Annual Quality Assurance Report

2008 - 2009

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

1. 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. P. Ramamoorthy
Tel. No. with STD Code:	04546-280209
Mobile:	9965509187
Name of the IQAC Co-ordinator:	R. Mohanasundaram
Mobile:	9894837846
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 2008_2009.pdf

1.5 Accreditation Details

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

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

01/07/2007

1.7 AQAR for the year:

2008 - 2009

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**

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

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	---		
University with Potential for Excellence	---	UGC-CPE	---
DST Star Scheme	---	UGC-CE	---
UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other (*Specify*)	DRDO
UGC-COP Programmes	√		

2. IQAC Composition and Activities

2.1 No. of Teachers　　　　　　　　　　　　　9

2.2 No. of Administrative/Technical staff　　　1

2.3 No. of students　　　　　　　　　　　　2

2.4 No. of Management representatives　　　　3

2.5 No. of Alumni　　　　　　　　　　　　2

2. 6 No. of any other stakeholder and

　　　community representatives　　　　　　2

2.7 No. of Employers/ Industrialists　　　　1

2.8 No. of other External Experts　　　　---

2.9 Total No. of members　　　　　　　　20

2.10 No. of IQAC meetings held　　　　　　4

2.11 No. of meetings with various stakeholders:　　No. 　4　　Faculty 　2

　　　Non-Teaching Staff / Students 　1　　Alumni 　1　　Others

2.12 Has IQAC received any funding from UGC during the year?　　Yes 　　No

　　　If yes, mention the amount 　---　　Yes [ ]　　No [√]

2.13 Seminars and Conferences (only quality related)

　　(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

　　　Total Nos. 　1　 International 　--　 National 　--　 State 　---　 Institution Level 　1

　　(ii) Themes 　Quality aspect of evaluation system

2.14 Significant Activities and contributions made by IQAC

> - Documentation of all records and reports.
> - Bridge course to the freshers (First year students).
> - Consistency in the academic performance.
> - Formulation 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.
> - Organizing remedial coaching classes Encouraged cultural activities

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 apply for career oriented programme grant from UGC. To encourage the staff of various departments to apply for financial support for both minor and major research projects from UGC / CSIR / DST / ICSSR / TNSCST To strengthen the placement cell to place more outgoing students and get admission in reputed institutes through entrance test. To encourage the faculty needs, to conduct interdisciplinary lectures and seminars.	UGC sanctioned COP for Commerce to organise Certificate/Diploma/PG diploma course in "Small Scale Enterprise ". An amount of Rs.5, 61,800 has been sanctioned by UGC towards major research Project to Dr.M.Rajarajan. 25 students were employed through placement cell to various companies. Faculty members of various departments involved in interdisciplinary lectures and seminars.

* *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 any there in the meetings of College council and College Committee for discussion and then in the college governing body meeting for its implementation.
> 2) Further Planning was done to avoid the weaknesses found in the IQAC Plans
> 3) An Active Research work was promoted in the departments of Chemistry, Commerce and Mathematics.

Part – B

Criterion – I

1. 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	3	--	1	--
UG	10	--	3	--
PG Diploma	1	--	1	--
Advanced Diploma	--	--	--	--
Diploma	2	--	2	--
Certificate	1	----	--	1
Others (M.Phil.)	1	--	1	--
Total	**19**	--	**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
Trisemester	---
Annual	7

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]
(On all aspects)

Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [---]   Meeting [√]

*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	Lecturer	Sr.Sc. Lecturer	Se.Gr.Lecturer	Reader
45	4	2	20	19

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	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 higher Education.
- Unique teaching methodology" Two way teaching method" is adopted.
- Implementing, Open Book Test, E-assignment.
- Our college offers non- affiliated enrichment courses to enhance the students' technical skill and it is made compulsory for all UG II and III year students.
- Continuous evaluation and grading.

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.
- 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

88 %

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	31	--	--	6	6	32.25
B.A. English	38	--	1	2	14	44.73
B.B.E.	30	--	--	9	2	36.66
B.Sc. Maths	32	--	19	1	--	62.5
B.Sc. Chemistry	26	--	8	1	--	34.61
B.Sc. Comp.Sci	30	3	19	2	--	80
B.Com.	57	7	20	15	--	73.68

Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Maths	14	1	9	--	--	71.42
M.Com.	18	2	13	--	--	83.33

Un-Aided(UG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Electronics & Communication.	4	--	2	--	--	50
B.C.A.	13	--	5	1	--	46.15
B.Com. C.A.	32	--	2	9	4	46.87

Un-Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. CS & IT	5	2	2	--	--	80

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

- A Quality-Control Team has been appointed, New teaching and learning methods introduced in this academic year.
- Periodical review meetings for the assessment of Teaching and learning practice.
- 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.
- Adopt stake holder feed back.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	2
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	4	---	15
Technical Staff	4	1	---	4

Criterion – III

3. Research, Consultancy and Extension

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

- Identifies research areas in the locality and encourage the faculty to take up.

- IQAC meets regularly to discuss various plans to promote research work.

- Faculty members are motivated to improve their academic Excellency.

- Faculty members are encouraged to undertake major and minor research projects, organize seminars, workshops and conferences etc.

- Faculty are encouraged to publish research papers in journals / conferences, of National and International importance.

- Students and staff are informed about project fellowships / internships and they are encouraged to apply for the same.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	1	1	---
Outlay in Rs. Lakhs	---	---	9.36	---

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	5	5	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	4	6	---

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	2	ICSSR, UGC	356900 + 561800	356900 + 561800
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	**2**		**918700**	**918700**

3.7 No. of books published   i) With ISBN No. | --- | Chapters in Edited Books | --- |

ii) Without ISBN No. | 1 |

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			
Sponsoring agencies		ICSSR, UGC, CSIR, DRDO, TNSCST, ETC-02			5

3.12 No. of faculty served as experts, chairpersons or resource persons | 17 |

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 | 9.18 | From Management of University/College | 0.2 |

Total | **9.38** |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	
International	Applied	---
	Granted	
Commercialised	Applied	---
	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
	1	1				

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 4 |
and students registered under them | 16 |

3.19 No. of Ph.D. awarded from the Institution | 3 |

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

JRF | 0 | SRF | 0 | Project Fellows | 1 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 20 | State level | 5 |

National level | 0 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.24 No. of Awards won in NCC:

University level | 0 | State level | 2 |

National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

University forum | 1 | College forum | 1 |

NCC | 2 | NSS | 11 | Any other | 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, AIDS awareness camp, Anti-drugs Programme.

- Community development programmes were conducted through CWED and Student Support.

- Consumer awareness programme was conducted.

- Co-operative culture promoted.

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	---	UGC & Management	37
Laboratories	7	---	UGC & Management	7
Seminar Halls	1	1	Management	2
No. of important equipments purchased (≥ 1-0 lakhs) during the current year.	---	4	UGC	4
Value of the equipment purchased during the year (Rs. in Lakhs)	---	4.50	Management	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 the issue of books and the searching process,
- Semi Computerized administration.
- ICT has been integrated in the college activities.
- Computer, Printer and Internet is provided to every department and hostel.
- Resource sharing network INFLIBNET is available.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1061	61843	19	3875	1080	65718
Reference Books	17792	1490093	289	85180	18081	1575273
e-Books	---	-	-	-	-	-
Journals	6	2100	--	--	6	2100
e-Journals	---	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	18	--	14	--	32	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	120	3	2	--	--	1	2	--
Added	10	--	1	--	--	1	1	1
Total	130	3	3	--	--	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, workshop for ICT was organized.

4.6 Amount spent on maintenance in lakhs:

i) ICT   1.4

ii) Campus Infrastructure and facilities   9.5

iii) Equipments   0.2

iv) Others   19.00

Total: 30.10

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness of Student Support Services

- Students mentoring optimism is introduced. Progress report for the students is maintained.
- Grievance redress cell is working for students support.
- Provides information through Notices / Circular.
- About various student 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 representative meet with the principal, academic, non academic staff are organized to collect their views and suggestions.
- College has efficient public address system which is effectively made of, for timely announcements of up coming events.

5.2 Efforts made by the institution for tracking the progression

- College monitors and ensures the achievement of students through Learning out comes, Test result and Pass Percentage.
- A core committee is formed to check the improvement of student activity and the awards obtained by students.
- Regular meetings and regular observations are performed.
- Departments are encouraged to document the progress and performance of the students.

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
1076	52	1	2

(b) No. of students outside the state   `--`

(c) No. of international students   `--`

Men	No	%		Women	No	%
	522	46.15			609	53.85

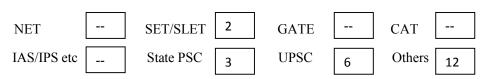| Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	209	--	879	6	1095	3	237	0	884	7	1131

Demand ratio : 0.4   Dropout 4.3%

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   470

5.5 No. of students qualified in these examinations

NET   --   SET/SLET   2   GATE   --   CAT   --

IAS/IPS etc   --   State PSC   3   UPSC   6   Others   12

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 in understanding and to bridge the education gap from school to higher education, an intensive five a day bridge course is conducted for all the freshers at the entry level. (and Exit level to evaluate their merits)
- Students Counselling is done – through personal meeting – Grievances and motivation for better performers.
- To improve the Communication skill in English the college regularly conducts remedial English classes.
- Career Guidance and placement cell provides guidance and counselling to the students for higher education and employment.

No. of students benefited   110

5.7. Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	75	26	---

5.8. Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level | 3 | National level | 2 | 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 | 3 | National level | 2 | International level | -- |

Cultural: State/ University level | -- | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	9	2398
Financial support from government	852	1317666
Financial support from other sources (Spices Board)	30	17950
Number of students who received International/ National recognitions	---	---

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 |

5.13 Major grievances of students (if any) redressed: Transport facility (Bus) to girl students.

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 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 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 only.
- Our faculty is involved in curriculum designing development work.
- Sends suggestions for improvements.
- MKU Affiliated.

6.3.2 Teaching and Learning

- Our college has adequate number of qualified and competent teachers to handle all the courses.
- Making avenues for creativity and temper among the learners through various academic activities.
- Remedial coaching classes are arranged for academically weak students for better performance in exams.
- Learning Practice/ Writing.
- New Seminar hall facilities vibrant academic discourses.

6.3.3 Examination and Evaluation

- Internal examination and evaluation – students were evaluated through continuous Internal Assessment Tests (etc), Assignment, Quiz, Seminar.
- External examination and evaluation – Semester examination is conducted by M.K. University.

6.3.4 Research and Development

- The research committee meets regularly to discuss various plans to promote research activities 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 and Students encouraged to under take research projects relevant to local, state and national requirements.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Adequate infrastructure facilities on par with urban.
- ICT facilities are available.
- Our Library consist of **18577** books, **6** journals and **14** periodicals.
- Library deploys various books to provide access.
- Spacious, multipurpose hall having multimedia/ICT facility with areas 6000 sq. feet is available for various activities of the college.
- Physical education department has all outdoor facilities.
- College campus is provided with redundant power supply through high value generation.
- Innovative chemical lab instruments installed to promote research on par with national institutes.
- New books and journals are added every year.

6.3.6 Human Resource Management

- The college has sincere, dedicated and committed faculty, staff and visionary management.
- The college has adequate number of quality and competent teachers and more than 70% are doctorates.
- Staff have access to the computer and internal facility that are available in the departments.
- Workshops and training programmes are arranged for the faculty to enrich their knowledge.
  (In handling the computers effectively)

6.3.7 Faculty and Staff recruitment

- Staff recruitment is done by state governments based on the proposals sent from the college with due follow-up.

6.3.8 Industry Interaction / Collaboration

- The college has collaboration with neighbouring Renuga mill, LS mill, CPA and many other industries, where the students undertake industrial visit.
- M.Sc CS&IT students to undergo six month projects in industry / institute.
- Students of B.Com computer applications 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 Board Exam.
- Admission of students in aided courses is based on Merit and it is transparent;
- Steps are made to ensure 90% of the students admission by merit only. (from first list to final list)
- Admissionable made in strict adherence to the government norms (DCE notification).

6.4 Welfare schemes for

Teaching	All Government Schemes
Non teaching	All Government Schemes
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   59.05

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.

6.11 Activities and support from the Alumni Association

- Alumni Association supports students opting for higher studies and employment.
- Alumni Association meeting were conducted now and then to place their suggestions and feed back regarding innovative teaching learning, higher education and placement etc…

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 feelings and get their suggestions for the development of the students.
- Parent Teachers Associations supports cultural and Sports activities.

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 foe the staff by inviting resource persons from outside.

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

- The college is lying on the lap of green natural beauty
- 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 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 conducted for competitive exam.
- Career-oriented courses like Accounting for small enterprises, etc…
- Alumni Association offers support for various programmes.
- Cardo Comp – Talent Promotion Avenue for students.
- Redesigned college web site.
- Plastic free campus.

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 for 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.

7.3 Give two Best Practices of the institution

- Teaching with power point aid for limited courses is introduced.
- Non affiliated enrichment courses.
- Bridge course.
- Co-Curriculum activities.
- Student participation in quality enhancement.
- Cardo – Comp (cultural festival).

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 / Ecology are maintained.
- Tree Plantation (New).
- Hazardous work management.
- Environment and its protection awareness camp organized in near by villages.

7.5 Whether environmental audit was conducted?   Yes √   No ☐

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

- We conducted an IQ test for teachers and students.

SWOT:

Strength:

- The college has sincere, dedicated and committed faculty, staff and Visionary Management.
- Very good academic environment.
- Educational at a low cost.
- Promotes research climate.

Weakness:

- Locational disadvantages and rural background.
- Lack of buildings for academic courses expansion.

Opportunities:

- Having enough infrastructural facilities to become autonomous institution.
- To achieve the college with potential for excellence states.
- To do more research work and publication.
- To offer consultancy services.
- Linkages with International institution.

Threats / Challenges:

Competitions and growth of education institutions.
Foreign Universities bill.

8. **Plans of institution for next year**

1. To apply for Career oriented programme grant to UGC.
2. To establish department library facility for PG department Chemistry.
3. To conduct short term course on "Research methodology in social science".
4. To tap funds from UGC through the following schemes Merged scheme, Instrument maintenance facility and College development under XIth plan.
5. To construct a new building for Commerce department at an estimated cost of Rs.70,00,000/-.
6. To provide computer with printer to all the UG and PG departments.

Name Dr. S.Sivakumar   *Name Dr. M.Rajarajan*

Signature of the Coordinator, IQAC   **Signature of the Chairperson, IQAC**

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

Annexure – I

ACADEMIC CALENDER FOR THE YEAR 2008-2009

ACADEMIC EVENTS	DATE
College Re-opens for the odd semester	16/6/2008
Orientation Programme	25/6/2008
International Conference.	26/07/2008 to 27/07/2008
Centre for Women Welfare & Entrepreneurship development	30/07/2008
Commencement of First cycle test	4/8/2008
Independence Day Function	15/8/2008
Forest animals day so quiz & speech, writing test programmes are conducted willing student	27/08/2008
New Seminar Hall opening Ceremony	29/08/2008
CWED Function	08/09/2008
Sports Day	12/9/2008
Commencement of second cycle test	22/9/2008
Saraswathi Pooja Celebration	20/10/2008
Submission of ODD Semester Foil Cords (Internal)	18/11/2008
College Re-opens for the even semester	5/12/2008
Ganesh Temple 'Boomi pooja	25 /01/2009
Republic Day Function	26/1/2009
Commencement of First cycle test	3/2/2009
NSS Camp for Boys	6/2/2009 to 12/2/2009
35th Spots Day Celebration	26/02/2009 to 27/02/2009
College day function	12/03/2009
NSS Camp for Girls	05/03/2009 to 1/03/2009
Cardo - Camp Function	08/04/2009 to 09/04/2009
College Day	11/04/2009
27th Graduation Day	29/04/2008
Farewell to retires staffs	31/05/2009
Submission of EVEN Semester Foil Cords (Internal)	27/04/2009

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.