

Annual Quality Assurance Report

2010 - 2011

Submitted to



National Assessment and Accreditation Council,
Bangalore -560072.



CARDAMOM PLANTERS' ASSOCIATION COLLEGE,

Accredited with B⁺⁺ grade by NAAC

Pankajam Nagar, Bodinayakanur

Sl. No.	CONTENTS	Page No.
1.	<u>Part – A</u>	
	1. Details of the Institution	1
	2. IQAC Composition and Activities	7
2.	<u>Part – B</u>	
	Criterion - I : Curricular Aspects	9
	Criterion - II : Teaching, Learning and Evaluation	10
	Criterion - III : Research, Consultancy and Extension	13
	Criterion - IV : Infrastructure and Learning Resources	17
	Criterion - V : Student Support and Progression	19
	Criterion - VI : Governance, Leadership and Management	22
	Criterion - VII : Innovations and Best Practices	27
3.	<u>Annexure</u>	
	i – Academic Calendar	30
	ii – Feedback from Stakeholders	31

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. P. Prinedhanaraj
Mobile:	9003698598
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 2010-2011.doc.

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:

2010 - 2011

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

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
- Career 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 type="checkbox"/>	Any other (<i>Specify</i>)	YSSP TNSCST
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="5"/>	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" value="10"/>

2.12 Has IQAC received any funding from UGC during the year?	Yes	No
If yes, mention the amount	<input type="text"/>	<input checked="" type="checkbox"/>

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

2.14 Significant Activities and contributions made by IQAC

- Date documentation and record maintenance.
- Faculty development programme for internal faculty
- Bridge Intensive course to the freshers.
- 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.
- Felicitation of Non-Teaching Staff with Best Performance Award.
- Encouraging and provides opportunities for co-curricular and extra curricular 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 introduce M.Sc. Chemistry under self-finance scheme, and introduce B.B.A and B.A English courses in Self-finance stream.	Under self-finance scheme new courses in chemistry (PG level) in the aided UG department also B.B.A and B.A English (UG level) were introduced under self-finance scheme.
To apply for Career oriented programme grant to UGC	UGC has rejected our Career oriented programme proposals.
To tap funds from UGC XI th plan to the following scheme, PG grants to M.Com and M.Sc Maths, UG development assistance and an additional assistance.	UGC has sanctioned PG grants to the tune of Rs 3,00,000 to M.com and Rs 3,00,000 to M.Sc Maths, and Rs 1,73,400 UG course development assistance and to the tune of Rs 12,50,000/. Sanctioned towards additional assistance.
To encourage the staff members (aided) to apply for tapping major and minor research project grants.	Dr.C. Gopi and Dr. K. Krishnan received sanctioning order for the UGC-minor research project to the tune of Rs.77,500 and 55,000 respectively.
To construct a separate sports amenity centre with indoor auditorium.	Sports amenity centre with indoor auditorium construction work started.

* Academic Calendar of the year was attached Refer 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 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) Placement cell have been strengthened.
- 4) Encourage faculty to apply for projects to funding agencies.

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	3	1	1	--
UG	10	2	5	--
PG Diploma	1	1	2	--
Advanced Diploma	--	--	--	--
Diploma	2	1	3	--
Certificate	1	2	2	2
Others (M.Phil.)	1	--	1	--
Total	19	7	14	--
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 Parents Employers Students
 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	Asst. Professors	Associate Professors	Professors	Others
	48	10	38		

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 meet the higher Education.
- Model based teaching
- Case study based learning 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 technical skill and it is made compulsory for all UG students.
- Problem solving and innovative solution based approaches.

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.
- Un-announced 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 %

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	28	--	--	4	16	71.42
B.A. English	38	--	1	8	20	76.31
B.B.E.	34	--	2	10	4	47.05
B.Sc. Maths	32	3	21	5	--	90.62
B.Sc. Chemistry	24	1	4	3	--	33.33
B.Sc. Comp.Sci	25	7	13	3	--	92
B.Com.	65	--	16	31	5	80

Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Maths	13	--	9	3	--	92.30
M.Com.	15	--	9	--	--	60

Un-Aided(UG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Electronics & Communication.	7	--	--	3	--	42.85
B.C.A.	44	1	12	19	--	72.72
B.Com. C.A.	41	--	9	15	--	58.53

Un-Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. CS & IT	10	--	9	--	--	90

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

- A Quality Control Team to check the new teaching and learning methods introduced in this academic year.
- Periodical review meetings were conducted.
- The outcomes of proposals are recorded for improving the system of the quality education.
- Course wise feedback is collected from students in order to analyse the level of teaching and understanding.
- PTA meeting have been arranged with students to redress the grievances.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	1
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	0	14
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.
- 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.
- Staff members are encouraged to publish their research work in journals / conferences, of National and International importance.
- Motivating students to carryout projects in the emerging area of industry and social aspects.
- Encourage faculty to avail FIP facility.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs			1.75	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	0	0
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	2010-12	UGC	175000	132500
Minor Projects	2010-12	UGC	182500	125000
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				

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)
TNSCST

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number					3
Sponsoring agencies					Management

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 linkages 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
	0					

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

6

16

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

5

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 State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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 Aluminates.
- Consumer awareness programme was conducted.
- Voters awareness program Candidates.
- NSS units organised various extension activities on social relevances.

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	0	Donated	41.5 acres
Class rooms	37	0	Management	37
Laboratories	8	0	UGC & Management	8
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 the issue of books and the searching process.
- Semi Computerized administration is there.
- ICT has been integrated in the college activities.
- Computer, Printer and Internet is provided to every department and hostel.
- Resource sharing network / consortium (INFLIBNET).
- Infrastructure was renovated with adequate furniture.
- Library processes have been strengthened with computer software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1081	66193	81	18949	1162	85142
Reference Books	18512	1655213	580	243230	19092	1898443
e-Books						
Journals	7	2600	5	2460	12	5060
e-Journals						
Digital Database						
CD & Video	41		4		45	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	140	3	2	0	0	1	2	0
Added	10	0	1	0	0	1	1	1
Total	150	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.)

- 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.
- Invited emerging issues in ICT.
- Special Programme for internet access was conducted for the staff members.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.6
ii) Campus Infrastructure and facilities	1.45
iii) Equipments	17.0
iv) Others	24.78
Total:	36.33

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students mentoring system is introduced.
- Information support to the students.
- Council decided to send students to participate other college fundamental seminar.
- Grievances redressed cell is working for students support.
- Provides information through Notices / Circular.
- About various students support services available at the institution and other levels.
- Students member of IQAC are encouraged to come out with their views and suggestions for the enhancement of quality of the institution.
- Student class representatives meet with principal, academic, non academic staff were organized to collect their views and suggestions.
- Financial aid through various scholarships.

5.2 Efforts made by the institution for tracking the progression

- Monitors and ensures the achievement of students through learning out comes, test results and Pass Percentage.
- A core committee is formed to check the improvement of student activity and the awards obtained by students.
- Regular meeting and 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
1282	90	2	---

(b) No. of students outside the state

0

(c) No. of international students

0

Men	<table border="1" style="display: inline-table; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">681</td> <td style="text-align: center;">49.56</td> </tr> </tbody> </table>	No	%	681	49.56
No	%				
681	49.56				

Women

No	%
693	50.44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4	231	2	921	6	1164	3	401	2	963	5	1374

Demand ratio : 0.47

Dropout 6%

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.
- Apart from this, various coaching is conducted on a regular basis for UG and PG students on various subjects.

No. of students beneficiaries

560

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	63	UPSC	0	Others	27

5.6 Details of student counselling and career guidance

- Career Guidance and Counselling Cell is actively engaged.
- To facilitate the needs of the students and bridging education gap from school to higher education, five day bridge intensive course is conducted for all the freshers at the entry level. (and Exit level to evaluates 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.
- Yoga and meditation classes were organised.

No. of students benefited

142

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
1	28	06	---

5.8. Details of gender sensitization programmes

- Women welfare is working effectively for gender sensitization.
- Expert counsellors are invited to conduct programmes for women staff and women students.
- Academic and personal counselling for women.

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	991	2228051
Financial support from other sources (Spices Board)	40	24950
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

5.13 Major grievances of students (if any) redressed: 1. Purified Drinking water and Toilet facility
2. Increases number of books in the library.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Our College Purports to provide 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 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 has a management Information System: Yes

Student admission

Student attendance

Examination procedure

Administrative procedures including finance.

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

6.3.1 Curriculum Development

- Curriculum development is done by University only.
- Our faculty is involved in curriculum designing development in the University level.
- MKU Affiliated. - Design of curricular and syllabus by board of studies, MK University.

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 in all courses is made more student centre.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- The college has research committee to facilitate monitor and encouraged 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.
- Commerce department staff members are encouraged to do active research.
- The Committee keeps track of the schemes of the funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Adequate infrastructure facilities on par with urban.
- ICT facilities are available.
- Our Library consist of **19593** books, **7** journals and **12** 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; an indoor sports complex for indoor game facilities; gymnasium facilities is under construction.
- 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.
- All the laboratories have ample equipments.
- Generator with 50KV of have been installed.

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 members have access the computer and internal facility that are available in the departments.
- Workshops and training programmes are arranged for the faculty to enrich their knowledge.

6.3.7 Faculty and Staff recruitment

- Faculty vacancies raised on the basic of student's strength and due to enrichment and as per the workload norms prescribed by the TN government.
- 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.
- Selection is done by a seven member selection committee
Recruitment committee is headed by college president.
- Done by Recruitment Board

6.3.8 Industry Interaction / Collaboration

- M.Sc CS&IT student has to undergo six months project in industry / institute.
- Students of B.Com computer applications and BBA students have to undergo field work in corporate / industry in semester holidays.
- The college has constructive relationship with various industries and institutions of the near by to work on outreach and extension activities.

6.3.9 Admission of Students

- By merit according to H.Sc Marks of TamilNadu State Board Exam.
- Admission of students in aided courses is based on Merit and it is transparent;
- Effects are made to ensure 90% of the students are admitted by merit only. (from first list to final 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

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 design and Examination through approved Academic council.

6.11 Activities and support from the Alumni Association

- A Public addressing system with phone network is installed by Alumni.
- Alumni Association supports students opting for higher studies and employment.
- Alumni were conducted for 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 Associations distribute prizes for Proficiency.

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 staff developmental programmes by inviting resource persons from outside.

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

- Plenty of 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. Give details.

- 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.

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.
- Infrastructure development have been planned and improved.

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

- Teaching with power point aid for limited courses is introduced.
- Non-affiliated enrichment courses.
- Bridge courses.
- Co-Curriculum activities.
- Student participation in Quality enhancement.
- Cardo – Comp.

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

7.4 Contribution to environmental awareness / protection

- New trees (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.
- Eco friendly awareness rally.

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:

Strengths:

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

Weakness:

- Locational disadvantages and rural background.
- Lack of constancy services.
- Lack of teaching collaborations.

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:

- Competition from surroundings colleges.
- Intervention of private Universities.

8. Plans of institution for next year

1. To introduce M.A English (PG), B.Sc Information Technology (UG) under self-finance stream.
2. To introduce Human rights education certificate course under UGC special grant.
3. To apply for UGC grant to construct indoor stadium (sports), Women's hostel and additional assistance to UG development.
4. To encourage the heads of the Department to conduct more seminars, guest lectures and intercollegiate events.
5. To conduct a national seminar on Emerging trends in Chemistry - 3 for Two days sponsored by UGC.
6. To encourage the girl students of our college to apply for one girl child scholarship to UGC.
7. To conduct a coaching classes for entrance examinations in service for the benefit of final year students.
8. To encourage career guidance and placement cell to organize more placement programmes.

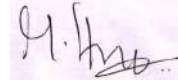
Name Dr. S.Sivakumar



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 2010-2011

ACADEMIC EVENTS	DATE
College Re-opens for the odd semester	16/6/2010
College day	09/07/20 10
In M K University our college Table Tennis team won the University Level	21/07/2010 to 22/07/2010
Commencement of First cycle test	9/8/2010
Independence Day Function	15/08/2010
Free Eye care Camp for our college staffs on	09/08/2010
Commencement of second cycle test	4/10/2010
Ball Badminton Tournament was conducted on our College	06/10/10 to 07/10/10
Navarathri & Saraswathi pooja celebration	16/10/2010
Submission of ODD Semester Foil Cords (Internal)	18/11/2010
College Re-opens for the even semester	6/12/2010
Cardo Comp Function	4/1/2011
NSS Boys Camp	11/01/2011
Thai Pongal Sangamam celebration	12/01/2011 to 13/01/2011
Republic Day Function	26/01/2011
Blood Donation camp	01/02/2011
The Annual Fiesta – 2011	05/02/2011
Girls NSS Camp	04/02/2011 to 10/02/2011
Sports Day	17/02/2011 to 18/02/2011
Consumer Festival	10/02/2011
Graduation Day	08/12/2011
Commencement of second cycle test	7/3/2011
College Day	23/03/2011
Submission of EVEN Semester Foil Cords (Internal)	13/04/2011

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.