NAZARETH MARGOSCHIS COLLEGE AT PILLAIYANMANAI NAZARETH – 628 617.

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year	2013 - 2014
I. Details of the Institution	Part – A
1.1 Name of the Institution	NAZARETH MARGOSCHIS COLLEGE AT PILLAIYANMANAI
1.2 Address Line 1	PILLAIYANMANAI
Address Line 2	NAZARETH
City/Town	THOOTHUKUDI DISTRICT
State	TAMILNADU
Pin Code	628617
Institution e-mail address	margoschiscollege@gmail.com
Contact Nos.	04639-277232, 278232
Name of the Head of the Institu	ntion: Dr. R. PONTHILAGAR STANLEY
Tel. No. with STD Code:	04639-277572
Mobile:	98654-83407

Name o	of the IQ	AC Co-ordin	nator:	Dr. S. AR	ULRAJ PON	NUDURAI	
Mobile:	:			98654-834	107]
IQAC e	-mail ac	ddress:	[nmcpiqac	@gmail.com		
1.3 NA	AC Tra	ck ID (For e	x. MHCO	GN 18879)			
(Fo	or Exam is EC no	ecutive Comple EC/32/Apple EC/32/Apple is available titution's Acc	&A/143 da e in the rig	ted 3-5-200 ht corner- b	4.	&A/024 dated 16	5-09-2008
1.5 Web	bsite add	dress:		www.mar	goschiscolleg	ge.in	
Weł	b-link of	f the AQAR:	http://	margoschis	college.in/co	ntent/iqac/repor	rts/NMCP_2013-14.pdf
1.6 Acc	reditatio	on Details					
SI	l. No.	Cycle	Grade	CGPA	Year of Accreditatio	Validity n Period	
	1	1st Cycle	В	2.10	2008	Sep. 2013	
	2	2 nd Cycle					
	3	3 rd Cycle					
	4	4 th Cycle					
1.7 Date	e of Esta	ablishment of	f IQAC :	DD/MM/	YYYY 3	30.10.2014	
1.8 AQ	AR for	the year (for	example i	2010-11)	2013-2014		
			-			ter the latest Asso to NAAC on 12-	
i.	AOAR					(DD/MM/Y	YYYY)
						(DD/MM/Y	
						(DD/MM/YY	
						(DD/MM/YY	

1.10 Institutional Status		
University State 🗸	Central Deemed Privat	e
Affiliated College Yes	No	
Constituent College Yes	No 🗸	
Autonomous college of UGC Yes	No 🗸	
	Yes No	
(eg. AICTE, BCI, MCI, PCI, NCI)		
Type of Institution Co-education	Men Women	
Urban	Rural 🗸 Tribal 🔃	
Financial Status Grant-in-aid	UGC 2(f) UGC 12B	
Grant-in-aid + Self Financ	ing Totally Self-financing	
1.11 Type of Faculty/Programme		
Arts Science Commerce	e ✓ Law PEI (Phys Edu	u)
TEI (Edu) Engineering Healt	th Science Management	
Others (Specify)		
1.12 Name of the Affiliating University (for the Col.	Manonmaniam Sundara University, Tirunelveli	nar
1.13 Special status conferred by Central/ State Gove	ernment UGC/CSIR/DST/DBT/ICM	R etc
Autonomy by State/Central Govt. / University	No	
University with Potential for Excellence	No UGC-CPE	No
DST Star Scheme	No UGC-CE	No
UGC-Special Assistance Programme	No DST-FIST	No

UGC-Innovative PG programmes	No other (Specify)
UGC-COP Programmes 2. IQAC Composition and Activities	No
2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	2
2.11 No. of meetings with various stakeholders:	No. Faculty 2
Non-Teaching Staff Students	Alumni Others
2.12 Has IQAC received any funding from UGC If yes, mention the amount Rs. 3,0	during the year? Yes No 0,000/-
2.13 Seminars and Conferences (only quality rela	ated)
(i) No. of Seminars/Conferences/ Workshop	ps/Symposia organized by the IQAC
Total Nos. International	National State Institution Level
(ii) Themes	

2.14 Significant Activities and contributions made by IQAC

- Flag Day collection was done on 11.02.2014 among the students and the staff towards the welfare fund of ex-service men.
- Group discussion programme was organized in the campus on 23.07.2014 and conducted by Loyola Institute of Technology for final year UG students of all discipline. More than 300 students participated.
- Canara Bank Education Loan Mela was held in our campus on 06.09.2013. More than 100 students were the beneficiaries.
- Medical Check-up was carried out for all the first year degree students for five days from 24.03.2014 to 28.03.2014.
- Voter Awareness Meeting was conducted in our College, presided over by the District Election observer on 28.03.2014.
- College Football match was conducted for Teaching and Non-teaching staff on 03.04.2014 to rejuvenate
- An Eye donation awareness camp was held in the college in collaboration with the Lions Club of Nazareth.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To start new courses such as B.A. Tamil, B.A.	University has given affiliation to start new
English, M.Phil. Commerce	courses from the academic year 2014- 2015.
To enhance the quality of teaching by	ICT enabled hall established for guest lecture
introducing latest technologies	
To conduct staff enrichment programme	Conducted a staff enrichment programme
To encourage the staff to attend seminar/conference / paper presentation	Staff have attended seminars / conferences and presented papers
To conduct outreach programmes and other skill development programmes for the students through NSS and various departments of the college	Outreach programmes were conducted by NSS

^{*} Attach the Academic Calendar of the year as Annexure (See Annexure -I)

2.15 Whether the AQAR was placed in statutory body	Yes 🗸 No
Management Syndicate	Any other body
Provide the details of the action taken	
The AQAR (2013-2014) was scrutinized by the held on 26.02.2018 and the details furnished in	e Governing Board of the College in the meeting it were approved.

Criterion - I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD/ M.Phil				
PG	1		4	
UG	7		2	
PG Diploma			1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	8		7	
Interdisciplinary				
Innovative				

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12	(i)	Hexibility	ant the	Curriculum:	CRCS/Core	/Elective	ontion /	()nen	ontions
1.4	(1)	1 ICAIDIII	y OI LIIC	Culliculuili.	CDCD/COIC	Licetive	Option /	Open	Options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects)	Alumni Parents Employers Students 🗸
Mode of feedback :	Online Manual Co-operating schools (for PEI)
*Please provide an analysis of the fed	edback in the Annexure (See Annexure – II)
1.4 Whether there is any revision/u	update of regulation or syllabi, if yes, mention their salient aspects.
	No
1.5 Any new Department/Centre in	ntroduced during the year. If yes, give details.
	No

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	13	26		8

2.2 No. of permanent faculty with Ph.D.

23

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

Asst.		Associa	ite	Profes	sors	Others		Total	
Profes	sors	Profess	ors						
R	V	R	V	R	V	R	V	R	V
-	5	-	-	-	-	-	-	-	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

		35
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	2	10
Presented papers	6	9	1
Resource Persons			

- 2.6 Innovative processes adopted by the institution in Teaching and Learning:
 - Innovative teaching is ensured through group discussions, seminars, surprise quiz and interactions which are monitored by the teacher. Student-centric approaches to experiential learning is done by providing opportunities of field trips, field study and subject projects in the laboratory.
 - Lecture classes using OHP in Science Departments
 - Employed Mathematical models while teaching
 - Effective learning was promoted by using laptop in the classrooms
 - Conducting regular weekly tests in each semester
 - Tutor ward system is followed in all departments. The class teacher is the tutor maintaining the profiles of all students and their performance and activities.
 - The progress of the students is intimated to the parents
 - Conducted remedial classes for slow learners
 - Encouraging students to participate in co-curricular and extra-curricular activities in and off the campus.

2.7 Total No. of actual teaching days during this academic year

182

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

> Bar coding Answer Booklet was introduced by the Manonmaniam Sundaranar University in April 2014 Examinations. We have implemented it in our College.

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

-	-	-

2.10 Average percentage of attendance of students

81.18

2.11 Course/Programme wise distribution of pass percentage :

_	Total no.	Total]	Division		
Title of the Programme	students appeared	No. of Pass	Distinction %	I Class	II class	III class %	Pass %
B.A Economics	18	5	0.00	11.11	16.67	0.00	27.78
B.A English	36	19	2.78	16.67	30.56	2.78	52.78
B.A History	23	13	0.00	47.83	8.70	0.00	56.52
B.Sc Mathematics	34	17	29.41	20.59	0.00	0.00	50.00
B.Sc Chemistry	23	15	47.83	17.39	0.00	0.00	65.22
B.Sc Zoology	18	14	33.33	44.44	0.00	0.00	77.78
B.Com	37	12	0.00	21.62	10.81	0.00	32.43
M.Sc Mathematics	19	13	47.37	21.05	0.00	0.00	68.42
B.A Tamil	26	15	3.85	50.00	3.85	0.00	57.69
B.Sc Computer Science	22	14	31.82	31.82	0.00	0.00	63.64
B.Com (SF)	45	7	0.00	4.44	11.11	0.00	15.56
M.A English	3	1	0.00	33.33	0.00	0.00	33.33
M.Sc Computer Science	9	7	55.56	22.22	0.00	0.00	77.78
M.Sc Chemistry	16	3	6.25	12.50	0.00	0.00	18.75
M.Com	27	12	0.00	44.44	0.00	0.00	44.44
M.Phil Commerce	2	2	0.00	100.00	0.00	0.00	100.00

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

- The allotment of subjects for teachers was planned, and the workload and the scheme of teaching were prepared before the start of the semester.
- Department Staff meeting conducted before the start of every semester in order to discuss the allotment of work to the staff.
- It encourages the faculty members to enhance and update their knowledge by attending seminars, conferences and workshops, and presenting papers.
- It was advised to make use of the ICT technology at least once in a week and during guest
 lectures to facilitate easy understanding of the subjects by the students, apart from the
 regular lecture method of teaching.
- The College has a Calendar Committee which is convened at the end of the academic year and the committee discusses working days and holidays, various events of the College, the date of the conduct of the Internal Assessment Examinations and other important programmes.
- The time schedule for assignment or seminar inclusive of the announcement of assignment topic and the last date for submission are also planned and submitted.
- The college calendar is issued to each staff and student at the beginning of the academic year.
- The performance of students in the semester examinations are placed before the Governing Board of the college, discussed and remedial measures taken upon poor results.
- Faculty members are encouraged to undertake minor and major research projects from different funding agencies.
- At the department level, evaluation of internal assessments are intimated to all the staff members well in advance. A date is fixed by the CIA Co-ordinator for submission of internal assessment marks.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	15
Others	

2.14 Details of Administrative and Technical staff

Category	Number of	Number of	Number of	Number of
	Permanent	Vacant	permanent	positions filled
	Employees	Positions	positions filled	temporarily
			during the Year	
Administrative Staff	5	5	-	4
Technical Staff	9	5	-	3

Criterion - III

3. Research, Consultancy and Extension

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

- A Research Committee consisting of senior professors with Doctorate Degree has been constituted to promote various research activities in the college.
- The faculty members are encouraged to take up research work in the relevant areas of their specialization and get Guideship.
- The final year students are advised to do the subject projects so as to create an interest to pursue research in the future.
- The teaching staff without Ph.D are encouraged by the Research Committee of the College to do research and acquire the research degree to equip themselves with the latest research knowledge
- Encouraging the faculty members to publish more research articles which would enable upgradation of the PG departments as research centres.
- Encouraging the departments to organise UGC sponsored National / International level seminars, conferences, workshops and symposia.
- Motivating the faculty to apply for Minor and Major research projects from various funding agencies.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1		
Non-Peer Review Journals			
e-Journals	1	12	
Conference proceedings	1	2	1

Range Avera		h-index	Nos.	in SCOP	US	
			_			
3.6 Research funds sanctioned an	d received from	various fundin	g agencies	, industry	and other or	ganisatio
Nature of the Project	Duration Year	Name of t	-	tal grant nctioned	Received	
Major projects						
Minor Projects						
Interdisciplinary Projects						
Industry sponsored						
Projects sponsored by the University/ College						
Students research projects	,					
(other than compulsory by the University Any other(Specify))					
Total						
ii) W 3.8 No. of University Department	ithout ISBN No					
UGC-	SAP	CAS	DS	ST-FIST		
DPE			_ Di	BT Scher	ne/funds	
3.9 For colleges Auton	· [СРЕ		BT Star S		
INSPI	RE	CE	Ar	ny Other	(specify)	
3.10 Revenue generated through o	consultancy	-				
3.11 No. of conferences	Level	International	National	State	University	College
	Number				<u> </u>	
organized by the Institution						

3.12 N	o. of facu	lty served as experts	, chairpersons	or resour	ce persons			
3.13 N	o. of colla	aborations	Internationa	ıl	National	A	ny other	
3.14 N	o. of linka	ages created during t	his year					
3.15 T	otal budge	et for research for cu	irrent year in la	ikhs:				
Fro	m Fundin	g agency	From M	anagemer	nt of Universi	ty/College		
Tot	al							
3.16 N	No. of pate	ents received this year	ar Type of	Patent	Applied	Numl	ber	
			National	National				
			Internation	nal	Applied Granted			
			Commerci	ialised	Applied			
					Granted			
(Total	International	National	State	University	Dist	College	7
				~~~~				_
wh and 3.19 N	o are Ph. students	Ity from the Instituti D. Guides registered under ther D. awarded by facult earch scholars receive	m 5  y from the Inst		wly enrolled	+ existing o	nes)	
	JR	F SR	F l	Project Fe	ellows	Any oth	er	
3.21 N	o. of stud	ents Participated in 1	NSS events:					
				Universit	ty level	State le	evel	
				National	level	Interna	tional level	
3.22 N	o. of stud	lents participated in	NCC events:					
				Universi	ty level	State 1	evel	
				National	level	Interna	ational level	

3.23 No. of Awa	ards won in NSS:			
		University leve	el St	tate level
		National level	In	ternational level
3.24 No. of Awa	ards won in NCC:			
		University leve	el St	tate level
		National level	In In	ternational level
3.25 No. of Exter	nsion activities organize	d		
Univers	sity forum	College forum		
NCC		NSS 2	Any otl	her
3.26 Major Activ Responsibility	ities during the year in t	the sphere of extension ac	ctivities and Ins	stitutional Social
• Stude Corpo		commemorate the 66th H		e Government Transport milnadu Chief Minister
	's Day Rally was condug honestly.	ucted in Nazareth to crea	ate awareness o	of exercising franchise by
Institution	nal Social responsibility	<u>v</u>		
	ntribution was made by I n an award was given.	NSS of the College to Ind	lian Association	n for Blind, Madurai for
	-	ucted in the campus by the ent Hospital. Two staff an		
	m show on 'Vannathu nts by the district admin		o create a soci	ial awareness among the
• A spe	cial programme was con	nducted by Junior Vikata	n 'Tamil Mann	e Vanakkam'.
• Blood	d grouping was done for	the first year students		
• Road	repairing and cleaning p	programme took place thr	rough NSS in th	ne surrounding places.
• Perso	nal cleanliness and hygi	ene awareness programm	ne was held for	villagers.

## **Criterion – IV**

# 4. Infrastructure and Learning Resources

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (acres)	46.5	-		46.5
Class rooms (sq. ft)	22119	-		22119
Laboratories (sq. ft)	8476	-		8476
Seminar Halls (sq. ft)	1575	-		1575
Library	3157	-		3157
Principal's room	480	-		480
Secretary Room	480	-		480
Office	1008	-		1008
Sport's Room	120	-		120
Auditorium	9849	-		9849
Canteen	1380	-		1380
Chapel	1872	-		1872
Ladies retiring room	3070	-		3070
Ladies Staff Room	150	-		150
Boys Hostel (2 buildings +Mess)	11000	-		11000
Girls Hostel (2 buildings +Mess)	15940	-		15940
Others	1837	-		1837
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-

## 4.2 Computerization of administration and library

There are two computers and one laser jet printer. We are preparing for Library Automation. The list of books has been uploaded in the computer and is made accessible for the students in the library.

## 4.3 Library services:

	Existing		Newly	added	Total	
	No.	Value	No.	Value	No.	Value
Text Books	20242		749	159920	20991	
Reference Books	691		4	1820	695	
e-Books						
Journals	25		1	11380	26	
e-Journals						
Digital Database						
CD & Video	103		31		134	
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	78	34	2	_	_	1	_	41
Added				_	_			
Total	78	34	2	_	_	1	_	41

- 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)
  - Computer Training Programme was imparted to students of the First Year Degree Programs.
  - Staff attended a one day workshop on E-Governance programme conducted by Manonmaniam Sundaranar University, NSS Cell.
  - The spacious Auditorium equipped with a high-quality audio system with LCD projector enables to conduct all meetings and programmes / celebrations in a grand manner.
  - The Principal's room and the College office are equipped with Fax machine and internet connection to interact and communicate with the government bodies.
  - An Audio-visual hall has been set up with an LCD Projector and a Smart Board with speakers.

4.6 Amount spent on maintenance in lakhs:	
i) ICT	0.26
ii) Campus Infrastructure and facilities	1.52
iii) Equipments	0.29
iv) Others	-
Total:	2.07

#### Criterion - V

## 5. Student Support and Progression

- 5.1 Contribution of IQAC in enhancing awareness about Student Support Services
  - An Orientation Programme on rules and regulations of the college, human values and ethics, the student support system and the various types of scholarships was conducted on the first day for the first year UG students.
  - Spoken English courses (UGC Sponsored) were conducted
  - Association meetings / Guest lectures were conducted by the departments to provide an exposure to the students.
  - The tutors counsel their students on human values and ethics.
  - Field / industrial visits are arranged for students to gain practical knowledge and first hand information on their subject matters.
  - Basic Computer Education and practical classes were conducted for the first-year students
- 5.2 Efforts made by the institution for tracking the progression
  - All HODs and class teachers are instructed to keep records of the bio data and performance of the students and to monitor their progress
  - Class teacher / mentor is assigned the mentoring work to scrutinize slow learners and to provide counselling and remedial coaching
  - Progress Report of the students are sent to their parents.
  - The academic performance of the students is analysed every semester in the department result review meetings and necessary helps extended.
  - The teachers are intimated about the poor results, if any, in their classes and to provide guidance to the slow learners.
  - The department staff members guide the students regarding higher studies and also about job opportunities.
  - The details of students who pursue higher studies and students' employment details are recorded by the departments concerned.
  - The Placement Cell trains the students through training programmes on soft skills and coaching and prepares for interviews by companies.

	UG	PG	Ph. D.	Others
5.3 (a) Total Number of students				(PGDCA)
	1006	122	ı	1
(b) No. of students outside the state		-		
(c) No. of international students		-		

 Men
 No
 %
 Women
 No
 %

 486
 43.05
 643
 56.95

	Last Year							Th	is Year		
General	SC	ST	OBC	Physically	Total	Gener	SC	ST	OBC	Physically	Total
				Challenged		al				Challenged	
12	181	2	946	9	1150	15	186	5	917	6	1129

Demand ratio **1:1.98** Dropout : **3.90** %

- 5.4 Details of student support mechanism for coaching for competitive examinations (If any)
  - Group discussion programme was organized in the campus and conducted by Loyola Institute of Technology for final year UG students of all discipline.

No. of students beneficiaries 300

5.5 No. of students qualified in these examinations

NET	SET/SLET	GATE	CAT		
IAS/IPS etc	State PSC	UPSC	Others (TET)	1	1

- 5.6 Details of student counselling and career guidance
  - A group discussion programme about job opportunities was conducted in our campus by the Indian School of Science and Management.
  - The College organised counselling and guidance programme
  - The tutors render career guidance and counselling to their students.

No. of students benefitted

**500** 

## 5.7 Details of campus placement

		Off Campus		
Г	Number of	Number of Students	Number of	Number of Students Placed
	Organizations	Participated	Students Placed	
	Visited			
	-	-	-	15

5.	8	Details	of	gender	sensitization	programmes
· ·	$\overline{}$		-	5011001	Delibration	P1051000

- Women's Day Celebration Programme was held on 08.03.2014 and counselling given to girl students as a means of gender sensitization and women's safety.
- Special Programmes were held for Women through Grievance Cell
- Women's day was celebrated at the College level

## 5.9 Students Activities

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

	State/ University level	3	National level		International level	
	No. of students participa	ated in cul	tural events			
	State/ University level	6	National level		International level	
5.9.2	No. of medals /awards v	won by stu	idents in Sports,	Games and	l other events	
Sports	: State/ University level	2	National level		International level	
	l: State/ University level arships and Financial Sup	pport	National level		International level	
. I o Selioi	arompo ana r manerar baj	PPOIL				

No.	Details	No. of students	Amount
1	SC/ST Scholarship	162	8,06,412.00
2	SC/Loan Scholarship	4	30,000.00
3	BC Scholarship	344	4,37,851.00
3	MBC / DNC Scholarship	42	58,219.00
4	Merit Scholarship (MSU)	2	3,800.00
	Total	210	8,98,431.00

5.11 Student organised / initiative	es		
Fairs : State/ University level	National level	International level	
Exhibition: State/ University level	National level	International level	
5.12 No. of social initiatives unde	ertaken by the students		
5 12 Maion anionana afata donta	:f ann l madanaard		

- 5.13 Major grievances of students (if any) redressed:
  - The College has Students' Grievances Redressal Cell to look into the grievances, if any, of the students and to redress them in a smooth way.
  - Serious complaints will be forwarded to the disciplinary committee for appropriate disciplinary action on the erring students.
  - A shelter in front of the girls retiring hall made of metallic sheet roof was constructed f or the safety of the students to prevent exposures from harsh climatic condition.
  - As most of the students come from the rural areas around the college, bus transport is a big problem. So measures were taken by approaching the authorities of Transport Corporation to provide bus facilities for the students.

#### Criterion - VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

#### Vision

To impart affordable and quality higher education to the rural youth so as to rise and shine as resourceful, rational and responsible citizens of our country, with a research aptitude and stay globally competent on a sustainable basis.

#### Mission

- > To offer utmost and efficient higher education to the rural poor so as to create employability in them.
- To bring out and enhance the hidden skills and to inculcate human values, morals and ethics in the minds of the students to make them resourceful personalities.
- ➤ To infuse the spirit of research amongst the staff and the students.
- To conduct outreach programmes to the underprivileged and disadvantaged sections of the surrounding community.

#### 6.2 Does the Institution has a management Information System

- The management of the institution is efficiently and effectively done using the information system at the Principal's room and at the college office, with the help of primary components like hardware, software and data.
- Computerisation of information like students' attendance, seating arrangements for university examinations enables tracking of timely information.
- Online applications for various categories of scholarships for the deserving students were sent to the Government by the college office.

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

### 6.3.1 Curriculum Development

- 1. HOD meetings are conducted at the end of every semester and the action plans are prepared for effective implementation of the curriculum of the successive semester.
- 2. Optional papers, Non-Major Elective papers for every course is finalized and the subject allotment for the Teachers is done.
- 3. The syllabus is covered in three phases. At the end of each phase, an internal assessment test is conducted.
- 4. Assignments on various topics in each subject are also given in order to improve the knowledge of the students.
- 5. The College administration encourages faculty to attend seminars and conferences to enrich their knowledge in their respective fields.
- 6. The management provides sufficient infrastructural facility and funds for effective delivery of curriculum.
- 7. The Principal and one staff member served as members of the senate of Manonmaniam Sundaranar University.
- 8. Any training programme conducted by the university regarding curriculum is attended by our faculty. Some of our teachers are members of the Board of Studies of our University.

## 6.3.2 Teaching and Learning

- Teaching and Learning process is enhanced through effective usage of the audio-visual aids during special lectures.
- The College uses modern teaching aids, in addition to the traditional methods of teaching in class rooms. Occasional usage of LCD Projector, OHP and Smart Board in the Seminar Hall was also useful for the students.
- In Science subjects, lectures are delivered with the help of experimental setup and Laboratory equipments in class rooms.
- The understanding capacity of the students is analysed by conducting surprise quiz and asking short answer type questions at the time of lecturing.
- Printed study materials prepared by the staff are given to the slow learners in order to improve their studies.

#### 6.3.3 Examination and Evaluation

- Examinations are conducted as per the norms of Manonmaniam Sundaranar University, Tirunelveli. The College conducts regular internal assessment tests, Seminars, Assignments, projects and viva voce during each semester.
- The continuous internal assessment system is followed. So three monthly tests are conducted in each semester to evaluate the performance of students. The Co-ordinator for internal tests announces a schedule for submission of question papers, test dates, and submission of internal marks to the college office.
- The Heads of the departments submit the analyses of the results of the students. The slow learners improve their performance through remedial classes.
- In our College, most of the senior staff members are involved in the valuation of the university examination papers. Hence, they are aware of the scheme of valuation of the university papers and are able to communicate the details clearly to the students.

#### 6.3.4 Research and Development

- Infrastructure facility and research equipments are available primarily to the research needs of some departments.
- Faculty members are encouraged to pursue research work in their departments and to make use of the UGC FDP for pursuing research.
- The staff members are advised by the Research Committee of the College to pursue minor and major projects by getting funds from UGC and other sources.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- There is a regular input of latest books to the Library through various funds.
- Each department maintains and runs a Department library of its own. Annual budgetary allocation is made available to each department for purchasing text and reference books each year.
- Latest books and journals are purchased and subscribed every year.
- Separate reading rooms are allotted for staff and students with the basic physical infrastructure.
- Library related information is provided to the students and the teachers.
- The list of books is enrolled in the computer of the Library for easy access by the students.
- A Photocopier is installed in the Library to enable the students to obtain the Phtotostat copies of the book pages.
- LCD Projector is installed for Power Point Presentations in the conference hall.

### 6.3.6 Human Resource Management

- Full strength of faculty members in all departments work in a co-ordinated manner to express maximum output of the resources.
- Apart from teaching during regular working hours, the faculty members engage themselves in arranging meetings and functions for co-curricular and extracurricular activities.
- Adequate number of dutiful Administrative and Technical Staff carry out all the responsibilities vested on them.
- The efficiency and skills of Human Resource is utilised to the maximum through effective administration and management.
- One-day Orientation program is conducted on the first day of every year for extra curricular
  activities such as NSS and Sports for the first year students. The students are given options to
  select any one of the extra curricular activities.

### 6.3.7 Faculty and Staff recruitment

- Faculty and Staff are appointed to the vacant positions after getting approval from the Government. Vacancies are advertised in media and applications are called for from meritorious candidates. Candidates are selected by the selection committee and are appointed as per the norms fixed by the government in which UGC in which they have to undergo the following:
- i) Take a written test related to the area of specialisation.
- ii) Teach before the Principal, Head of the respective Department and a group of members of the management.
- iii) Face an interview with the appointment committee of the Management.
  - The administrative and Technical staff are also recruited on the basis of merit.
  - The required number of qualified teaching and non-teaching staff members are recruited for the sanctioned post. Additional staff members are appointed as management staff to compensate the workload.

#### 6.3.8 Industry Interaction / Collaboration

- The Institution encourages the teachers to go for Collaboration with Industries and other institutions.
- Students are permitted to go for industrial visits / Field visit / study tour.
- The institution permits industries to conduct campus interviews in the College. It also encourages the students to attend the off campus interviews conducted by industries.
- The students visited the Salt Industry and Paint Industry in Thoothukudi and Rubber Industry in Kanyakumari District.

### 6.3.9 Admission of Students

The admission process is based on the philosophy to provide quality education as the fundamental right of all citizens. The College is committed to serving the economically and socially marginalised sections of society.

- As a minority institution, 50% of the seats are reserved for the Christian community.
- Other categories of students are admitted based on government-regulated policies on reservation.
- The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions and given to the applicants.

#### 6.4 Welfare schemes for

Teaching	GIS, PF Contribution / SPF, Festival Advance, PF Advance, Maternity	
	leave, FDP and Diocesan Family Benefit Fund.	
Non teaching	GIS, Festival Advance, Loan facilities, Maternity leave.	
	Govt. scholarships	
	Stipend to meritorious students under Merged Schemes of UGC XI plan	
	Management scholarships	
	Institutional aid and assistance	
	Medical help	
	Insurance	
Students	Canteen	
	Hostel	
	Cycle Shed	
	Youth Red Cross	
	Grievances Cell	
	Counselling Cell	
	Reprography	

6.5 Total corpus fund generated					
6.6 Whether annual financial audi	t has been done	Yes	✓	No	

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	
Academic			Yes	College Governing Board
Administrative			Yes	College Governing Board

6.8 Does the University/ Autonomous College declares results within 30 days?
For UG Programmes Yes V No
For PG Programmes Yes 🗸 No
6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?
CBCS Semester pattern is followed
Photo - affixed Hall ticket with date and time of examination is issued
Photocopies of valued answer scripts are given to students on request. Dummy number system is followed in University Valuations.
Revaluation of papers is also permitted based on willingness
Supplementary exam is conducted after the publication of final semester result for the students who have only one paper as arrear.
Graduation Day programme was held in our college on 26.03.2014.
6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
<ul> <li>Steps have been taken to start new courses and increase the strength of the students in the College so as to get the autonomy status.</li> <li>Efforts are made to mobilize funds for the creation of additional infrastructure.</li> </ul>
6.11 Activities and support from the Alumni Association
The College has an Alumni Association.
• The members planned to mobilize funds to promote the various development measures of the College.
• The Alumni suggested the starting of new courses and career guidance programmes for the placement of the students.
6.12 Activities and support from the Parent – Teacher Association
Parent Teachers Association has been organized in the College. The students contribute to the PTA fund at the time of admission. The President and the members of the Parent Teacher Association allot funds to improve the infrastructure of the College.
6.13 Development programmes for support staff
The College organizes training programmes for administrative staff regularly.

- 6.14 Initiatives taken by the institution to make the campus eco-friendly
  - The garbage in the campus is cleaned regularly and properly.
  - Green plants are planted on both the sides of the pathway as a go green initiative.
  - Shade-giving trees are planted around the buildings of the College.
  - The campus is pollution free and plastic free.
  - A Herbal garden is maintained in the College.
  - An awareness programme is organized to avoid the usage of plastics

#### Criterion - VII

### 7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
  - Every year awards for academic excellence is given to the students of all departments who score the first and second prize.
  - Remedial Coaching classes were conducted for the students of all departments
  - PG subject projects are mandatory
  - Tally course was conducted for commerce students
  - ICT technologies used for special lectures to the students in the conference hall.
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
  - Remedial classes were conducted to help the slow learners improve their academic performance.
  - Departmental association meetings were organised.
  - Study tour / Field visits to relevant areas to enrich the subject knowledge of the students.
  - Students visited the places of historic importance.

- 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)
  - Computer Literacy Programme was conducted to equip the first year degree students
  - Soft skill training programmes for the final year students were conducted to create an awareness about job opportunities
  - Counselling was given with regard to the values and morals to sensitize the students about social responsibility.
  - Physically and Visually Challenged students were provided with the infrastructure facilities and were taken care of with responsibilities.
  - Students use the free laptops given by the Government for practical purpose by all the departments
- 7.4 Contribution to environmental awareness / protection
  - Tree planting programme was held in the college campus on 26.07.2013 to mark the inauguration of NSS activities.
  - The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the College campus
  - Plastic Free campus including canteen is maintained
  - The waste water from the hostels is reused for watering the plants and trees.
  - Trees were planted in the campus and in the nearby villages by NSS during special camps.
  - Economically important Medicinal plants are maintained in the campus

7.5 Whether environmental audit was conducted?	Yes No
------------------------------------------------	--------

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

### Strength

- A team of sincere and hardworking senior teachers to steer the academic achievements of the College.
- Programmes were conducted from the funds allotted to the College by the UGC XI Plan.
- A modern Women's Hostel has been functioning effectively within the campus.
- Moderate use of ICT enabled teaching methodology.
- Creation of awareness about competitive examinations by conducting coaching classes for competitive examinations
- Students have excelled in Sports, NSS and other co-curricular and extracurricular activities.
- The campus provides a suitable platform for skill development in the students.
- Special attention is given to the differently-abled students
- Teachers take a special care of the studies and show a concern about the future of the students in the campus.
- A meaningful teacher-student relationship in the campus promotes a congenial atmosphere
- Physical Education Department is fully equipped with latest training equipments like High Jump foam pit, weight Lifting set, Hurdles, Training equipments, Football & Hockey goal posts, Athletic equipment, table tennis board, etc., as a measure to improve the infrastructure facilities to train the athletes and players.

## Weakness

- Locational disadvantage in the light of educational, economic and social backwardness of the catchment area.
- Very difficult to improve English communication skills of the students.
- Lack of tie up with corporate entities mainly due to the remoteness of the college.

## **Opportunities**

- The students are encouraged for their involvement in curricular and co-curricular activities.
- Chances are given for the students to improve the subject knowledge by organizing more seminars / workshops / field study.

### Challenges

- As the students come with low merit from school, it is a serious challenge to reduce the number of failures in the university examinations.
- Preparing students for competitive examinations
- Lack of interest in higher education and career advancement due to rural background, financial constraints and lack of awareness of the parents.

## 8. Plans of institution for next year

- 1. The steps to start new courses B.A. Tamil, B.A. English and M.Phil. Commerce are at the final stages.
- 2. To Conduct National and International Seminars / Workshops / Conferences by receiving funds from various funding agencies.
- 3. To encourage the staff members to apply for Minor and Major Projects with the help of UGC and other funding agencies.
- 4. Developing infrastructural facilities further.
- 5. Going for as many linkages and collaborations as possible with other institutions/companies.
- 6. To conduct community extension programmes to benefit the students and the society.
- 7. To conduct career-orientation programmes to train and benefit the students so as to enable employability.

***

8. To cater to the needs of slow learners through remedial programmes

N	ame:	Dr.	A.	MAX	W	ELL	SAMU	JEL
---	------	-----	----	-----	---	-----	------	-----

Signature of the Coordinator, IQAC

Name: Dr. S. ARULRAJ PONNUDURAI

Signature of the Chairperson, IQAC

#### **Abbreviations:**

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

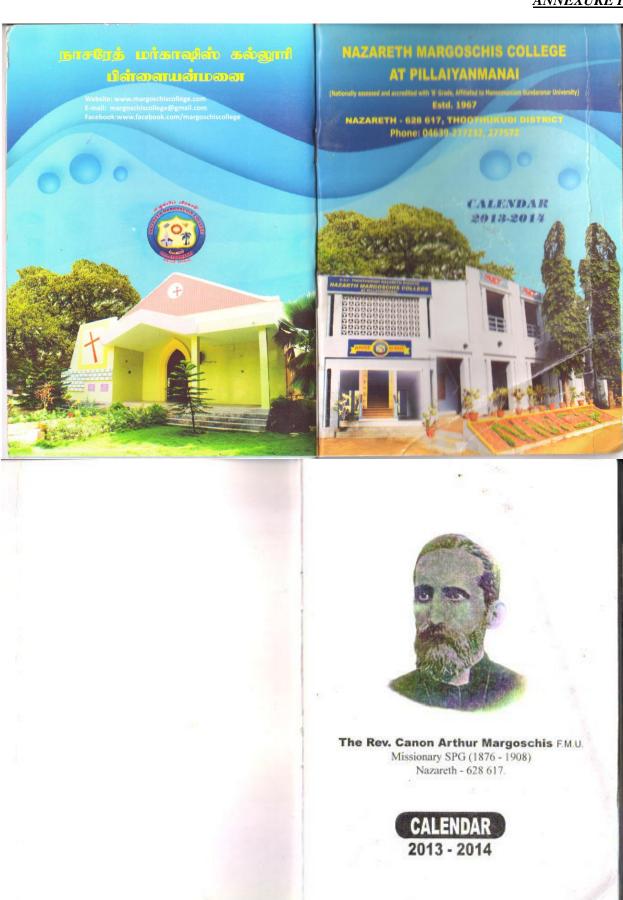
SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission

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## 2013 - 2014 PERSONAL DATA

PEI	RSONAL DATA
Name	
Office Address	
	······································
Phone : Off.	Res
Mobile Phone No	
Telex No	E-mail
Residential Address	
Date of Birth	Blood Group
Height	
NUMB	ERS TO REMEMBER
Vehicle No	
Income Tax A/c.No	
Driving Licence No	
Renewal on	



CHURCH OF SOUTH INDIA
THOOTHUKUDI - NAZARETH DIOCESE

## NAZARETH MARGOSCHIS COLLEGE AT PILLAIYANMANAI

(1)

NAZARETH - 628 617

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Estd. 1967

Office

: 04639 - 277232

Fax

: 04639 - 278232

Secretary (Personal): 9994566113

Principal (Personal) : 04639 - 277572

(Resi.)

: 04639 - 277 561

Mobile

94434 80545

Website

: www.margoschiscollege.com

Email

www.margoschisconege.com

---

: margoschiscollege@gmail.com

Facebook

: www.facebook.com/margoschiscollege

Rev. D. JESU SAGAYAM M.A., M.Phil., B.D., M.TH.,

Secretary

Dr. R. Ponthilagar Stanley M.A., M.Phil., Ph.D.

Principal in charge

4

Passport No.
Issued onRenewal on
Credit Card No.
Bank Renewal on
Savings Account No
Current Account No.
L.P. Gas No.
Electricity Con. No.
Water Con, No.
INSURANCE POLICIES
No Due date Rs
No Rs Rs
IN CASE OF EMERGENCY PLEASE CONTACT
Address:
Phone No.
3

#### THE STUDENTS' PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat every one with courtesy. To my country and people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

#### NATIONAL INTEGRATION PLEDGE

I solemnly pledge to work with dedication, preserve and strengthen the freedom and integrity of the nation.

I further affirm that I shall never resort to violence, and that all differences and disputes relating to language, religion or other political or economic grievances should be settled by peaceful and constitutional means.



### கல்லூரிப்பன்

nor de

( *கலிலேயா என்ற ஊரில்* என்ற மெட்டு)

மர்காஷியஸ் ஐயர் பெயரில் உள்ள எங்கள் கல்லூரியே ஏசு கீறிஸ்து வழியில் என்றென்றுமே வளர்ந்தென்றும் ஓங்குகவே

> வாழ்க வாழ்க என்றும் வாழ்க வாழந்து என்றும் உயர்ந்திடுக உயர்ந்து என்றும் எழும்பி – பிரகாசித்திட கிறிஸ்து ஏசு துணை செய்வாரே

- சுற்றுப்புற மெங்குமுள்ள கீராமப்புற மாணவர்கள் வாழ்க்கைத் தரத்தில் உயர – தரணி போற்ற வாழ அர்ப்பணித்து செயல்படுதே - வாழ்க
- விண்ணவரும் வாழ்த்தீப் பாடிட மண்ணுள்ளோரும் ஏற்றிப் போற்றிட மர்காஷியஸ் கல்லூரியே எழும்பிப் பிரகாசிக்கவே



6

#### NATIONAL ANTHEM

Jana - Gana - Mana adhinayaka Jaya he Bharatha - Bhagya - Vidhata Punjaba - Sindhu - Gujarata - Maratha Dravida - Utkala - Banga Vindhya - Himachala - Yamuna - Ganga Uchala - Jaladhi - Taranga Tava Subha - Name Jage, Tava Subha Ashisha Mage Gahe - Tava Jaya - Gatha

Jana - Gana - Mangala - Dayaka Jeya he Bharatha - Bhagya - Vidhata Jaya he, Jaya he, Jaya he

Jaya, Jaya, Jaya, He.

- Rabindranath Tagore

## TRANSLATION OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of all pelple Thou dispenser of India's destiny Thy name rouses the hearts of the Punjab, Sind, Gujarat and Maratha, of Dravid, Orissa and Bengal It echoes in the hills of the Vindhyas and Himalayas Mingles in the music of Jamuna and Ganges. And is chanted by the waves of the Indian Sea They pray for thy blessings and sing thy praise The saving of all people waits in thy hand Thou dispenser of India's destiny Victory, Victory, Victory to thee.

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### THE LORD'S PRAYER

Our Father which art in heaven Hallowed be thy name. Thy kingdom come. Thy will be done in earth, as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power,

7

Amen.

#### SECRETARY

and the glory, for ever and ever.

Rev. D. Jesu Sagayam M.A., M.Phil., B.D., M.TH

PRINCIPAL IN CHARGE

Dr. R. Ponthilagar Stanley M.A., M.Phil., Ph.D.

DEPARTMENT OF TAMIL

Dr. S. Antony Selvakumar M.A., M.Phil., B.Ed., Ph.D. - Asso.Prof. and Head

Dr. A. Periyanayagom Jeyaraj M.A., M.Phil, M.Ed., PhD - Asso. Prof.

Mrs. R. Kalaiarasi M.A., M.Phil, B.Ed.

DEPARTMENT OF ENGLISH

DEPARTMENT OF ECONOMICS

Dr. H. Ravindran M.A., M.Phil., Ph.D.

- Asso Prof and Head

Mrs. D. Santhi M.A.

- Asso.Prof.

Mrs. R.M. Vasanthi M.A., M.Phil., M.Ed.

- Asst.Prof.

Dr. J. Kavitha M.A., M.Phil, PhD.

- Asst.Prof.

Mrs. Y.Premila Anbarasi M.A., M.Phil., B.Ed.

- Asst.Prof.

Mrs. P.Sophia Persis M.A., M.Phil, B.Ed. DEPARTMENT OF HISTORY AND TOURISM

- Asst Prof.

Mr. R. Thomas M.A., M.Phil., M.Ed.

Miss. K.Geethanjali M.A., M.Phil.

- Asst.Prof.

- Asst.Prof. and Head

Dr. R. Ponthilagar Stanley M.A., M.Phil., Ph.D.

- Principal in charge

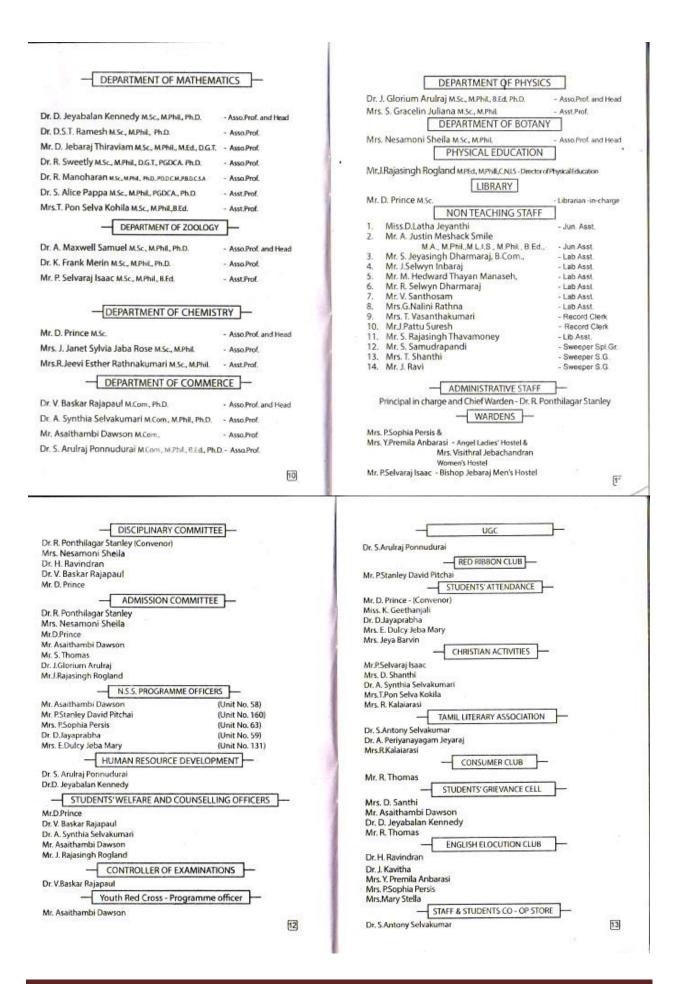
Dr. H. Salomi Christilight M.A., M.Phil, Ph.D.

- Assa Prof.

Dr. S. Rajakumar M.A., M.Phil., B.Ed., Ph.D.

- Assa Prof.

Dr. K. Prema Arasan Jeyaraj M.A., M.Phil., M.Ed., Ph.D.- Asst. Prof.



## OUR COLLEGE>

Nazareth Margoschis College at Pillaiyanmanai is a co-educational college of Arts, Science and commerce. It is named after a well known S.P.G. Missionary Rev. Canon Arthur Margoschis. It is situated in rural surroundings and is easily accessible to the youth of the villages in the southern part of Thoothukudi District. The college is under the management of Thoothukudi - Nazareth Diocesan Trust Association, the educational wing of the Thoothukudi - Nazareth Diocese of the Church of South India.

The college was started in 1967 with three sections in the Pre-University Course affiliated to the Madurai Kamaraj University. Regular classes began from 5-7-1967. Prof. S. James Jagaraj as its first principal guided the destiny of the college for 15 years from 1967 to 1982. It was upgraded to first grade status with the introduction of degree courses in Economics and Mathematics in 1970. It became co-educational in 1972 and in the same year History major was introduced at the degree level.

As Pre-University courses were taken away from colleges in 1979, more degree level courses were started immediately in our college. B.Sc. degree course in Zoology was introduced in 1978. The college started B.A. English Literature in 1979 and B.Sc. Chemistry in 1981.

The Second Principal Prof. S. John Gabriel assumed charge as Principal in 1982. He was the Principal of our college from 1982 to 1995. The college chapel was built during his period. B.com., degree course was introduced in 1982. The college became a Post Graduate Institution from 1987 with the introduction of M.Sc., Mathematics, Advocate Mr. Thangaswamy donated for Maths PG Block.

Since 1990, the college has been affiliated to the Manonmaniam Sundaranar University, Tirunelveli.

Dr. A.D.K. Jeyaseelan was the third Principal of our college from April 1995, A.D. Koilpiliai computer centre was built in 1996. and P.G.D.C.A was started in the same year under self-supporting system B.Sc. Computer Science was introduced in 1997.

The fourth Principal Dr. J. Joel M.A., M.Phil., Ph.D., assumed charge on 19.2.2000. He was the principal of our college from 2000 to 2013 The college experiences stupendous growth under his leadership. M.Sc., Chemistry Course was started in the year 2001 under self-supporting system. Under self financed category B.Com., and M.Com., courses were introduced during the academic year 2002 - 2003. The first major step that was taken by Dr. J. Joel with the active assistance of Prof. Paul Dawson secretary, NMCP was to construct a compound wall enclosing the whole area of the college campus. The first floor of the Bishop Jeyapaul David Ladies' Hostel was constructed in 2004. Four bore wells were newly sunk and energized on the campus with an investment of Rs. 2 lakhs. Mr. D. Duraisamy Nadar Block and Mrs. Rajammal Duraisamy Nadar (Oorvasi soaps, Chennal) M.C.A. Block enabled us to start a few courses with ease. Father of Education Mr. Oorasi D. Selvaraj Computer Research Centre of NMCP helps students to continue a post graduation and research in computer field. Twelve class rooms in the ground floor and an auditorium in the first floor in front of the college chapel bearing the name of our Bishop Dr.J.A.D.JEBACHANDRAN were built. In the Main Block I Floor class room heat resistant false ceiling is fixed at a cost of Rs. 2 lakhs.

Bishop Amma Mrs. Visithral Jebachandran Women's hostel with plinth area of 17,000 sq.feet with open air auditorium, indoor basket-ball court (Jesus Redeems Indoor Basket-ball Court) a chapel in first floor named after Bro. D.G.S.Dhinakaran, the prayer warrior and visionary and founder of Jesus calls ministry and spacious, airy ultra-modern rooms, kitchen and toilets are constructed under the UGC XI plan - special development scheme and the new hostel was dedicated and opened on 18 Feb 2012 by Dr. G. Srinivas Joint Secretary UGC

We have also provided well protected pure drinking water for all the sutdents and staff through Aquaguard RO units.

For the welfare of the staff and students of NMCP the college

functions from 8.30 a.m. to 1.30 p.m. on all working days. Computer courses and Spoken English classes are conducted for the I year students in the afternoon.

Due to the prayers, devotions, zeal and tireless service of the Secretary, the Principal and the Staff members, the college is well poised to embark on a programme of growth and development.

Dr. R. Ponthilagar Stanley Head. Dept. of Economics assumed as Principal in charge from June, 2013

#### COLLEGE MOTTO

The motto of the college is "Arise, Shine" "எழும்பிப் பிறகாக்" It must be the source of inspiration to all of us.



## THE COLLEGE CREST

The College Crest is a shield within a circle. The shield consists of an open book, a lamp, a church and a plantain tree. The open book is the word of God, which is the source of all wisdom. The lighted lamp signifies learning, which dispels all darkness of ignorance. The church symbolizes our absolute trust in God. The plantain tree signifies utility and prosperity.

## COLLEGE COLOURS>

The College Colours are Blue and White. Blue symbolizes truth and loyalty. White signifies purity, honour and integrity.



The following courses are offered in the college

B.A. / B.Sc. / B.Com.

Part I Tamil Part II English

B.A. / Part III

1. History and Tourism

2. Economics

3. English Literature

B.Com.

Commerce

B.Sc. / Part III

1. Mathematics

2. Zoology Chemistry

M.Sc. Degree

Br. I (C) Mathematics

SELF SUPPORTING COURSES >

1) PGDCA 3) B.Com.

2) B.Sc. Computer Science

4) M.Com.

5) M.Sc. (Chemistry)

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#### 

- Every student should wear a clean and presentable dress.
- On every working day, before the regular classes begin, there will be a morning worship in which all members of staff and students are invited to join.
- When a member of staff enters the class room the students should rise and remain standing till they are requested to sit or the member of staff takes his/her seat.
- Students are expected to maintain absolute silence in the class rooms and should not distract or disturb the work of the class or any other class.
- During class hours no one should wander in the veranda. Students are requested to spend their leisure hours in the library.
- Students are advised not to deface or damage the building or furniture in any way. Cost of the repairs will be recovered from the students causing damage.
- Regular classes function from 8.30 a.m. to 1.30 p.m. for all students and staff. However, Spoken English classes and computer classes are conducted from 2.30 p.m. to 3.55 p.m. for all the first year (UG) students.
- At the first bell before each session, students should go to their respective classes and take their place so as to be present when the member of staff enters.
- Late-comers should get permission from the Principal.
- 10. Attendance will be marked at the beginning of every period.
- Absence for one period in a session will be treated as absence for that session.
- Students are expected to read the notices put up on the College Notice Board. Ignorance of any notice thus published will not be accepted as an excuse for failing to comply with it.
- Students are not allowed to scribble or scrawl anything on the board, walls or desks.
- 14. The use of cellphones is not permitted on campus.
- 15. College garden is out of bounds for the students
- Severe and stern actions will be taken against those who break the rules and regulations of the college.
- Students are invited to air their grievances to the Principal at any time.

# COLLEGE REGULATIONS GENERAL DISCIPLINE

- a) Every student is expected to attend classes regularly.
   He should refrain from doing anything likely to impede
  the attendance or attention of others.
  - b) Organised absence from classes and intimidation of students from attending classes are serious breaches of rules and regulations of the college which may lead to removal of the concerned student from the rolls of the college and his/her transfer certificate will be sent to the University during or at the end of the year.
  - c) Students are not permitted to address any of the college authorities in organized group to bring pressure to bear on them, such pressure group tactics are subversive of discipline and students who indulge in such kind of activities will be severely punished.
  - Students should never band themselves together in a body to petition their requests but should individually approach the authority concerned.
  - Money or subscription of any kind should not be collected by the students from among the students for any reason whatsoever, without the knowledge and permission of the Principal and the Head of the Department concerned.
  - No political or communal organisation of students may be formed within the college or hostels.
- No student shall take part in any activities or any public movement, which the college authorities deem undesirable for students to take part in.
- 3. Every student should handle college property with care



and endeavour to preserve the cleanliness and tidiness of the building and furniture.

- Students are encouraged to avail themselves of bus pass facilities.
- Smoking within the college or the premises of the residential halls and defacing the walls and such other offences will entail serious punishment.
- Use of drugs and alcoholic beverages of all kinds is strictly prohibited.
- No notice or petition of any kind shall be circulated among students.
- Irregular attendance, insubordination to staff members, habitual inattention to class work, obscenity in word or action and such other conduct considered detrimental to the best interests of the college will be dealt with severely.
- 9. A highly centralized examination system is followed.
- Every student should sit for three internal exams and one model exam.
- Copying in tests and examinations will be viewed very seriously and severe disciplinary action will be taken against those who indulge in such practice.
- Special coaching classes for the students who have failed in Part II English are conducted from 2.30 p.m. to 3.55 p.m.
  - Under the educational rules of the Government, the Principal has full power to inflict the following punishments (Fine, Cancellation of Attendance, Withholding of term Certificate and Suspension from the college)
  - According to the instruction of the Director of Collegiate Education No. 1947/R4/2000 dated 08-04-2000, students are not permitted to celebrate the bus farewell day.

#### WOMEN STUDENTS

- Women students should not leave the campus during class hours before 1.30 p.m. However in case of emergency they shall do so after obtaining permission from the Principal through any one of the Students Welfare Officers or the Head of the Department.
- They should not stay in the retiring hall during class hours under the pretext of sickness. However, if a woman student is indisposed, she should apply for leave and get it countersigned by the H.O.D. or by any one of the student counselling officers.
- They should, wait for the buses, only in the bus stop meant for them.
- They are strictly not allowed to enter through the main entrance.

#### LEAVE AND ATTENDANCE

- A student cannot absent himself / herself from college without submitting leave application.
- Leave application of non resident students should be countersigned by their parents or guardians and the resident students by the wardens and they must be submitted to the class teacher.
- All leave applications must be dropped into the box provided for the purpose at the college office.
- Students coming late to the class will be given admission and attendance at the discretion of the lecturer in charge of the class.
- Permission will not be granted to go out of their classes for the purpose of meeting friends or under any other pretext.



 The certificate of attendance required for appearance in the University Examination will in no case be granted unless (i) the Principal is satisfied with the student's progress and conduct, and (ii) the student has the required attendance.

#### PAYMENT OF FEES

Students must remit their fees within ten working days from the date of reopening in each semester, failing which a fine at the rate of Rupee one per working day will be collected from the date of implementing fine. If a student fails to remit his/her fees with fine within the end of the month, his/her name will be removed from the rolls. Attendance will not be given to him/her for the defaulting days.

If re-admitted, he/she must in addition to the fees and fine due for him, pay a readmission fee. The fine and the re-admission fee thus collected has to be remitted under the staff salary account along with the tuition fees. Students are advised to retain receipts given to them of all fees paid.

#### Fee Concessions and Scholarships

Various fee concessions and scholarships are awarded to deserving students by the Government of India, Government of TamilNadu and the College Management. The kinds of scholarships & concession available are mentioned below.

#### List of Scholarship

- Government of Tamil Nadu (State) Post Metric Scholarship to Backward classes, most backward classes and Denotified Community students.
- Government of Tami Nadu (State) Scholarship and "Free Education " to First Generation Students belonging to backward calsses up to UG Degree level.
- Government of Tami Nadu (State) Scholarship and Free

50 50

- Tamil Nadu Educational TRUST Scholarship.
- Students Aid Fund is available for deserving economically poor students.
- Tamilnadu 2006 Farm Labourers & Farmers (Social security & Welfare) Scheme.
- Minority Communities Scholarship.
- E.V.R. Nagammal Scheme Free Education for the Girl Students Studying in PG Course.
- Tamil Nadu Police Centenary Scholarship.
- Central Government of India Ministry of Social Justice & Empowerment.
- Thoothukudi Nazareth Diocese special scholarship for the needy.

#### Note:

- Relaxation in age limit is available under certain conditions.
- 2. Eligible community means Christian Adi Dravidar & MBC
- As per Go. MS. No. 660 EDUCATION Dt. 24.4.1979, 90% of Attendance IS COMPULSORY for availing of all kinds of scholarship.
- Students who are eligible to get scholarships are asked to apply for the scholarships at the proper time and reap the benefits.

#### CERTIFICATE

Conduct certificates will be issued to students on application at the end of the course of study and not in the middle of the course. Education belonging to Most Backward classes and Denotified Community students up to UG Degree level.

- Government of India Post Metric Scholarship to Scheduled Caste and Scheduled Tribe students.
- Government of Tamil Nadu Free Education up to degree level Scheduled Tribe students (those who are not getting Governent of India scholarship).
- State Loan Scholarship belonging to Scheduled caste and shceduled Tribe students residing in the Hostel.
- Government of India Scheme of Scholarship for the Physically Handicapped students.
- · National Merit Scholarship.
- National Loan Scholarship.
- Educational Concessions and Scholarship to the children of Freedom fighters.
- Educational Concessions and Scholarships to the children of Defence Service personnel and Ex- servicemen.
- State Scholarship to the children of teachers in primary and secondary schools.
- Adhoc Merit Scholarships to Scheduled Caste and Scheduled Tribe students who have secured 60% and above marks in colleges, Arts and Professional.
- Award of Prize Money to Scheduled Caste and Scheduled Tribe students who have secured 60% and above marks in the final degree examinations of UG and PG.
- Sea-fare Welfare Fund Scoiety Scholarship.

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No duplicate certificate will be issued unless certified by a competent authority to the effect that the original certificate was lost.

(District, Divisional or a Sub - Magistrate or a Thasildar)

#### HOSTELS

Bishop Jebaraj Hostel is for men students and Mrs. Visithral Jebachandran Women's Hostel is for women students.

Students are asked to adhere strictly to the rules and regulations of the hostels. Students who violate the rules and regulations of the hostels are liable to be sent out and disciplinary action will be taken against them.

#### PHYSICAL EDUCATION

Ample facilities are provided to the students to play various games and to participate in athletics. Every student is requested to avail the opportunities.

#### NATIONAL SERVICE SCHEME

There are five N.S.S. Units in the college, Unit Nos. 58 and 160 are for boys and Unit Nos. 59, 63 and 131 are for girls. Each unit enrols 100 volunteers for regular activities. They have their own special camping programmes during holidays.

The special objectives of the N.S.S. are

- Character building and Personality development through Community Service.
- 2. Improvement of environment.
- Promotion of National integration on cultural, social and educational fronts.
- 4. Promotion of family planning and Health awareness in rural

25

#### DEPARTMENT ASSOCIATIONS

Every major department will have its Association to provide opportunities to the students of the Department to improve their talents and personality.

Patron

- The Principal

President

- H.O.D

Secretary

- III year student / II year P.G. Student

Treasurer

III year student

Joint Secretary - II year student

Asst. Secretary - I year student Staff Advisor

- Senior staff

#### BLOOD DONORS' CLUB

This club was started in our college on August 15th 1998

#### PARENT TEACHER ASSOCIATION

Annual subscription -

Rs. 50

Registration Fee

Rs. 10

The PTA is authorized by the Govt. to raise funds for the development of the college.

#### MEDICAL INSPECTION

Every student of the first year class must undergo medical inspection conducted by the college medical officer.

#### THE COLLEGE LIBRARY RULES

- The library will be kept open on all week days from 8 a.m. to 3 p.m. The library will be kept closed on Sundays and other notified holidays.
- All undergraduate and postgraduate students will be supplied with three and five Borrower Tickets respectively. For borrowing a book, a student must produce the ticket at

 According to the Instructions of the Director of Collegiate Education R Dis. No. 28122/Ms 286 dated 28.1.1967, if a library book is lost, the cost of the book plus 25% of the same will be recovered from the borrower.

#### **BOOK BANK**

This scheme was introduced under 20 point programme. This collection consists of text books in multiple copies. This is meant for poor and deserving students only. They can keep the books till they complete their course. Our library has a good collection of such books

#### STAFF AND STUDENTS CO-OPERATIVE STORE

There is a staff and students co-operative store. Every member of the college community is eligible for membership, the fee being Rs. 10 for a share for the staff and Rs. 10 for students. Text books, practical records, stationery items and other articles of daily use are available there.

#### CONDONATION OF ATTENDANCE

- Those students who have earned attendance of 75% and above can be permitted to appear for the ensuing university examination without any pre-condition.
- 2 However those students who have earned attendance between 75% and 62.5% can be permitted to appear for the ensuing university exam by paying Rs. 400/- and with the specific recommendations of the Principal.
- 3. Those students who have put in less than 62.5% of attendance should repeat the whole semester after the completion of the course.

## REVALUATION & RECHECKING OF MARKS

There is provision for revaluation and re-checking of marks in the examinations conducted by the M.S. University.

- the issue counter. When he/she returns the book the ticket will be given back to him/her. Students must return their tickets at the end of their course or at the time of leaving the college
- The period of loan is ten days only. Three consecutive 3. renewals are allowed provided there is no reservation for that particular book. An over due charge of 25 paise will be levied for each day the book is kept beyond the
- The librarian can recall the book at any time without giving reasons
- No student shall re-lend the book taken from the library and books should be returned before the commencement of summer vacation.
- Damage to or loss of books on loan should be immediately reported to the librarian.
- If Borrower's Ticket is lost, duplicate ticket will be issued on payment of Rs. 5
- Costly books, bound volumes, reference books, news papers, question papers and the like are not issued on
- All markings, underlinings etc. are punishable with fine.
- Students are expected to maintain absolute silence in the library.
- On receiving a book, the student must examine it and report to the librarian if any damage found in it. If the student fails to do so, he or she will be held responsible for any damage that may afterwards be detected and be asked to pay the compensation towards the damage.



#### IMPROVEMENT OF MARKS (P.G. COURSE ONLY)

Candidates who wish to improve their performance of marks in the university examination in theory papers/subjects, shall be permitted to re-appear in the succeeding semester examination for the subjects in which they have passed in the first appearance

Improvement of performance of marks is allowed only once for a subject.

#### **EVE TEASING**

Eve teasing is a serious crime liable for punishment.

Severe action will be taken against those found eve teasing. Every step will be taken to curb eve teasing and to deal with such cases with an iron hand.

The following crimes against a woman are deemed serious.

- Misbehaving / Abusing 2. Eve teasing
- 3. Following
- 4. Harassing / Torturing
- 5. Any other complaint

So the students are advised to observe decency at all times and in all places.

#### CELLPHONE

Under the educational rules of the Government, students are not permitted to make use of cellphones on the premises. If any student is found with cellphone, it will be confiscated followed by disciplinary action.

If any student is found with cellphone in examination hall, the student concerned will be booked under malpractice.

However, students can make use of the phones available on campus. Coin Collection Box is kept in the Ladies' Retiring Hall for women students. For men students, ITC Phone is available in the office.

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27	FRI	World Tourism day		
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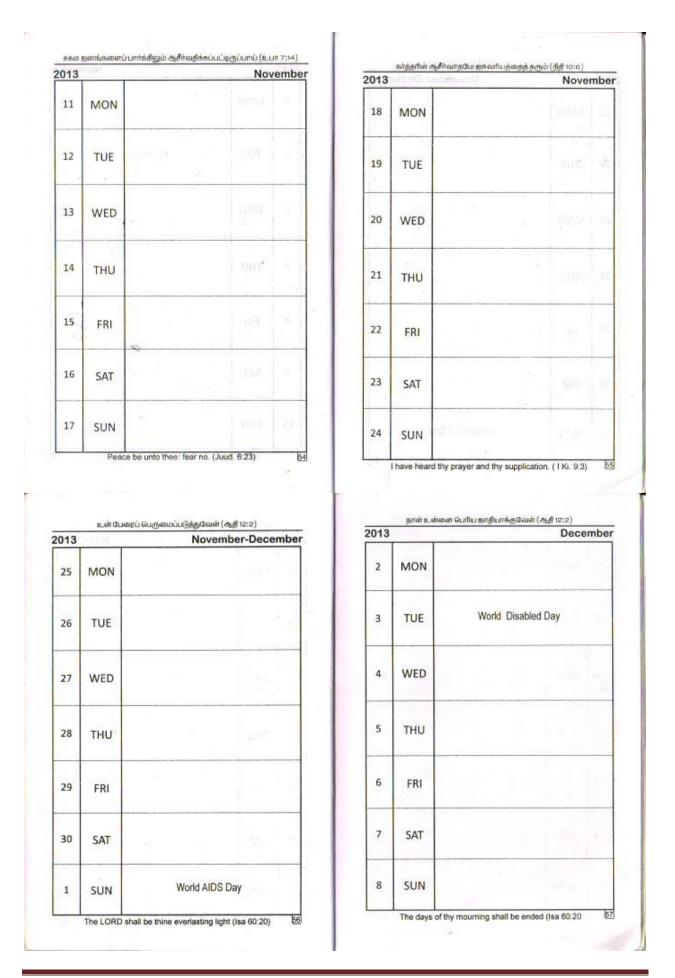
013		October
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10	THU	
11	FRI	
12	SAT	
13	SUN	Sarasvathi Pooja, Aytha Pooja

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	FRI	1
All Soul's day	SAT	2
Deepawali	SUN	3

013		லாத் திக்கற்றவர்களாக விடேன் (Guut 14:18) October
21	MON	
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		I will bless thee (Gen. 12:2) 51
	இன்மைக்	த இந்த வீட்டிற்கு இரட்சிப்பு வந்தது (லூக் 19:8)
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Pongal	TUE	14
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	FRI	17
	SAT	18
	SUN	19

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24	FRI	
25	SAT	
26	SUN	Republic Day

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	14	கர்த்தர் தமது த	sனத்திற்கு பெலன் கொடுப்பார் (சங் 29:11)
		- 1	February-March
2	24	MON	
	24	MON	
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2	25	TUE	February-March
2	25	TUE	February-March
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	o. (Psa. 32.8) 66	15 0. (Psa. 32:8) 66	12 WED  13 THU  14 FRI  15 SAT  16 SUN  In the day

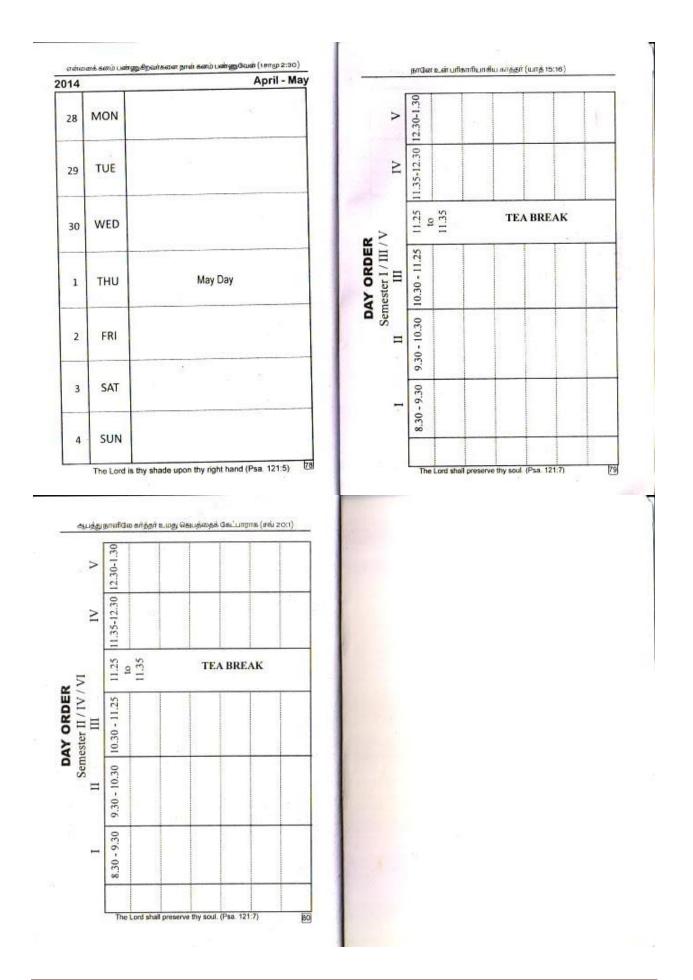
14			(entrop:22) March	2014		Marc
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0.11	SAT	Women's Day		15	SAT	
	SUN			16	SUN	
	Fear no	ot, I am thy shield (Gen 15:1)	to	1		a wise and an understanding heart (1 Ki 3-12)
14	Fear no	ot, I am thy shield (Gen 15:1) நகக் காணநிருப்பாப் (செப் 3:15)	March	2014	கர்த்தர் உன்	a wise and an understanding heart (1 Ki 3-12) ர சத்தினைகளை அகற்றினார் (செப் 3:15)
	Fear no		March		கர்த்தர் உன்	r ஆக்கிளைகளை அகற்றி <b>ளா</b> ர் (செப் 3:15)
14	Feat no இனித் தீங்க	றகக் காணாதிருப்பாப் (செப் 3:15)	March	2014	கர்த்தர் உல் -	r ஆக்கிளைகளை அகற்றினார் (செப் 3:15) Marc
7	Feat no	றகக் காணாதிருப்பாப் (செப் 3:15)	March	2014	கர்த்தர் உள் MON	ர ஆக்கிளைகளை அகற்றினார் (செப் 3:15) Marc
7	Bally Arise MON TUE	றகக் காணாதிருப்பாப் (செப் 3:15)	March	24	கர்த்தர் உன் MON	r ஆக்கிளைகளை அகற்றினார் (செப் 3:15) Marc
7 8	Beallis Arise  MON  TUE	றகக் காணாதிருப்பாப் (செப் 3:15)	March	2014	MON TUE	ர சூக்கிளைகளை அகற்றினார் (செப் 3:15) Marc
3 9	MON TUE WED THU	றகக் காணாதிருப்பாப் (செப் 3:15)	March	2014 24 25 26	MON TUE WED	ர சூக்கிளைகளை அகற்றினார் (செப் 3:15) Marc

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14	MON	Dr. B.R. Ambedkar Birth Day Tamil New Year's Day	
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16	WED	11 2 1	
17	THU		
18	FRI	Good Friday	
19	SAT		
20	SUN	Easter	

014		Apr	
7	MON	<b>a</b>	
8	TUE		
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11	FRI	Telugu New Year	
12	SAT		
13	SUN		

கடைகளை நீக்கிப் போடுகிறவர் : 2014		Apr	
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25	FRI		
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27	SUN		

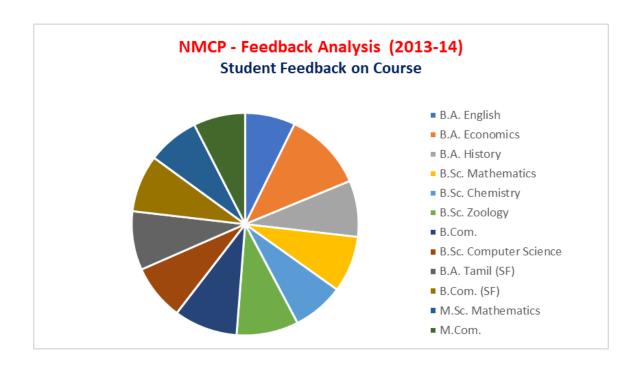


## **NAZARETH MARGOSCHIS COLLEGE AT PILLAIYANMANAI**

## Feedback Analysis 2013- 2014 Student Feedback on Course

(Questionnaire No. 1)

		(Questionnaire No. 1)		
Sl.No.	Programme	overall rating	GPA	Remarks
1	B.A. English	40.14	2.69	Good
2	B.A. Economics	40.25	4.3	Very Good
3	B.A. History	40.87	3.06	Very Good
4	B.Sc. Mathematics	30.56	3.06	Very Good
5	B.Sc. Chemistry	38.76	2.76	Good
6	B.Sc. Zoology	33.13	3.31	Very Good
7	B.Com.	34	3.4	Very Good
8	B.Sc. Computer Science	30.2	3.01	Very Good
9	B.A. Tamil (SF)	32	3.2	Very Good
10	B.Com. (SF)	46.96	3.11	Very Good
11	M.Sc. Mathematics	11.09	2.78	Good
12	M.Com.	27.96	2.77	Good



## **NAZARETH MARGOSCHIS COLLEGE AT PILLAIYANMANAI**

## Feedback Analysis 2013- 2014 Student Feedback on Teachers

(Questionnaire No. 2)

Sl.No.	Programme	overall rating	GPA	Remarks
1	B.A. English	43.8	2.93	Good
2	B.A. Economics	32.3	3.2	Very Good
3	B.A. History	44.2	3.42	Very Good
4	B.Sc. Mathematics	33.02	3.3	Very Good
5	B.Sc. Chemistry	40.2	2.87	Good
6	B.Sc. Zoology	33.5	3.35	Very Good
7	B.Com.	34.5	3.45	Very Good
8	B.A. Tamil	31.2	3.12	Very Good
9	B.Sc. Computer Science	32.06	3.2	Very Good
10	B.Com. (SF)	45.47	3	Very Good
11	M.Sc. Mathematics	13.51	3.38	Very Good
12	M.Com.	28.97	2.88	Good

