techniques and interpersonal skills which enhance student's professional ability to face the challenges of a dynamic environment in the corporate and social world.

Achieving the vision of the department

Through Qualified faculties and ICT enabled classes, the subject matters are conveyed effectively. Also through the feedback collected from students, the teaching learning process is constantly analyzed and improved. Skill development and job oriented courses are introduced to improve their skills and employability. Students are growing inside the campus with discipline, business related innovative knowledge and leadership, and this would make them a socially responsible, keep learning administration activities. Thus, by well-disciplined and active governance, it helps to achieve the vision of our department.

Achieving the mission of the department

The faculty members are given proper guidelines to the students to improve their business analytical abilities, decision making techniques and interpersonal skill. The students developed professional skills to face the challenges of corporate and social world. The faculties are also committed to motivate our students and make them to be disciplined and follow the social values, it due to the steps taken by our department we have achieved our mission.

The governance of the Department is reflective of and in tune with the vision and mission of the Department

The Head of the Department initiates the actions towards the vision and mission of the department with the support of faculty members and students. The Department of BBA is also supported by the management to achieve its vision and mission.

The Head of the Department monitors the staff and gives proper guidance to achieve the innovative mission of the department. The Head of the department conducts staff meeting in which the work allotted to the staff members. The individual faculty members are responsible for the work assigned by the head of the department. The faculty members give instructions to the class representatives and students; which are effectively done and followed by them.

Strategic plan - Development and Deployment

Perspective Plan

- To identify and train the advanced learners to produce university ranks.
- Enhancing the communication and entrepreneurial skills for development of student's personality.
- Imparting practical oriented knowledge for the upcoming competitive area.
- Motivating students in developing their interpersonal skills which is noted individually.
- Imparting quality and holistic education for developing Business Managers planned to introduce job oriented courses
- To motivate the students to participate in national and international conferences, workshop, symposium and seminars in various institutions.
- To encourage the final year students to do their project in reputed organization to acquire technical knowledge.
- To arrange soft skill training for final year students to improve the employability skills of the student.
- To encourage the students to participate in co-curricular and extracurricular activities.
- To encourage the Faculty to publish paper in UGC approved national and international journals.

- To conduct Staff Development Programmes to enhance the skill and knowledge of the staff.
- To motivate the staff to participate in national and international conferences, workshop, symposium and seminars in various institutions.

Achievements

- ❖ The department has produced 17 university ranks including one gold medal.
- ❖ Many of the students got admission for MBA in reputed institutions such as Ones B school of Business, Bangalore, Gnanam school of Business, St.Xaviers college of Engineering, Udaya school of Engineering. Nesamony Memorial Christian College.
- ❖ 3 students are doing their higher studies in abroad like B.P.P University , London,
- ❖ The department graduates got job in reputed organizations such as IndusInd Bank, Navigant, Technopark, Zuventus Healthcare Limited Mumbai, Destiny, Thiruvananthapuram, Madonna Garments Padanthalumoodu.
- ❖ The students are motivated to do the projects in recent trends and come out with innovative ideas thereby the problem solving capacity of the students increased.
- ❖ The department students have participated various competitions and won prizes.

Institution	Events	Prize
Nesamony Memorial Christian College, Marthandam	Junk Art	II
Nesamony Memorial Christian College, Marthandam	Mime	Nil
Noorul Islam University, Thuckalay	Business Quiz	I

- ❖ The department organized two national level symposium based on the recent trends in Marketing Management and Human Resource Management.
- ❖ The department organized 14 employability and soft skill enhancement programmes for the students
- ❖ The faculty members published 16 papers in UGC care listed National and International journals.

- ❖ The department faculties attended 12 Faculty Development Programmes and 23 national and international conferences.

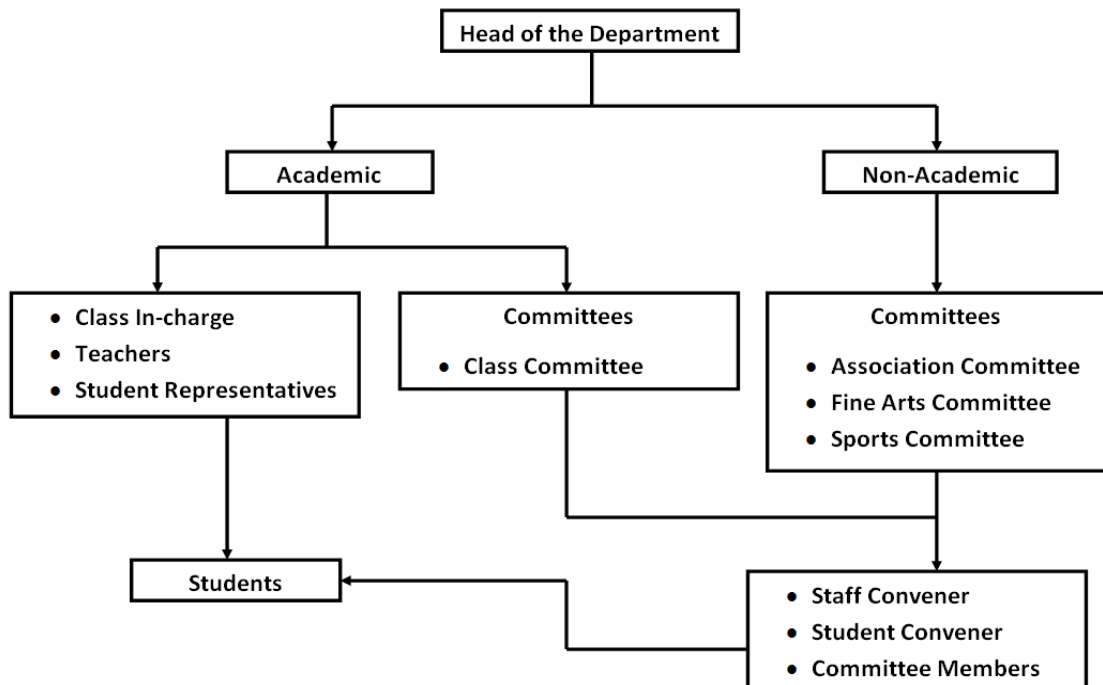
Un Achieved Perspective plan

- ❖ Due to pandemic situation the department was not able to organize national symposium.
- ❖ The department has not organized international level conferences.

Governances:

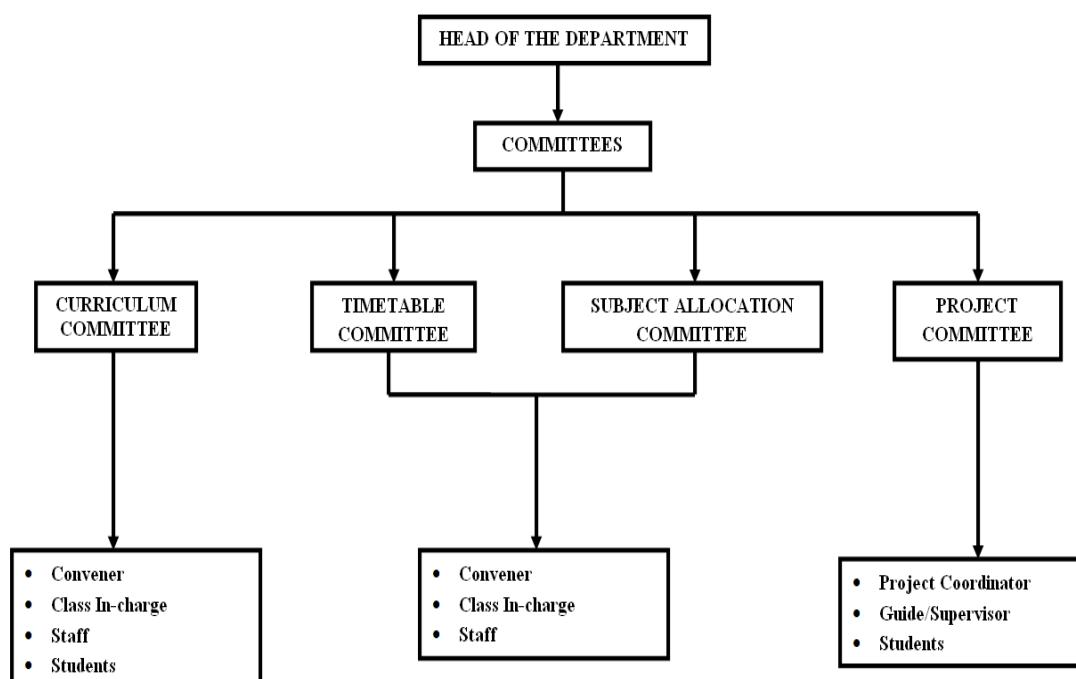
The way of Governance Department level:

The empowered team of the department involves Head of the department, conveners of different committees, student organizers, student representatives, stakeholders, alumni, etc. There are many committees to support the vision and mission of the department. All the committees take its responsibility for the plans and activities. The head of the department conducts academic performance meetings with class committee members.



Governance – Academic

The department head, in consultation with the staff members has formed different committee for planning and implementation of the department perspective plan. In the committee the student's representation is also given importance and they have chances to express their views and ideas. Following are the committees formed in the department to execute the department activities



Curriculum Committee

When the University introduces new syllabus the head of the department convenes meeting with staff and two student representatives to discuss about the pros and cons of syllabus. If necessary, syllabus reviews are prepared and sent to university through the Principal.

Subject Allocation

The HOD allots the subjects based on the specialisation and interest of the staff.

Timetable:

The HOD and the faculty members discuss and finalise the Class Time Table, internal exam time tables which are further informed to the students by the class teacher.

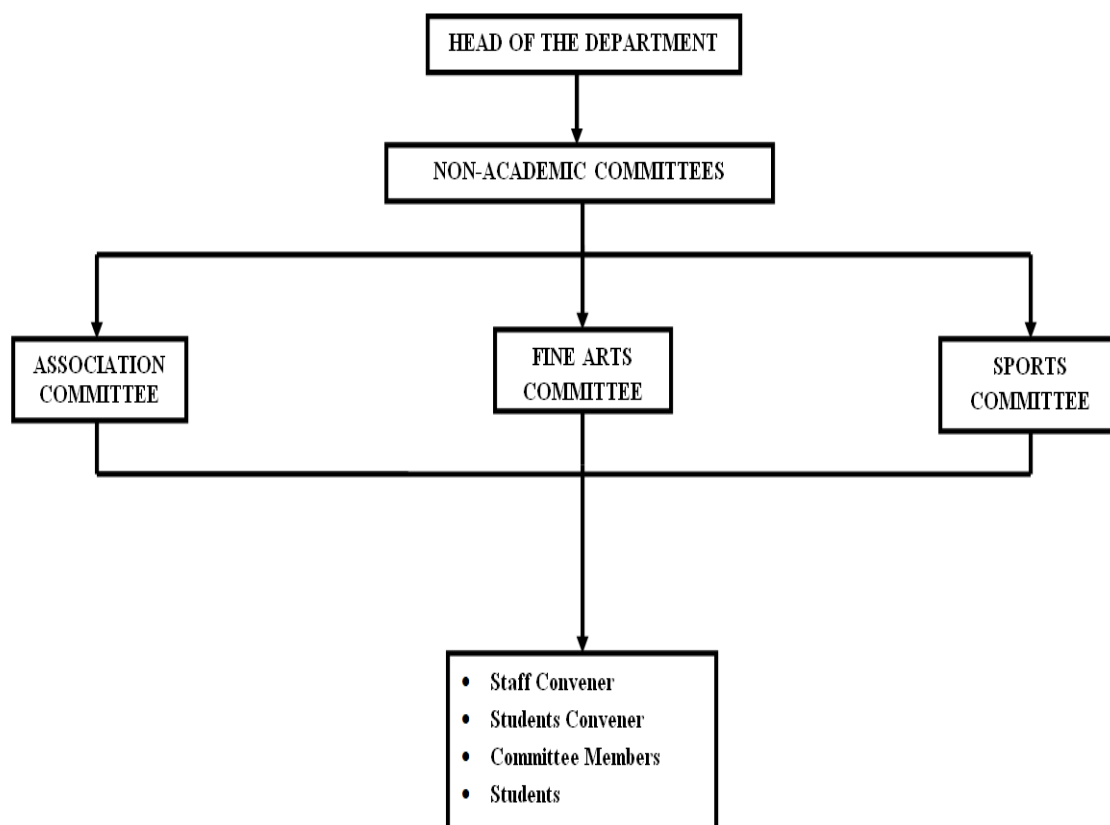
Practical/ Project

The HOD allocates the practical paper to the faculty and monitors the practical record works. The Department HOD allocates the project coordinator. The project coordinator allocates the students to project guides by lot.

Class Committee

Each and every student is a member of the committee and his/her responsibility is assigned by the staff members and it is monitored by the class in- charges.

Governance – Non Academic



Association and Quiz committee

The Convener and committee members are responsible to organise the association meeting and quiz programme and submit the report to the head of the department. The final year students act as Quiz masters in intra and inter college quiz competitions conducted by the department.

Fine Arts Committee

At the time of celebrations the committee members take initiatives to celebrate it in a grand manner. The committee has helped the students shine in various areas like event management, running a restaurants, start a dance schools and own business.

Sports and Cultural

When sports and cultural events are organized in inter and intra college level, the HOD informs the specific committee. The sports coordinator selects the event volunteer and players list which are handed over to HOD. The HOD makes arrangements for OD for the students who participate in inter and Intra College sports and cultural.

Discipline

The department maintains Discipline in terms of both the students and the staff. The students follow the formal dress code and take notes for the daily taught lessons and follow the rules and regulations of the institution. The student it maintain proper attendance and in case of lacking in attendance percentage, the class teacher informs to their parents. The parent visits the head of the department and submits the proper explanation letter along with medical certificate. The HOD monitors the student's attendance.

Steps regarding Governance:

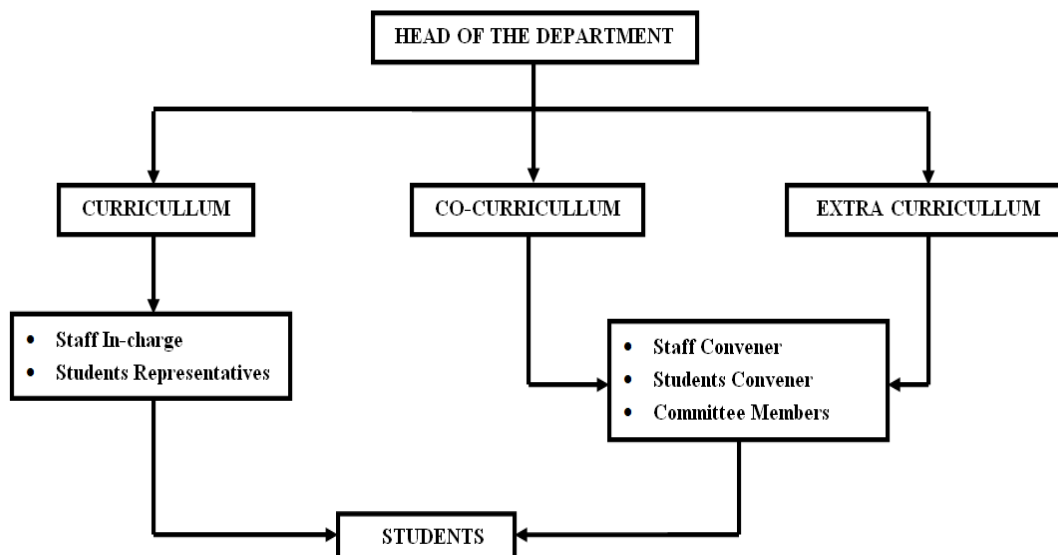
Decentralisation of Work:

Decentralisation and Participative Management

The Department Head is responsible to look after the overall activity of the department. The class in-charges are given the authority and responsibility to monitor all the academic activities of the students. He/ She is responsible for controlling the students and answerable

for the indisciplined behaviour of the students. In case of absence, the students are asking to inform to the class in-charge and leave letter should be submitted on the very next day of his / her presence.

Decentralisation and Participative Management



The department promotes participative management. Ideas pertaining to academic goals, organizational progression and better campus life are collected from all stakeholders to promote efficient functioning of the department. The faculty members and the alumni are conducting the relatively participative management activities such as career planning, permission for industrial visit, job vacancy and infrastructures. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and satisfaction among the students. Believing in decentralization, the department takes policy decisions, finance, infrastructure etc. with the help of the students through various committees to ensure participative management which improves their leadership qualities.

By all these activities and programs, all the staff of the department got chance to lead and coordinate many programs. Over the five years, the department students got opportunity to lead, students as class representative and as event manager and thus improved their leadership qualities.

Service rules and procedures

The functioning of the institutional bodies is effective and efficient which is reflecting through policy implementation, administrative setup, appointment and service rules. Effective and efficient functioning of the institution is governed through different administrative section as specific.

Especially the leadership quality of the student is high enough to lead a group.

The following are the service rules and procedures

1. Mandatory to be present in the premises during working hours.

All the department staff members are asked to be present in the premises especially there availability is stressed in the department during the working hours.

2. Submission of the entire original certificate at the time of appointment.

The original certificates of the entire department staffs are submitted to the office and in case of need they will be issued by the office on request.

3. Not to become a member of any Association / Union

None of the staff members are a member of any Association or Union.

4. Eligible for 12 days for casual leave

The department staff avail the casual leave only with the prior approval of the Secretary and Principal. In this regard the leave form is signed by the Head of the department after adjusting the class hours.

5. To discharge any other duty within the capacity and ability

The department staff members contribute their knowledge and experience in taking class after the regular working hours. Apart from the regular class hours the staff members strive to maintain the discipline in the campus.

6. Following the rules and regulation of the college:

The department staff members strictly follow the rules and regulation of the college at the maximum level.

Rules for the Students:

- All the students should obey the rules of the college.
- Every student shall attend the college regularly and punctually on all working days.
- The student must be maintaining discipline in the college.
- Strict silence must be observed within the class room.

- Usage of mobile phones within the class room and college premises is strictly prohibited.
- Students are advised not to participate in any political or communal politics inside the campus.

Leadership

- The faculty encouraged the students to participate in various programmes and assign responsibility to class representatives.
- For the last five years our department has developed 15 leaders.
- The leaders work in reputed organizations such as IndusInd Bank, Navigant, Technopark, Zuventus Healthcare Limited Mumbai, Destiny, Thiruvananthapuram, Madonna Garments Padanthalumoodu. Our students are proved their efficient leadership in their respective organization.
- Our department produced two budding entrepreneurs one as a managing director of AB.AB & co and another as the owner of Azar auto consultancy and their leadership training given by the department would be helpful them to run their organizations successfully.

Welfare measures of the Department:

The following facilities are provided to the department staff and Students for efficient functioning:

Welfare measure for Students

- The department gives gifts to the students during Christmas.
- The department helps students for paying their course fees.
- The department gives placement oriented programs to the students.
- The department motivates the students to study in abroad.
- The department improves the students' leadership qualities through various departmental activities.
- The department motivates the students to write the competitive exams and train the students to score good marks in TOFEL.
- Yoga classes
- Psychological counseling
- Sports facilities

Welfare measure for teacher

- The department motivates the staff to clear UGC Net, SET, and publish research articles in UGC referred Journals.
- All the staff of the department attends the family function of colleagues.
- If any staff is absent, his/her class hours are taken by other staff of the department so that the classes are utilized effectively.

Performance Appraisal System

The department has performance based appraisal system for the assessment of teaching. The appraisal report is based on the annual performance of the staff on the basis of their academic, research and other extra- curricular activities.

Performance appraisal system for teaching

The academic performance of the teacher is appraised by HOD through observations in their course delivery, question paper setting and evaluation, updating of materials, student feedback and pass percentage of the course. Performance appraisal system for staff is done by the HOD at the time of University result publication. The pass percentage for each subject is analyzed by the HOD. Staff showed 100% pass percentage and good grades are appreciated. Suggestion to improve low pass percentage is given to the corresponding staff and they are motivated to show full pass results in the upcoming semesters. Staffs are also appraised based on number of University Ranks produced each year from the department. The performance of the faculty is evaluated based on professional contribution, academics, short term training courses and paper publication.

Evaluation of teachers by parents' students and alumni

Teaching and Learning processes are reviewed by analyzing the feedback collected from the students, alumni and their parents (through PTA meetings) in each semester. Based on such feedback and suggestions, teaching methodologies are reviewed and modified if needed. The regular evaluation of the faculties is done by the parents, students and alumni, through the feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses. Head of the department monitor the feedback system and takes appropriate corrective actions.

Internal and external financial audits

The department maintains accounts register with regard to workshops, Seminars, Conferences, extension activities, fine arts function, festival celebrations, industrial visit and study tour organized with the support of students contributions and college fund. The amount contributed by the college to organise workshops, training programme, conference, seminar and guest lecture is recorded in the register. The account register is maintained by the final year student and monitored by the staff in charge. The Head of the department audits the accounts internally. The accounts register is externally audited by the senior accountant as per the direction of Secretary once in a year. The balance is to be settled at the end of the even semester.

Quality assurance Strategies and process – IQAC

The IQAC Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for all the departments. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices.

The IQAC plays a vital role in maintaining and enhancing the quality of the department and suggests quality enhancement measures to be adopted.

- Prepare Annual Plan
- Achieve good academic results
- Increase employability skills by;
 - Student technical training (Tally ERP : 9, SPSS)
 - Student soft skills development
 - Placement support
- Self-development of faculty members by
 - ❖ Faculty development programs
 - ❖ Research and development
 - ❖ Interaction with industry
- Assigned Mentors
- Promote extracurricular activity.

Academic inspections are carried out every semester to assess the quality of academics in the department. The inspections involve:

- Review of healthy academic practices
- Mechanisms to identify and reform academic practices
- Review of departmental facilities
- Facilitate implementation of innovative methods in the departments
- Self-development of faculty members

Teaching Learning Process – IQAC

IQAC, being the central body within the college, monitors and reviews the teaching-learning process regularly. Based on feedback, various innovative activities and reforms were introduced. IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes.

The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar:

Based on the University working days, the IQAC schedules the working days well in advance before the beginning of the semester. The department prepares academic calendar with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar, guest lecture, workshops, FDP's, Hands-on-series and many more.

As per the direction of IQAC the lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Also the department enriches the curriculum with guest lectures, industrial visits, and Internships. Everyday, the faculties prepare and submit details of the lecture along with the topics covered on an online portal.

Learning outcomes:

The IQAC monitors the performance of the students regularly. It has specified procedure to collect and analyze data on student learning outcomes; the following points are adopted by the institute in this context:

- Regular class tests and interactions
- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Semester system of examination for all courses.
- Providing Question bank of various subjects to the students.
- Providing Lecture notes through an online portal
- Timely redress of students' grievances.
- 75% Attendance is made compulsory in each semester.
- Extra classes for weak students to improve their performance.
- Department maintains an effective internal examination and evaluation system

Department has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

Management of Department

The HOD of department of Business Administration maintain a very good relationship with students, alumni, parents and the other well wishers. The department arranged academic and non academic activities efficiently with their cooperation of staff and students. It helps to the students to improve their managerial skill. The faculty members take necessary steps to improve the student's personality in developing their communication, entrepreneur skill and interpersonal skill. It helps the students to overcome the obstacles in their career. Due to cooperation of our faculty, students, parents and our management our department is able to manage the department efficiently for the satisfaction of our stakeholders.

NATIONAL LEVEL SYMPOSIUM



STUDENT PARTICIPATION IN SEMINAR



STUDENT PARTICIPATION FINE ARTS



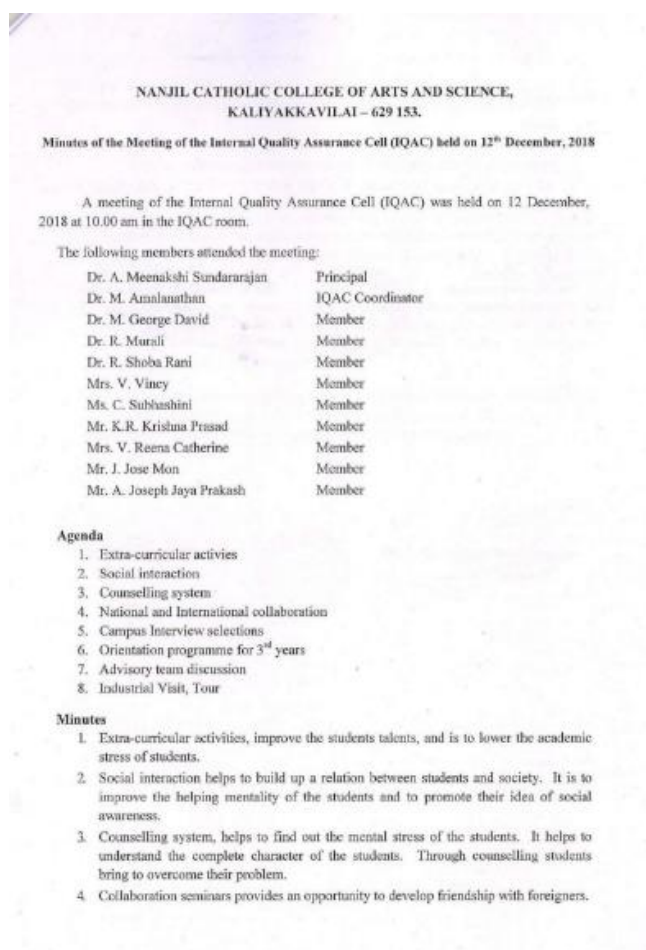
PARENTS TEACHERS MEETING



STUDENTS WELFARE – CHRISTMAS CHILD



IQAC MEETING DECISIONS





5. Campus interview, will be an experience to face future interviews. It make the students secure a job while studying. It also given an opportunity for evaluate their serves.
6. Orientation programme was given to all third year students. It make the students aware of the job opportunities. It help the students to decide their career.
7. Advisory team, track the students in a right path make them more disciplinary and punctual. Make them to become a good learner and a good citizen.


Dr. M. Amalanathan
IQAC Coordinator




Dr. A. Meenakshi Sundararajan
Principal
North Catholic College of Arts & Science
Kalyankumari - 629 153

DEPARTMENT MEETING REGISTER

94	95																						
<p>The minutes of the meeting held on 19/02/2021 at 2.00 pm.</p> <p>1) Dr. M. Babina 2) Mr. G. Jenit Hanson 3) Dr. P. Jasbin Bino 4) Dr. G. Rajesh Babu</p>	<p>The minutes of the meeting held on 3/3/2021 at 2.00 pm.</p> <p>1) Dr. M. Babina 2) Mr. G. Jenit Hanson 3) Dr. P. Jasbin Bino 4) Dr. G. Rajesh Babu</p>																						
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CRITERIA VII

DEPARTMENT VALUES AND BEST PRACTICES

Gender Equity

All the students of our department are treated equally irrespective of the gender. No discrimination is made in the name of gender, caste, creed, culture, religion, language, etc. Equal preference was given to both the genders, i.e., both male and female students in every competitions and programmes organized by the department. The institution also takes measures to brighten the students on Women Empowerment, Gender sensitization, etc.

The responsibilities of the students are shared by the students irrespective of the gender. Each class has a class representative both male and female. Students equally participate in all the activities including intercollegiate and intercollegiate competitions, academic and non-academic activities. Our department maintaining gender equality.

Women's Day Celebration

The department celebrates Women's day every year. The event will start with a prayer song along with welcome address. Both boys and girls have participated in various events like singing, dancing and mono act. There will be no discrimination on basis of gender.

The institution has Anti ragging Committee, Sexual Harassment Cell, Grievance Appeals and Redressal Committee, etc. which have been constituted based on the norms laid down by the UGC/ Government. Any grievances arise on gender equity, will be reported to the above said committee and further action will be taken by the respective committees.

Safety and Security of Students

- CCTV Cameras are fixed in and around the department verandas.
- Separate rest rooms are provided for both boys and girls..
- Complaint boxes are placed in various areas of the institution, so that the students can feel free to convey their grievances.
- Separate women cell are provided for the safety and security of every girl student in the campus.

- The department treats the students equally to allow them to participate and organized various activities such as group discussion, case analysis, role play, business quiz, management games etc.
- Separate room provided in the health department for boys and girls.
- The auditorium, library, seminar hall, classrooms are equally shared by both girls and boys.
- ‘OLIVIA FEST 2K22’ organized by the Department of Physical Education, the students both girls and boys from our department actively participated and won first prize in Football and in Caroms.

DEGRADABLE WASTE

Solid Waste Management

Each classroom is provided with a dustbin for the purpose of disposing the solid wastes like papers, pencil dust, food waste, etc. The students are instructed to use the dustbins to throw off the wastes and these wastes are collected by the college cleaners for recycling. All the wastes are categorized into biodegradable and non biodegradable waste. Bio degradable wastes are used for vermicompost.

Water Waste Management

Purified drinking water facility is provided by the institution for the staff and the students. The water used by the staff and students for washing hands are collected through pipes and segregated into the drainage system and is stored in the drainage tanks near the ground.

INCLUSION AND SITUATEDNESS

Gender Wise

Year	Male	Female	Total
2017-2018	84	64	148
2018-2019	91	61	152
2019-2020	89	51	140
2020-2021	65	44	109
2021-2022	58	38	96

There is no discrimination based on gender. Both boys and girls are treated equally and they are maintaining good relationship.

Linguistic Language Wise

Year	Tamil	Malayalam	Total
2017-2018	98	50	148
2018-2019	99	53	152
2019-2020	93	47	140
2020-2021	74	35	109
2021-2022	75	21	96

The department has both Tamil and Malayalam speaking students. On linguistic basis there is no difference of opinion. Pongal and Onam are celebrated by both Tamil and Malayalam students despite of their language and culture.

Community Wise

Year	OC	BC	MBC	SC	Total
2017-2018	13	100	26	8	148
2018-2019	12	100	32	8	152
2019-2020	10	88	40	2	140
2020-2021	4	68	35	2	109
2021-2022	4	62	27	3	96

The students from different community are studying in the department. There is no discrimination on the basis of caste, creed. They participate in their family functions without any caste discrimination.

Religion Wise

Year	Hindu	Christian	Muslim	Total
2017-2018	43	93	12	148
2018-2019	38	99	15	152
2019-2020	28	97	15	140
2020-2021	27	70	12	109
2021-2022	27	62	7	96

Students from different religion are studying in the department. There is no discrimination on basis of religion.

State Wise

Year	Tamil nadu	Kerala	Total
2017-2018	107	41	148
2018-2019	106	46	152
2019-2020	100	40	140
2020-2021	83	26	109
2021-2022	83	13	96

The Students from both Tamilnadu and nearby Kerala State are studying in the department. They are maintaining inclusive environment. There are no regional disparities between them. No linguistic bias between the students.

CONSTITUTIONAL VALUES

Creating awareness among the students related to the constitutional rights, human rights, fundamental duties and responsibilities. The staff from our department and MSW department delivered lectures to the students.

Human Values and Professional Ethics

Constitutional Obligations

One resource person trained our staff and students about Indian constitutional obligations like

- Human Values
- Human Rights
- Fundamental Duties and responsibilities

Human Values

- ❖ The values of justice
- ❖ liberty
- ❖ equality
- ❖ fraternity within a sovereign
- ❖ socialist

Human Rights

- ❖ Right to work and equal pay for equal work
- ❖ Right to standard living
- ❖ Right to education
- ❖ Right to proper social order
- ❖ Right to speak
- ❖ Right to Write.
- ❖ Right to life, liberty and security.
- ❖ Right to freedom for property, religion, politics etc.

Fundamental Duties and responsibilities

- ❖ Sprit of common brotherhood
- ❖ Safeguard public property
- ❖ Abide by the Constitution and respect national flag & National Anthem
- ❖ Follow ideals of the freedom struggle
- ❖ Protect sovereignty & integrity of India
- ❖ Defend the country and render national services when called upon
- ❖ Preserve composite culture
- ❖ Preserve natural environment
- ❖ Safeguard public property

DEPARTMENT CELEBRATIONS

Pongal Celebration

Every year pongal celebrations are organized actively by our college. Competitions are conducted for all the departments in the college ground. Our department students are also participated that function. At the end of the day, winners are announced and the students enjoy with togetherness and happiness. For the last two years, due to pandemic situation (Lock down) no such event was conducted.

Onam Celebration

Onam celebrations are conducted on every year in our college. There will be flower carpet (Poo Kolam) competition on that day for each department. All the departments participate joyfully to receive the prize. At the end of the programme winners are announced.

Christmas Celebration

Christmas day celebration will be organized in our college on every end of the year. All the departments participate in various events.

Independence Day Celebration

The institution celebrates Independence Day every year on August 25th. The department students participate in this celebration.

Republic Day Celebration

The institution celebrates Republic Day every year on January 26th. The department students participate in this celebration.

ENVIRONMENTAL CONSCIOUSNESS AND SUSTAINABILITY

Tree Plantation

Every year the Department of Business Administration of Nanjil Catholic College of Arts and Science, Kaliakkavilai organises Tree Plantation event. The event starts by a prayer song along with welcome address. Tree is planted by a chief guest or students or the staff of our department. The event ends with a vote of thanks.

This year due to pandemic situation (Lock down) no such event was conducted.

Eye Camp

Eye camp will be organized by our department every year.

For the last two years due to pandemic situation (Lock down) no such event was conducted.

BEST PRACTICES

Department Food Court

The department has given a wide opportunity for the students even for their business ideas. The department has a food court which is operating in 2 areas, one for girls in B.Com Block and the other for boys near the library. The BBA students are running this food court.

By doing so the students gets exposure and get practical experience on running a business. They get more knowledge about the profit and losses of the business. Through this practice new entrepreneurs can emerge.

Newspaper Reading

The Department of Business Administration has arranged to buy, “The Hindu” daily newspaper for each student. They can use this opportunity to hold various news around the world. This may help them to score more marks in competitive exams.

Case Analysis

Case analysis is one of the important parts of a business. Hence, the department analyzed case study for III year students. Topics are related with real problems and issues faced by business man. Students were asked to give their ideas and suggestions and finally they evaluate the results by themselves.

Group Discussion

Group discussions have been introduced among students to come out with more information. Students were given recent management topic to discuss. They come with various information and this group discussion is a helpful task to improve the student’s communication skill.

Consumer Club

Our department has a consumer club in which it pretends the importance of consumer awareness in product/ service. Consumer club was inaugurated by our department and the programme as well as the club is functioning for both BBA and B.com department students.

Bazaar Club

Bazaar club was introduced in our college to make our college students to make more enthusiastic in business learning. To develop the entrepreneurial skill among the students, it was introduced. It has various new programmes like sales day; plantation of mushrooms. This helps the students to overcome, burdens and to start new business technique.

Thought for the Day

In each class students are encouraged to write thought, proverb of the day on the black board. This is one of the best practices, which helps the students to follow the famous quotes. There is also a chance of finding the famous personality who gave the quote to the world.

Word for the day

Just like a thought for a day, a word for the day is also encouraged among the students to learn daily. The word may be from any area related with law, business, sales, accounts etc.

Do's and Don'ts

DO's

- In order to form proper habits and attitudes, the following rules for good conduct are expected to be obeyed by every student.
 - i. Respect all faculty members, other students and self.
 - ii. Respect all college property and wear college uniform.
- Speaking in English around the college campus is encouraged to increase their communication skills.
- Keeping their hair neat and well combed is motivated. Girls should tie the hair properly. Boys must have their hair trimmed regularly.
- Uniform must be clean, well dressed and complete.
- ID cards should always be worn by the students.
- Wearing shoes are compulsory for both boys and girls.
- Maintaining good attendance is compulsory.
- Assignments should have to submit at apt time.
- Using maximum books from the department as well as from our college library is encouraged.
- Students should maintain silence in the classroom before the arrival of the staff.
- Setting an aim to follow goals is encouraged.
- Targeting path is encouraged.
- Setting a short term goal which may help to attain a long term goal is also encouraged.
- Having a backup plan in studies is encouraged.

DON'Ts

- Use of mobile phones is prohibited in the college campus.
- No chewing gums are allowed within the college.
- Fad/ engraved hair styles are not permitted.
- Boys are prohibited from coming to college infancy hair styles; very low waist boot cut pants, fleshy belts and designer shoes.
- Jewels are not permitted except that the girls may wear one pair of post earrings, no hooks and dangles.
- Disrespectful languages are not allowed to use in the campus.
- Students are not allowed to bring razor blades or other sharp instruments.
- If the books borrowed from department or college library are lost, damaged or badly handled, their full cost with the fine will be levied from the borrower.
- Absentees must submit the leave letter before entering the class. If not, the student is not permitted to enter into the classroom.
- Unwanted leaves are not permitted.
- Late comers are encouraged to come on time.
- Identity card is necessary to enter the college.

Institutional Best Practices

- 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 gave way to do part time jobs.
- The college started job oriented programmes for our students like TNPSC, UPSC, RRB, Police, Army, Banking, Tailoring, Art & Craft, key board, guitar, Multimedia and animation etc.
- The institution organizes ICT coaching for their career development.

GENDER EQUITY



GPS Map
Camera Lite

85PC+45M, Kaliyakkavilai, Tamil Nadu 695502, India

Latitude
8.3355855°

Longitude
77.1704847°

Local 02:21:42 PM
GMT 08:51:42 AM

Altitude 0 meters
Friday, 06-05-2022



FINE ARTS



NANJIL BAZAAR



Nedungode, Kaliyakkavilai, Tamil Nadu 695502, India

Latitude
8.33828557°

Longitude
77.17075994°

Local 09:11:46 AM
GMT 03:41:46 AM

Altitude -30.29 meters
Friday, 08-10-2021

INDEPENDENCE DAY



REPUBLIC DAY



CHRISTMAS DAY



PONGAL DAY



WOMEN'S DAY



**A key to achieving
success is to assemble
a strong and stable
management team.**

VIVEK WADHWA

