Annual Quality Assurance Report

2013 - 2014

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. M. Rajarajan

Tel. No. with STD Code:

04546-280209

Mobile:

9443026532

Name of the IQAC Co-ordinator:

Dr. S. Sivakumar

Mobile:

9444455425

IQAC e-mail address:

sivaku.cpacc@gmail.com

1.3 **NAAC Track ID**   TNCOGN12860

1.4 Website address:

www.cpacollege.org

Web-link of the AQAR:

http://www.cpacollege.org/AQAR
CPACOLLEGE 2013_2014.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:

2013 - 2014

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 April 2014**
  ii. AQAR **2008 – 2009 submitted on 2nd April 2014**
 iii. AQAR **2009 – 2010 submitted on 2nd April 2014**
  iv. AQAR **2010 – 2011 submitted on 2nd April 2014**
   v. AQAR **2011 – 2012 submitted on 2nd April 2014**
  vi. AQAR **2012 – 2013 submitted on 2nd April 2014**
 vii. AQAR **2013 – 2014 submitted on 19th January 2015**

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 Programmes (UGC Sponsered)

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*)	---
UGC-COP Programmes	√		

2. IQAC Composition and Activities

2.1 No. of Teachers

10

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

1

2.9 Total No. of members

22

2.10 No. of IQAC meetings held

7

2.11 No. of meetings with various stakeholders: No. | 7 | Faculty | 4 |

Non-Teaching Staff / Students | 1 | Alumni | 1 | Others | 1 |

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

If yes, mention the amount | 1.75 Lakhs | | √ | | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 3 | International | | National | 1 | State | | Institution Level | 3 |

  (ii) Themes

> ❖ Development of Multimedia learning material for course content
> ❖ E-Content development
> ❖ Importance of Green Audit

2.14 Significant Activities and contributions made by IQAC

- ❖ Formulation of plans for academic and non academic activities
- ❖ Bridge intensive course to the fresher (First year students)
- ❖ Faculty development programme for internal faculty
- ❖ Infrastructure enhancement was done
- ❖ Communication skills/job skills/soft skills were imparted to all the students through the Centre for Entry in Services.
- ❖ Pre-Placement training was arranged for final year students by the placement cell in coordination with departments.
- ❖ Community level activities were taken up by the students through NCC, NSS, Youth Red Cross, Consumer Club, RRC.
- ❖ Academic Audit
- ❖ Organization of National, International seminars and conferences seminars, guest lectures and inter collegiate events.
- ❖ Felicitation of Teaching & 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
Proposed to have Tar road from main gate to hostel block, commerce block and sports indoor stadium.	Laid Tar road facility
Proposed to organize three day Bridge intensive course in June.2013.	Organized bridge intensive course to the first year students (Fresher)
To start M.Phil. Courses in Computer Science and English Literature.	M.Phil Computer Science and M.Phil English introduced in the departments of computer science and English.
To purchase new books and add more journals.	Subscribed journals and purchased books to library.
To organize National and International level conference and seminars.	Organized three National conferences sponsored by UGC and DST (ETC05, RTRICS 2014, NCOM14).
Proposed to construct modern state of the art library buildings.	Separate modern library building work started.
To start work on sports facilities with an indoor stadium.	Indoor stadium work completed (with all sports facilities)
To implement personality development program, Pre-placement training for the students.	Organized PDP and PPT from Entry in services centre.
To implement more value added certificate courses.	Conducted value added certificate courses viz. Multimedia (Flash), Hardware maintenance and Mobile Servicing.

To enhance employability by introducing additional inter disciplinary programmes.	Inter departmental and inter disciplinary clustering programmes organized.
To encourage students to excel in various cultural and sports events.	Organized card camp festival to promote cultural and sports talents of youth, College level.
Equipping college for receiving grants from UGC on Plan Block development, Additional assistance for equipments, Innovative Programme, Women's Hostel.	Hosted Madurai Kamaraj University Youth Welfare intercollegiate cultural meet our college won District First.
To tap funds from UGC for Plan block grant scheme.	UGC has sanctioned Plan block grant Rs.4233840, additional assistance for equipments grant Rs.10,00,000/- Ten Lakhs to 4th Instalments.
To tap funds from UGC to organize seminars and conferences.	UGC has sanctioned Rs.1,20,000 to Dr.S.Sivakumar and Rs.1,37,000 to Dr.K.Krishnan, as National Seminar grant. DST has sanctioned Rs.75,000/- as seminar grant to Dr. M. Rajarajan.
To organize the alumni and Parent Teachers meet	Department wise alumni meetings were organized. Parent – teachers meeting are being arranged every year in which the parents are informed about the attendance and marks obtained by the students both in University and Internal Examinations
To encourage faculty to take up Major and Minor Projects.	UGC has sanctioned Rs.2,70,000/- as minor research project to Mrs. Kavitha, Assistant Professor in Chemistry.
To encourage teachers to acquire Research supervisor ship.	Eligible Teachers applied for research supervisor ship from M.K. University.
Encouraging faculty for the commendable work viz. publication of research paper in International peer reviewed journals having impact factor greater than two Research supervisor submitted Ph.D., Candidate for during academic year. Innovative extension work with cash award and appreciation certificates in the college Annual day.	Some of our facility members published their research finding in peer reviewed journals and faculty of Chemistry department published more than 15 papers in a peer reviewed international formal with high impact factors, International and National Conference. College Management appreciated with cash incentive and certificate to the innovative extension work and publications of impact factor greater than full.
To encourage Heads of the department and Coordinators of various curricular cells to extend their services for the community development.	Equal opportunity cell, legal literacy cell were Inaugurated.

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

> ❖ 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.
>
> ❖ Further Planning was done to avoid the weaknesses found in the IQAC Plans.
>
> ❖ An Active Research work will be 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	3	--	--	--
PG	5	--	1	--
UG	12	--	3	--
PG Diploma	3	--	2	--
Advanced Diploma	--	--	--	--
Diploma	4	--	2	--
Certificate	4	--	--	4
Others (M.Phil.)	4	--	3	--
Total	**35**	**--**	**10**	**--**

Interdisciplinary	Non affiliated Enrichment Certificate Course	--	--	12
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	21
Trimester	---
Annual	11

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.

Equal opportunity cell and Legal literary cell

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	16	36	-	2

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	8								

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	---	---	12

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.
- ❖ Inter disciplinary teaching practice is adopted.
- ❖ Clustering of departments for promoting good academic ambience in the campus.
- ❖ Implementing, Quiz (on the spot), E-assignment and providing subject materials are done through electronic media.
- ❖ Recent topics and projects guidelines are discussed in the smart class room
- ❖ Students and teachers are encouraged to participate in ICT focused programmes
- ❖ Our college offers non- affiliated enrichment courses to enhance the technical skill and it is made compulsory for all UG students. Also value added courses taught.

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.
- ❖ Quiz.
- ❖ Seminar.
- ❖ 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

10	10	10

2.10 Average percentage of attendance of students

90 %

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	10	--	--	8	--	80
B.A. English	53	--	2	23	21	86.79
B.A. Economics	15	--	3	10	1	93.33
B.Sc. Maths	44	5	27	5	--	84.09
B.Sc. Chemistry	42	4	23	10	--	88.09
B.Sc. Comp.Sci.	35	2	18	12	--	91.42
B.Com.	28	--	4	15	3	78.57
B.Com. C.A.	44	3	27	9	--	88.63

Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Maths	28	6	16	--	--	74
M.Com.	26	3	11	5	--	73.07

Un-Aided(UG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. English	70	07	32	12	07	85.71
B.B.A.	20	03	05	05	03	80
B.Sc. I.T.	13	02	03	03	04	92.31
B.C.A.	19	01	04	08	02	78.94
B.Com. C.A.	55	04	19	16	09	87.27

Un-Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A. English	8	--	2	4	--	75
M.Sc. CS & IT	8	2	6	--	--	100
M.Sc. Chemistry	5	--	2	1	--	71
M.Sc. Industrial Chemistry	3	--	2	--	--	75
M.Phil. Commerce	11	5	6	--	--	100
M.Phil. Maths	6	2	4	--	--	100
M.Phil. Chemistry	3	--	3	--	--	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.

❖ Evaluate the teaching- learning process by collecting the feedback from the students and review.

❖ The result analysis of each department is submitted to the Principal after each semester.

❖ The outcomes of proposals are recorded for improving the system of the quality education.

❖ Academic audit has undertaken to each departments.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
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.	---
Others	9

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	4	10
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

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

- ❖ Eminent resource persons are invited to conduct workshops/seminars/guest lectures on
- ❖ topics of research value.
- ❖ Promotes Research activities by providing free Internet, Research oriented Books and also by subscribing to the National   and International research journals.
- ❖ 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.
- ❖ Faculty members are motivated to improve their research skills through FDP programmes..

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	12	0	0
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	13	15	---

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	-	-	-	-
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				

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

           ---

ii) Without ISBN No.   07

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [√]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

INSPIRE [√]   CE [0]   Any Other (specify) Sports – Indoor Stadium Installment 2

3.10 Revenue generated through consultancy   [0]

3.11 No. of conferences

organized by the Institution

Sponsoring Level	International	National	State	University	College
agencies		3			9

3.12 No. of faculty served as experts, chairpersons or resource persons   [10]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [1]

3.14 No. of linkages created during this year   [1]

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

From Funding agency | 2690 - UGC | From Management of University/College | 0.5

Total | 0.5

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
	---	----				4

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 7 |
and students registered under them | 34 |

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 | 20 | State level | 5 |

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 [0]   State level [1]

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

- ❖ Faculty members actively participated in NSS, NCC, YRC, RRC, etc.

- ❖ Community development programmes were conducted in coordination with CWED, CES and CGC.

- ❖ Blood donation camp, HIV-AIDS awareness camp, Voters awareness camp was conducted.

- ❖ The college encouraged the faculty and students to take up social and extension activities.

- ❖ Consumer awareness programme was conducted.

- ❖ Tree saplings were planted by NSS students in coordination with Forest department of

  Tamilnadu in the College campus.

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	41.7 acres	0	Donated	41.7 acres
Class rooms	37	0		37
Laboratories	7	0		7
Seminar Halls	1	1	Institution	2
No. of important equipments purchased (≥ 1-0 lakhs) during the current year.		30	UGC	30
Value of the equipment purchased during the year (Rs. in Lakhs)		30	DST – FST UGC	30

4.2 Computerization of administration and library

> ❖ Library has been computerized partly the issue of books and the searching process is under way. Bar coding system is followed in the library, Resource sharing network / consortium INFLIBNET is available.
> ❖ The office administration is semi computerized and the student's particulars are updated.
> ❖ ICT has been integrated in the college activities.
> ❖ Added more Computers for browsing online journals and books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1166	85840	50	21171	1216	107011
Reference Books	19818	2178723	666	325933	20484	2504656
e-Books						
Journals	9	4500			9	4500
e-Journals						
Digital Database	1	5000			1	5000
CD & Video	72		25		72	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	170	3	2	0	0	1	2	0
Added	10	0	0	0	0	4	3	3
Total	180	3	2	0	0	5	5	3

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

> ❖ Computers and Printers have been provided to all the departments and all sections in the administrative office.
>
> ❖ Internet facility is made available to the students in the college library (Netcafe), in the departments.
>
> ❖ 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 | 1.7

ii) Campus Infrastructure and facilities | 162

iii) Equipments | 67.5

iv) Others | 17

Total: | 69

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

❖ Progress report and all details for the students is maintained through student data card.
❖ Encourages the students' to participate in other college seminar and intercollegiate.
❖ Grievances redressell cell is working for both men and women students support.
❖ Provides information through Website, Notice Board and Public address.
❖ Monitoring the Progress of all the students support services available in the institution.
❖ Students Association 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.

5.2 Efforts made by the institution for tracking the progression

❖ A core committee is formed to check the improvement of student activity and the awards obtained by students.
❖ Monitors and ensures the achievement of students through learning out comes, test results and Pass Percentage.
❖ 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
1628	156	7	16

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	734	40.61

Women	No	%
	1073	59.38

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4	398	0	1314	4	1720	3	417	8	1376	3	1807

Demand ratio : 0.52   Dropout 6.1%

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

> ❖ Enrichment course on Communicative English is conducted for second year students.
> ❖ Centre for Entry in Services organised coaching classes for TNPSC / UPSC/Banking Services etc.
> ❖ Career Guidance Cell conducts competitive examinations to motivate the students to pursue higher and professional education.
> ❖ Placement cell organize pre-placement programmes to the third year students
> ❖ NET / SET – Coaching Centre.
> ❖ Remedial Coaching Class Centre.
> ❖ Soft skills and Personality Development Cell organises many programmes to undergo training on soft skills and personality development.

No. of student beneficiaries   572

5.5 No. of students qualified in these examinations

NET   2   SET/SLET   0   GATE   0   CAT   0

IAS/IPS etc   0   State PSC   9   UPSC   1   Others   16

5.6 Details of student counselling and career guidance

> ❖ Career Guidance cell provides guidance and counselling to the students for higher education and employment.
> ❖ Students Counselling is done – through personal meeting – Grievances and motivation for better performers.
> ❖ Timely and proper advise/ guidance given to the men and women students seperatley.
> ❖ To facilitate the needs of the students and bridging education gap from school to higher education, an intensive five day bridge course is conducted.

No. of students benefited   392

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
3	295	59	---

5.8. Details of gender sensitization programmes

> ❖ Women welfare club is working effectively for gender sensitization.
> ❖ Experts are invited to give lecture for gender sensitization to 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 | 28 | National level | 2 | International level | 0 |

No. of students participated in cultural events

State/ University level | 35 | National level | 0 | International level | 0 |

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

Sports: State/ University level | 2 | National level | 0 | International level | 0 |

Cultural: State/ University level | 13 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	---	---
Financial support from government	977	4141435
Financial support from other sources (Spices Board)	98	128300
EVR – Nagammai Memorial (Women) Free Education Scholarship.	43	32250
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: 1. More bus facility created
                                        2. Revised website with latest information
                                        3. Uniform question pattern for CIA exam

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Established with a view to propagating the fragrance of higher education, our institution strives for academic learning on a sound footing, intellectual substance on a wider platform, strong moral fibre on a solid base and an extensive and profound humane vision as the cornerstone of culture.

Mission:

- ❖ To lend a hand of academic support to the economically underprivileged
- ❖ To help the students shake off the burdensome tag of social backwardness
- ❖ To impart learning of a kind that adds strength and competitiveness to the students to vie with their peers elsewhere
- ❖ To provide value-based and quality-centered education and research programmes at affordable cost.
- ❖ To motivate the students to shape their own future on the wings of their dreams
- ❖ To enable the students to evolve into worthy Indian citizens

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.
- ❖ Motivate students to become value-oriented individuals and be sensitive to the needs of the society.

6.2 Does the Institution has a management Information System: Yes

- ❖ Student admission
- ❖ Examination procedure
- ❖ Library is fully computerized & using bar-coding system

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 work on par with university level.
- ❖ MKU Affiliated.
- ❖ The University to which our Institution is affiliated, frames the syllabus for UG and PG programmes as per CBCS guidelines.

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 / Writing Exam.
- ❖ Performance of the students is assessed by conducting continuous tests, assignments, quiz and oral tests.

6.3.3 Examination and Evaluation

- ❖ Internal examination and evaluation – students were evaluated through continuous Internal Assessment (etc). Assignment, Quiz, Seminar.

- ❖ The institution conducts three centralised internal assessment tests.

- ❖ 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.
- ❖ Chemistry, Commerce, Maths department staff members are encouraged to do active research

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ Adequate infrastructure facilities on par with urban.
- ❖ ICT facilities are available.
- ❖ Our Library consists of **20739** books, **9** journals and **25** 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.

6.3.6 Human Resource Management

- ❖ The college has sincere, dedicated and committed faculty, staff and visionary management.
- ❖ HOD's in coordination of the Principal plans for the faculty requirement.
- ❖ The college has adequate number of quality and competent teachers and more then 70% are doctorates.
- ❖ Staff members have access to 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

- ❖ Faculty vacancies raised on the basis 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 roaster 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

- ❖ The college has collaboration with, TDSTIA, Renuga mills, Eureka forbus and many other industries, where the students undertake industrial visit.
- ❖ M.Sc CS&IT students to undergo six months project interesting in industry / institute.
- ❖ Studying of B.Com computer applications and BBA students have to undergo field work in corporate / industry in semester holidays.
- ❖ Placement cell arranges campus interview with different recruiting agencies.

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;
- ❖ Efforts are made to ensure 90% of the students are admitted on merit only. (from first list to final list)
- ❖ Adheres to the government norms (DCE notification) in the admission process.
- ❖ Admission Committee of the college comprising of the Principal, a Senior member and a Senior 'SC' representative .

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 meeting 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 Association distributes prizes for Proficiency.

6.13 Development programmes for supporting staff

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

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

> ❖ Campus is being watched continuously and observed for its greenery and cleanliness.
> ❖ More trees are planted in the campus to make the campus green.
> ❖ 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.
> - ❖ Teaching through interactive boards is adopted in the smart class rooms.
> - ❖ Proposes to offer the new courses M.Phil (Computer Science) and
>   M.Phil (English) during the academic year (2014 – 2015)
> - ❖ Career oriented courses like Accounting for small enterprises, etc…
> - ❖ Non affiliated Enrichment courses E-Assignments, coaching classes are
>   conducted for competitive exam.
> - ❖ Cardo Comp – Talent Promotion Avenue for students.
> - ❖ Alumni Association offers support for various programmes.

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

> - ❖ Frequent IQAC meetings are convened with the Heads of the Departments.
>
> - ❖ ICQAC Paved the way for improving 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.
>
> - ❖ Various committees are constituted to carry out the objectives formed by the
>   IQAC at the beginning of the year.

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

> - ❖ Student participation in Quality enhancement.
> - ❖ Bridge courses.
> - ❖ Teaching with power point aid for limited courses is introduced.
> - ❖ Herbal Garden has been created.
> - ❖ Co-Curriculum activities.
> - ❖ Non-affiliated enrichment courses.
> - ❖ 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.

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.
- ❖ Conducts various extension and awareness program.
- ❖ Consisted academic performance.

Weakness:

- ❖ Locational disadvantages and rural background.
- ❖ Students (many) living in below poverty line.
- ❖ Lack of collaborative research and inter disciplinary research.

Opportunities:

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

Threats / Challenges:

Competition from neighbouring colleges.
Foreign Universities bill.

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

1. Proposed to construct new women's hostel block, and class room block.
2. Proposed to organize three day Bridge intensive course in June 2014.
3. To start B.Sc Physics, M.Com Computer Applications Courses in Computer Science and English Literature.
4. To subscribe more journals and purchase new books for reference.
5. To organize National and International level conference and seminars.
6. Proposed to have a opening ceremony of new library building.
7. Proposed to have advanced multimedia learning material centre.
8. To start work on medicinal plant garden.
9. To implement personality development program, Pre-placement training for the students.
10. To implement more value added certificate courses.
11. To enhance employability by introducing additional inter disciplinary programmes.
12. To encourage students to excel in various cultural and sports events.
13. Equipping college for receiving grants from UGC on Plan Block development, Additional assistance for equipments, Innovative Programme, Women's Hostel.
14. To tap funds from UGC to organize seminars and conferences.
15. To encourage faculty to take up Major and Minor Projects.
16. To encourage teachers to acquire Research supervisor ship.
17. Encouraging faculty to publish research paper in International peer reviewed journals.
18. Encourage the faculty to promote Innovative extension work.
19. To encourage Heads of the department and Coordinators of various curricular cells to extend their services for the community development.
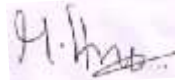
Name Dr. S.Sivakumar   *Name Dr. M.Rajarajan*

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 2013-2014

ACADEMIC EVENTS	DATE
College Re-opens for the odd semester	20/06/2013
Thai Pongal Celebration	10/01/2014
Commencement of first cycle test	06/08/2013
Independence Day	15/08/2013
Transport Department Inauguration	19/09/2013
Commencement of second cycle test	08/10/2013
Navarathri Celebration	28/09/2013 to 06/10/2013
Submission of ODD Semester Foil Cords (Internal)	28/11/2013
College Re-opens for the even semester	05/12/2013
Co-Operative Students Bazar	18-20/12/2013
Christmas Celebration	24/12/2013
New Year Celebration	31/12/2013
Republic Day Function	26/01/2014
Commencement of first cycle test	21/01/2014
Boys NSS Camp	24/03/2014
Girls NSS Camp	21/03/2014
Women's Day Function	08/03/2014
Sports Day	03/04/2014
Bus Day Celebration on	16/04/2014
Commencement of second cycle test	11/03/2014
Student Entrepreneurship Group "Screen Printing" CWED Programme	12/03/2014
College Day Function	17/04/2014
Farewell to retiring staffs	26/01/2014
Graduation Day	11/04/2014
Alumni day Get together on	12/04/2014
Submission of EVEN Semester Foil Cords (Internal)	08/05/2014
Youth Festival (29th M.K. University, Youth Festival Function)	15/03/2014 & 16/03/2014
CWED Programme Commences on	08/01/2014, 12/02/2014 & 26/02/2014

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.