

Annual Quality Assurance Report

2011 - 2012

Submitted to



National Assessment and Accreditation Council,
Bangalore -560072.



CARDAMOM PLANTERS' ASSOCIATION COLLEGE,

Accredited with B⁺⁺ grade by NAAC

Pankajam Nagar, Bodinayakanur

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	Cardamom Planters' Association College
1.2 Address Line 1	Pankajam Nagar
Address Line 2	Bodinayakanur
City/Town	Bodinayakanur
State	Tamil Nadu
Pin Code	625 513
Institution e-mail address	cpacollege2010@gmail.com
Contact Nos.	04546-280209, 280793
Name of the Head of the Institution:	Dr. M. Rajarajan
Tel. No. with STD Code:	04546-280209
Mobile:	9443026532
Name of the IQAC Co-ordinator:	Dr. C. Elango
Mobile:	9442039006
IQAC e-mail address:	sivaku.cpac@gmail.com

1.3 NAAC Track ID

1.4 Website address:

www.cpacollege.org

Web-link of the AQAR:

<http://www.cpacollege.org/AQAR>
CPACOLLEGE 2011_2012.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	80.85 %	2006	Five Year
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

01/07/2007

1.7 AQAR for the year:

2011 - 2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

- i. AQAR 2007 – 2008 submitted on 2nd May 2014
- ii. AQAR 2008 – 2009 submitted on 2nd May 2014
- iii. AQAR 2009 – 2010 submitted on 2nd May 2014
- iv. AQAR 2010 – 2011 submitted on 2nd May 2014
- v. AQAR 2011 – 2012 submitted on 2nd May 2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid GC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- Gandhian Thought
- Non affiliated enrichment Certificate Courses
- Carrier Oriented Programme

1.11 Name of the Affiliating University (*for the Colleges*)

Madurai Kamaraj University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input checked="" type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other (<i>Specify</i>)	<input type="checkbox"/> UGC - Indoor Stadium, Women's Hostel, Additional Assistance, PG Grant
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="2"/>
Non-Teaching Staff / Students	<input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text"/> <input type="checkbox"/> <input type="checkbox" value="✓"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="1"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text" value="1"/>
(ii) Themes	<input type="text" value="Quality aspect of evaluation system"/>
2.14 Significant Activities and contributions made by IQAC	
	<ul style="list-style-type: none"> • Faculty development programme for internal faculty • Bridge course to the freshers(First year students) • Consistency in the academic performance • Academic Audit • Formulation of plans for academic and non academic activities • Promoting research culture • Organization of National, International seminars and conferences • Organization of seminars, guest lectures and inter collegiate events. • Felicitation of Non-Teaching Staff with Best Performance Award.

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
<p>To introduce M.A English (PG), B.Sc Information Technology (UG) under self-finance stream.</p> <p>To introduce Human rights education certificate course under UGC special grant.</p> <p>To apply for UGC grant to construct indoor stadium (sports), Women's hostel and additional assistance to UG development.</p> <p>To encourage the heads of the Department to conduct more seminars, guest lectures and intercollegiate events.</p> <p>To conduct a national seminar on Emerging trends in Chemistry - 3 for Two days sponsored by UGC.</p> <p>To encourage the girl students of our college to apply for one girl child scholarship to UGC.</p> <p>To conduct a coaching classes for entrance examinations in service for the benefit of final year students.</p> <p>To encourage career guidance and placement cell to organize more placement programmes.</p>	<p>Under self-finance scheme new courses M.A English and B.Sc IT were introduced.</p> <p>Certificate course in Human rights education with UGC assistance introduced during this academic year.</p> <p>UGC has sanctioned for the construction of indoor stadium to the tune of Rs70, 00,000/. and Rs.4, 16,291/ towards the construction of Women's hostel and additional assistance for UG development Rs.1,25,000/.</p> <p>The Computer science department organized a seminar on "Mobile Computing Technology " and business administration department organized intercollegiate events like Intelli-Clash - 2012 and Business Buds.2012. All other departments organized quest lectures</p> <p>Two days National seminar Emerging Trends in Chemistry-3 organized by the PG department of Chemistry under UGC sponsorship.</p> <p>V.Vithya, II.M.Sc. Maths girl student received one girl child pursuing PG scholarship from UGC.</p> <p>Centre for Entry in services organized awareness programmes and coaching classes for the final year students</p> <p>Placement cell organized placement programmes with Eureka forbes - Chennai and Spanco, BPO - Chennai, totally 28 students were given placement.</p>

* Academic Calendar of the year was attached in Annexure-i

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate

Any other body

Provide the details of the action taken

- 1) The recommendations and suggestions received from IQAC are placed then and there in the meetings of College council and College Committee for discussion and then in the college governing body meetings for its implementation.
- 2) Further Planning was done to avoid the weaknesses found in the IQAC Plans
- 3) An Active Research work was a promoted in the departments of chemistry, Commerce and Mathematics.

Part – B

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	1	--	--	--
PG	4	1	1	--
UG	11	1	3	--
PG Diploma	2	--	1	--
Advanced Diploma	--	--	--	--
Diploma	3	1	2	--
Certificate	3	1	--	2
Others (M.Phil.)	1	--	1	--
Total	25	4	8	--
Interdisciplinary	Non affiliated Enrichment Certificate Course	--	--	11
Innovative	Skill Based Subject	--	--	36

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **CBCS**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	---
Annual	7

1.3 Feedback from stakeholders* (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	Meeting	<input checked="" type="checkbox"/>

**Refer Annexure - II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Our College is affiliated to Madurai Kamaraj University and bound to follow the University Syllabus designed by respective board of studies.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	49	12	37	---	----

2.2 No. of permanent faculty with Ph.D. 21

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	5								

2.4 No. of Guest and Visiting faculty and Temporary faculty 1 2 27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	2	10	---
Presented papers	---	10	---
Resource Persons	---	---	11

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Our college offers Bridge Course for the Entry level Students to understand the higher Education.
- Unique teaching methodology” Two way teachings method” is adopted.
- Implementing, Open Book Test, E-assignment and providing subject materials are done through electronic media.
- Our college offers non- affiliated enrichment courses to enhance the students technical skill and it is made compulsory for all UG students.

2.7 Total No. of actual teaching days during this academic year 180

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

- Centralised Common Internal Assessment (CIA)
- Improvement Examination.
- E- Assignment.
- Unannounced quiz.
- On the spot (seminar) lecture.
- Field work

2.9 No. of faculty members involved in curriculum Re-Structuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	13	13	13
--	----	----	----

2.10 Average percentage of attendance of students	85 %
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2.11 Course/Programme wise distribution of pass percentage:
Aided(UG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.History	22	--	--	13	3	72.72
B.A. English	32	4	3	18	4	90.62
B.B.E.	27	--	8	15	--	85.18
B.Sc. Maths	24	4	6	3	--	54.16
B.Sc. Chemistry	21	--	14	2	--	76.19
B.Sc. Comp.Sci	27	11	14	1	--	96.29
B.Com.	69	--	38	18	3	85.50

Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Maths	38	2	16	8	2	73.68
M.Com.	9	--	6	--	--	66.66

Un-Aided(UG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Electronics & Communication.	9	--	6	2	--	88.88
B.C.A.	41	--	33	5	--	92.68
B.Com. C.A.	47	--	16	19	--	74.46

Un-Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. CS & IT	4	--	4	--	--	100

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

- A Quality-Control Team has been appointed, with Principal as convener to check the new teaching and learning methods introduced in this academic year.
- Periodical review meetings were conducted.
- The outcome of the proposals is recorded for improving the system of the quality-education.
- It is planned to prepare the academic calendar by-annually (semester wise)

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	0
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	3
Others	15

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	26	10	0	12
Technical Staff	4	1	0	4

Criterion – III

3. Research, Consultancy and Extension

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

- Conducted one day seminar for promoting research and initiate research projects in the respective field.
- IQAC meets regularly to discuss various plans to promote research work.
- Organising workshop, seminars and conference on emerging issues.
- Faculty members are encouraged to undertake major and minor research projects, organize seminars, workshops and conferences etc.
- Staff members are encouraged to publish research manuscripts in journals / conferences, of National and International importance.
- Students and staff members are informed about project fellowships / internships and they are encouraged to apply for the same.
- Motivating students to publish articles/papers to the reputed journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs	----	----	5.87	----

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	2	---	---
Outlay in Rs. Lakhs	---	1.75	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	---	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	2	10	---

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant sanctioned	Received
Major projects	2011 - 2013	UGC	1037400	471200
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			587200	284200

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			3
Sponsoring agencies		DRDO. UGC, CSIR, ETC-03			UGC

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of links created during this year

3.15 Total budget for research for current year: (Rs. in lakhs)

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	
International	Applied	0
	Granted	
Commercialised	Applied	0
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
2	1	1	---	---	---	---

3.18 No. of faculty from the Institution
 who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="---"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="1"/>		
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="11"/>	Any other	<input type="text" value="3"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The college encouraged the faculty and students to take up social and extension activities.
- Faculty members actively participated in, NSS, NCC, YRC, RRC, etc.
- Blood donation camp, HIV-AIDS awareness camp, Voters awareness camp were conducted.
- Community development programmes were conducted through CWED and Alumni Association.
- Consumer awareness programme was conducted.

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	41.5 acres	---	Donated	41.5 acres
Class rooms	37	---	----	37
Laboratories	7	---	----	7
Seminar Halls	1	1	Institution	2
No. of important equipments purchased (\geq 1-0 lakhs) during the current year.	---	4	UGC	4
Value of the equipment purchased during the year (Rs. in Lakhs)	---	4.50	----	4.50

4.2 Computerization of administration and library

- A complete review of books and stocks were taken. In future the college council will take care of computerizing issue of books and the searching process,
- Semi Computerized administration is these.
- Semi Computerized library is these.
- ICT has been integrated in the college activities.
- Computer, Printer and Internet is provided to every department and hostel.
- Resource sharing network / consortium (INFLIBNET).

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1162	85142	---	---	1162	85142
Reference Books	19092	1898443	485	153764	19577	2052207
e-Books						
Journals	12	5060			12	5060
e-Journals						
Digital Database	1	5000			1	5000
CD & Video	45		2		47	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	150	3	2	0	0	1	2	0
Added	10	0	1	0	0	1	1	1
Total	160	3	3	0	0	2	3	1

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

- Proposed to provide a system with printer to each department with internet facility.
- The faculty members and students of the college are provided with Computer, internet, audio-visual-aids and computer assisted packages to facilitate teaching.
- To train the faculty, guest lecture for IT was organized.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.75
ii) Campus Infrastructure and facilities	4.16
iii) Equipments	21.5
iv) Others	31.4
Total:	57.81

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students mentoring optimism is introduced. Progress report for the students is maintained.
- Council decided to send students to participate other college fundamental seminar.
- Grievances redress cell is working for students support.
- Provides information through Notices / Circular.
- About various students support services available at the institution and other levels.
- Student members of IQAC are encouraged to come out with their views and suggestions for the enhancement of quality of the institution.
- Class representatives meet with the principal, academic, non academic staff organized to collect their views and suggestions.

5.2 Efforts made by the institution for tracking the progression

- The Institution Monitors and ensures the achievement of students through learning outcome, test results and Pass Percentage.
- A core committee is formed to check the improvement of student activity and the awards obtained by students.
- Regular meetings and a regular observations are performed.

5.2 Monitors and ensures achievements

- 1) Through learning outcome test, Result and Pass percentage
- 2) Regular meetings, Regular observation.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1500	101	---	---

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	669	41.79

Women

No	%
932	58.21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	401	2	963	5	1374	2	328	4	1264	3	1601

Demand ratio : 0.47

Dropout 5.3%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Career Guidance Cell – Every 4.30-5.30 Test
- Entry for services – Watching 4.30-4.50 (M, W, TH)
- A separate coaching centre has been established for, TNPSC, UPSC, Civil services prelim / main and other competitive exam.
- NET / SET – Coaching Centre.
- Remedial Coaching Class Centre
- Communicative English enrichment courses.

No. of students beneficiaries 525

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	1	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	10	UPSC	0	Others	15

5.6 Details of student counselling and career guidance

- Career Guidance and Counselling Cell is actively engaged in the college.
- To facilitate the difficulties of the students and in understanding and to bridge the education gap from school to higher education, five day bridge intensive course is conducted for all the freshers at the entry level. (Find Grade is Exit test)
- Students Counselling is done – through personal meeting – Grievances and motivation best better performers.
- To improve the Communication skill in English the college regularly conducts remedial classes in ‘Communicative English’.
- Career Guidance and placement cell provides guidance and counselling to the students for higher education and employment.
- Placement are made through written Aptitude test and personal interview/ group discussion.

No. of students benefited 95

5.7. Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	80	20	---

5.8. Details of gender sensitization programmes

- Women welfare team is working effectively for gender sensitization.
- Export counsellors are invited to conduct programmes for women staff and women students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	443	14009239
Financial support from other sources (Spices Board)	45	27950
Number of students who received International/ National recognitions	01	20000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Food items in the canteen should be increased.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Our College Purports to provide quality education of a quality which will make our students academically competent, intellectually self reliant, ethically considerate and socially humane—in short a generation of fully rounded personalities.

Mission: Our College aims to equip our students who are hailing from economically under privileged sections of society to compete on an equal footing with their city students and ensure that our students’ economic insufficiency is no longer an impediment and that their future remains rosier and sunnier than ever.

Objectives:

- Caters to the educationally backward
- Ministers to Women empowerment
- Brings out Students’ latent talents
- Brightens up career avenues
- Shapes up a new generation
- Strives for total excellence.

6.2 Does the Institution have a management Information System: Yes

Student admission
Student attendance
Examination procedure

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

6.3.1 Curriculum Development

- Curriculum development is done by University Board of Studies only.
- Our faculty is involved in curriculum designing development work at University level.
- MKU Affiliated – Curriculum is designed and syllabus formed by Board of Studies, Madurai Kamaraj University.

6.3.2 Teaching and Learning

- Our college has adequate number of qualified and competent teachers to teach the courses recommended by the Board of Studies, Madurai Kamaraj University.
- Making avenues for creativity and scientific temper among the learners through various academic activities.
- Remedial coaching classes are arranged for academically weak students for inspirer the heavy skills.
- Implement teaching by power point slides.

6.3.3 Examination and Evaluation

- Internal examination and evaluation – students were evaluated through continuous Internal Assessment Test (CIA) – Assignment, Quiz and Seminar.
- External examination and evaluation – Semester Terminal examination is conducted by M.K. University – centralized system.

6.3.4 Research and Development

- The college has a research committee to facilitate, and monitor the research activities. It meets regularly to discuss various plans to promote research and motivate the faculty for academic advancements.
- The faculty members are informed about the various fellowships available and they are encouraged to apply for the same.
- Faculty members of both Arts and Science encouraged to take Research Projects with funding from Government agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Adequate infrastructure facilities on par with urban academic institutions.
- ICT facilities are available.
- Our Library consists of **20254** books, **12** journals and **45** periodicals.
- Library deploys various books to provide access.
- Spacious, multipurpose hall having multimedia/ICT facility with an area of 6000 sq. feet is available for student reading rooms and stock room.
- Physical education department has outdoor facilities, as well as indoor facilities a Gymnasium facility is under construction.
- College campus is provided with required power supply through high level of generation (1500kv generator).
- Innovative chemical lab instruments installed to promote research on par with national institutes.
- Reprographic facility.
- Resource sharing through Inflibnes.
- Donated book collection is accessed by the interested public fredy.

6.3.6 Human Resource Management

- The college has sincere, dedicated and committed faculty, staff and visionary management.
- The college has adequate number of versatile and competent teachers and more than 70% have research potential with Ph.D. degree.
- Staff have access to the computer and internet facility that are available in the departments.
- Workshops and training programmes are arranged for both teaching and administrative staff to enrich their skills.

6.3.7 Faculty and Staff recruitment

- On the basis of student's strength faculty vacancies are created and due to as per the workload norms prescribed by the DCE, TamilNadu.
- The qualifications for teachers of various courses are prescribed by the UGC.
- The vacancies are filled up by following the roster system as prescribed by DCE, TamilNadu.
- Selection is done by a seven member selection board
- Recruitment committee is headed by the college president.

6.3.8 Industry Interaction / Collaboration

- The college has collaboration with, TDSTIA, Renuga mills, Eureka forbes and many other industries, where the students undertake industrial visit.
- M.Sc CS&IT students undergo six-months external projects in industry / institute.
- BCA/ B.Com (Computer applications) and BBA students have to undergo field work in corporate / industry during semester holidays.

6.3.9 Admission of Students

- By merit based on H.Sc Marks of TamilNadu State Higher Secondary Board Exam.
- Admission of students in aided courses is based on Merit and made in strict accordance with the reservation policy of TamilNadu Government.
- 90% of the students are admitted by merit and consequent waiting list.
- Adheres to the government norms (DCE notification) in the admission process.

6.4 Welfare schemes for

Teaching	All Government Schemes Wards of Teaching staff given admission to any courses.
Non teaching	All Government Schemes Wards of Non Teaching staff given admission to any courses.
Students	Scholarship Student Aid fund Remedial Coaching Career guidance Entry in Services Non affiliated enrichment courses Other schemes implemented by the Government

6.5 Total corpus fund generated

54.08

6.6 Whether annual financial audit 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	Authority
Academic	Yes		Yes	
Administrative	Yes	RJD, Madurai Region. Government of TamilNadu	Yes	

6.8. Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- University is more flexible to give autonomy to colleges regarding curriculum designing and Examination through approved Academic council.
- University in encouraging the affiliated college to go for autonomy.

6.11 Activities and support from the Alumni Association

- A Public addressing system with phone network is installed by the Alumni.
- Alumni Association supports students opting for higher studies and employment.
- Alumni Association meetings were conducted to place suggestions and feed back regarding innovative teaching learning methods to be put in practice for improvement.

6.12 Activities and support from the Parent – Teacher Association

- The Parent – Teacher Association is functioning effectively to monitor the students Progress.
- Parents meet organized bi annually to know their grievance and get their suggestions for the development of the students.
- Parent Association is contributing to students in the form of rewards for academic excellence.

6.13 Development programmes for supporting staff

- Computer education and office Management courses are taught
- The college offers part time PGDCA / DGT / CGT Courses to the supporting staff.
- College encourages the supporting staff to register themselves to continue higher education.
- The college conducts development programmes for the staff by inviting resource persons from outside.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- More trees are planted in the campus to make the campus green.
- Campus is being watched continuously and observed for its greenery and cleanliness.
- Proper garbage disposal is done.

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. Details as follows.

- Student mentoring system with data card.
- Non affiliated Enrichment courses, E-Assignments, coaching classes are for competitive examinations.
- Career oriented courses like Accounting for small enterprises Chemical preparatory.
- Alumni Association support for various programmes.
- Cardo Comp – Talent Promotion Programme.
- Staff and student are encouraged to prepare E-Assignment and E-notes.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

- IQAC Paved the way to improve the all round development of the college, the plan of action decided upon at the beginning of the year in the meetings has created a positive impact on the teaching – process of higher education.
- Entry in services cell strengthened.
- Quit club activities improved.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Appreciation awards to commend arable nit, paper publications innovative practical extension activities.
- Herbal Garden has been created.
- Teaching with power point aid for limited courses is introduced.
- Non affiliated enrichment courses.
- Bridge courses.
- Co-Curricular activities.
- Student participation in Quality enhancement.
- Cardo – Comp.
- Free library membership to public.
- Remedial coaching.

**Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

- New Saplings (coconut) are planted for environmental upgradation.
- Eco-green campus maintained.
- Tree Plantation awareness program conducted for villages than NSS volunteers.
- Environment and its protection awareness camp organized in near by villages.
- Felicitation of experts and guests by presenting saplings.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT:

Strength:

- The college has sincere, dedicated and committed faculty, staff and Visionary Management.
- Very Good Academic environment.
- Conducts various extension and awareness program.

Weakness:

- Locational disadvantages and rural background.
- Academically and economically poor students are taken as input.
- Less infrastructure for UG students e-research.

Opportunities:

- To organize more skill oriented programmes.
- To do more research work and publication.
- To offer consultancy services to other educational.
- Linkages with International institution.
- Encourage more sports activities.

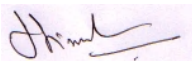
Threats / Challenges:

Competition from neighbouring colleges.
Foreign Universities bill.

8. Plans of institution for next year

1. To introduce M.Sc. Industrial Chemistry PG course under UGC innovative programme grant in the aided Chemistry department.
2. To apply for Career oriented programme grant to UGC.
3. To tap funds from UGC for the UG development additional assistance.
4. To encourage the staff members (aided) to apply for the major and minor research project to UGC and projects from other funding agencies.
5. To encourage the Heads of the Departments to organize seminars and inter collegiate events.
6. To encourage the placement cell to conduct more placement programmes.
7. To introduce Bar-coding system in the library and also provide internet facility.
8. To install High Speed Printer with latest printing technology in the office.

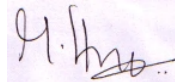
Name Dr. S.Sivakumar



Signature of the Coordinator, IQAC

Associate Professor and Head
Department of Computer Science
C.P.A.College, Bodinayakanur

Name Dr. M.Rajarajan



Signature of the Chairperson, IQAC

PRINCIPAL
C.P.A.COLLEGE
BODINAYAKANUR

Annexure – I

ACADEMIC CALENDER FOR THE YEAR 2011-2012

ACADEMIC EVENTS	DATE
College Re-opens for the odd semester	15/6/2011
Commencement of first cycle test	8/8/2011
Principal foreign visit	15/9/2011 to 30/9/2011
Bridge course to all first years students	28/06/2011
Young Student Scientists Programme (YSSP)	3/5/2011 to 22/5/2011
Commencement of second cycle test	10/10/2011
Independence Day	15/8/2011
Navarathri celebration	28/9/2011 to 6/10/2011
Farewell to retiring staffs	31/10/2011
Submission of ODD Semester Foil Cords (Internal)	21/11/2011
Christmas celebration	24/11/2011
College Re-opens for the even semester	7/12/2011
Thai Pongal Celebration	13/1/2012
Commencement of first cycle test	6/2/2012
Red Ribbon club	7/2/2012
Woman's Day Celebration	8/3/2012
Sports Day	8/3/2012 to 9/3/2012
Commencement of second cycle test	12/3/2012
HIV awareness	26/3/2012
Republic Day Function	26/1/2012
NSS Boys Camp	18/1/2012 to 24/1/2012
NSS Girls Camp	21/12/2012 to 28/12/2012
Voters Day	24/1/2012
College Day Function	31/3/2012
Graduation Day	18/02/2012
Submission of EVEN Semester Foil Cords (Internal)	19/04/2012

Annexure – II

Feedback from Stakeholders

The college has customary and approachable practice to gain feedback from student, staff, parents and alumni through various associations, committees, clubs and centres.

- Feedback through questionnaire from the students and alumni.
- Suggestion from staff through meetings.
- Feedback from parents through periodical meetings.
- The staff, students, alumni, employee, industrialists as members of IQAC / NAAC Committees.
- Suggestions from employers through periodic meetings.

The college obtains feedback from the students at the entry point (bridge course) and at the exit point (graduation day/ Farewell day). Feedback obtained from parents, alumni, well-wishers through email also comments are obtained from the office bearers of the general body meeting of the college. It is obtained from the community through NSS, YRC, BDC, RCC and CWED at various community services programmes organized.

Recommendations, suggestion and opinions, ideas from experts, resource persons, VIP's and academic peers who attend respective meeting are also obtained.

The feedback ideas obtained from various sources is placed in the college committee council and department council carefully viewed and incorporated. These practices are made regularly.