

Annual Quality Assurance Report

2014 - 2015

Submitted to



National Assessment and Accreditation Council,

Bangalore -560072.



CARDAMOM PLANTERS' ASSOCIATION COLLEGE,

Accredited with B⁺⁺ grade by NAAC

Pankajam Nagar, Bodinayakanur

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

Cardamom Planters' Association College

1.2 Address Line 1

Pankajam Nagar

Address Line 2

Bodinayakanur

City/Town

Bodinayakanur

State

Tamil Nadu

Pin Code

625 513

Institution e-mail address

cpacollege2010@gmail.com

Contact Nos.

04546-280209, 280793

Name of the Head of the Institution:

Dr. M. Rajarajan

Tel. No. with STD Code:

04546-280209

Mobile:

9443026532

Name of the IQAC Co-ordinator:

Dr. 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 2014_2015.pdf

1.5 Accreditation Details

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

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

01/07/2007

1.7 AQAR for the year:

2014 - 2015

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 20th January 2015
- viii. AQAR 2013 – 2014 submitted on 10th October 2015

1.9 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	GC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		

Others (Specify)

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

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

Madurai Kamaraj University

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

Autonomy by State/Central Govt. / University	<input type="text" value="---"/>		
University with Potential for Excellence	<input type="text" value="---"/>	UGC-CPE	<input type="text" value="---"/>
DST Star Scheme	<input type="text" value="---"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text" value="√"/>	DST-FIST	<input type="text" value="√"/>
UGC-Innovative PG programmes	<input type="text" value="√"/>	Any other (<i>Specify</i>)	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="√"/>		

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="1"/>
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="1"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="11"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="4"/>
Non-Teaching Staff/ Students	<input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="4"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes No
If yes, mention the amount	<input type="text" value="₹.1.75 Lakhs"/> <input checked="" type="checkbox"/> <input 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="5"/> International <input type="text"/> National <input type="text"/> State <input type="text" value="1"/> Institution Level <input type="text" value="4"/>

2.14 Significant Activities and contributions made by IQAC

- ❖ Formulation of plans for academic and non academic activities
- ❖ Bridge course to the freshers(First year students)
- ❖ Faculty development programme for internal faculty
- ❖ Infrastructure enhancement was done
- ❖ Consistency in the academic performance
- ❖ Academic Audit
- ❖ 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.Promoting research culture
- ❖ Organization of National, International seminars and conferences seminars, guest lectures and inter collegiate events.
- ❖ Felicitation of Non-Teaching Staff with Best Performance Award.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
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.2014	Organised Bridge Intensive course to the first year students (Fresher)
To purchase new books and add more journals	Subscribed journals and purchased books to library
Proposed to construct modern state of the art library buildings.	Separate modern library building work started.
To organize National and International level conference and seminars.	Organized three National conferences sponsored by UGC and DST (ETC05, RTRICS 2014, NCOM14).
To start work on sports facilities with an indoor stadium.	Indoor stadium work completed (with all sports facilities)
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 implement personality development program, Pre-placement training for the students.	Organized PDP and PPT from Entry in services centre.

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 UGC has sanctioned Rs.1,20,000 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 faculty 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

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	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.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	22	30	-	2

2.2 No. of permanent faculty with Ph.D.

22

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	6	4	5						

2.4 No. of Guest and Visiting faculty and Temporary faculty

1	3	16
---	---	----

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 meet the higher Education.
- ❖ Unique teaching methodology” Two way teachings method” is adopted.
- ❖ Implementing, Open Book Test, E-assignment and providing subject materials are done through electronic media.
- ❖ Our college offers non- affiliated enrichment courses to enhance the technical skill and it is made compulsory for all UG students.
- ❖ Inter Disciplinary teaching Practice is adopted.
- ❖ Recent topics and projects guidelines are discussed in the smart class room.
- ❖ Students and teachers are encouraged to participate in ICT focused programmes.

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

180

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

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

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

13	13	13
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2.10 Average percentage of attendance of students

94 %

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	08	---	---	1	5	75.00
B.A. English	56	---	1	19	17	66.07
B.A. Economics	17	---	1	5	7	76.47
B.Sc. Maths	48	3	24	11	--	79.16
B.Sc. Chemistry	29	2	7	1	--	34.48
B.Sc. Comp.Sci	37	1	26	6	--	89.18
B.Com.	68	---	24	16	13	77.94

Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Maths	15	3	8	---	---	73.33
M.Com.	29	---	11	12	---	79.31

Un-Aided(UG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. English	35		01	13	14	80.00
B.B.A.	20	03	04	05	03	75.00
B.Sc. I.T.	13	02	03	03	04	92.31
B.C.A.	19	01	04	08	03	84.21
B.Com. C.A.	55	04	16	11	04	63.63

Un-Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A. English	10	--	04	01	--	50
M.Sc. Chemistry	08	--	02	02	--	50
M.Sc. CS & IT	16	07	09	--	--	100
M.Sc., Industrial Chemistry	02	--	02	--	--	100

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

<ul style="list-style-type: none"> ❖ Academic audit has undertaken to each departments. ❖ Periodical review meetings were conducted. ❖ A Quality Control Team has been appointed with Principal as convener to check the new teaching and learning methods introduced in this academic year. ❖ Periodical review meetings were conducted. ❖ The outcomes of proposals are recorded for improving the system of the quality education. ❖ It is Planned to prepare the academic calendar bi annually (semester wise)
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2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	2
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	4
Others	11

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	30	20	10	10
Technical Staff	54	14	0	14

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 research manuscripts in journals / conferences, of National and International importance.
- ❖ Students and staff members are informed about project fellowships / internships and they are encouraged to apply for the same.
- ❖ 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.

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	11	0	0
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	11	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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			3
Sponsoring agencies		DRDO, UGC, CSIR, DST,			UGC

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of 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
	1	1				

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="2"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="1"/>		
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="9"/>	Any other	<input type="text" value="5"/>

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

4.2 Computerization of administration and library

<ul style="list-style-type: none"> ❖ Added more Computers for browsing online journals and books. ❖ 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. ❖ Semi Computerized library 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).
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1216	107011	11	4143	1227	111154
Reference Books	20484	2504656	334	168300	20818	2672956
e-Books			50		50	--
Journals	9	4500	14	42139		46639
e-Journals						
Digital Database	1	5000			1	5000
CD & Video	72		11		83	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	180	3	2	0	0	1	3	0
Added	15	0	1	0	0	6	4	4
Total	195	3	3	0	0	7	7	4

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

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

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.75
ii) Campus Infrastructure and facilities	63.6
iii) Equipments	21.5
iv) Others	52.8
Total:	127.65

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ Students mentoring optimism is introduced. Progress report for the students is maintained.
- ❖ Council decided to send students to participate in 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.

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
1590	169	4	28

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%		No	%
	758	42.32		1033	57.67

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	417	8	1376	3	1807	5	410	8	1363	5	1791

Demand ratio : 0.47

Dropout 5.6%

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

- ❖ Career Guidance Cell conducts competitive examinations to motivate the students to pursue higher and professional education.
- ❖ Entry for services – Watching 4.30-4.50 (Monday, Wednesday, Thursday)
- ❖ 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
- ❖ Placement cell organize pre – placement programmes to the third year students
- ❖ Enrichment course on Communicative English is conducted for second year students.

No. of student beneficiaries 555

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	2	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	11	UPSC	2	Others	11

5.6 Details of student counselling and career guidance

- ❖ To facilitate the needs of the students and bridging education gap from school to higher education, an intensive five 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.
- ❖ Timely and proper advice/guidance given to the men and women students separately.

No. of students benefited 388

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
7	321	66	---

5.8. Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	980	29,77,974
Financial support from other sources (Spices Board)	251	3,16,600
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. College bus facility increased.
2. Regular updating of website with latest information

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:

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

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

6.3.1 Curriculum Development

- ❖ The University to which our Institution is affiliated, frames the syllabus for UG and PG programmes as per CBCS guidelines.
- ❖ Curriculum development is done by university only.
- ❖ Our faculty is involved in curriculum designing development work on par with university level.
- ❖ 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 / Writing Exam.

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.
- ❖ The Institutions conducts three centralised internal assessment tests.

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ Adequate infrastructure facilities on par with urban.
- ❖ ICT facilities are available.
- ❖ Our Library consists of **20984** 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.
- ❖ The college has adequate number of quality and competent teachers and more than 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 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

- ❖ 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.

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.

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

128.15

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

- ❖ 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

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

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. 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

- ❖ 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.

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

- ❖ Herbal Garden has been created.
- ❖ 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.

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.
2. Proposed to organize three day Bridge intensive course in June.2015.
3. To purchase new books and add more journals
4. To Strengthen enrichment course by introducing more courses.
5. To conduct Cardo Camp Festival in the First Semester.
6. To purchase gym equipments and lay with wooden floor in the indoor stadium complex.
7. To organize National level conference and seminars.
8. Proposed to construct new library block.
9. To organize youth festival.
10. To implement personality development program, Pre-placement training for the students.
11. To implement more value added certificate courses.
12. To enhance employability by introducing additional inter disciplinary programmes.
13. To encourage students to excel in various cultural and sports events.
14. Equipping college for receiving grants from UGC Additional assistance for equipments, Innovative Programme, Sports Hostel.
15. To tap funds from UGC to organize seminars and conferences.
16. To encourage faculty to take up Major and Minor Projects from UGC.
17. To encourage teachers to acquire Research supervisor ship.
18. To encourage Heads of the department and Coordinators of various curricular cells to extend their services for the community development.
19. 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.

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 2014 – 2015

ACADEMIC EVENTS	DATE
Thai Pongal Celebration	13/01/2014
College Re-opens for the odd semester	18/06/2014
Bridge Intensive Course	30/06/2014 to 02/07/2014
FLASH Workshop	30/06/2014 to 05/07/2014
LOI Submission	31/07/2014
Computer Club Inauguration	31/07/2014
Commencement of first cycle test	06/08/2014
Librarian's Day	12/08/2014
Independence Day	15/08/2014
Transport Department Inauguration	19/09/2014
Commencement of second cycle test	08/10/2014
RTRICS – 2014 National Conference	09/10/2014 to 10/10/2014
Navarathri Celebration	28/09/2014 to 06/10/2014
Data Mining Part - I	11/10/2014
Data Mining Part - II	18/10/2014
DST - Inspire	27/10/2014 to 31/10/2014
Submission of ODD Semester Foil Cords (Internal)	28/11/2014
College Re-opens for the even semester	02/12/2014
Career guidance Cell meeting	22/12/2014
Christmas Celebration	24/12/2014
Republic Day Function	26/01/2015
Commencement of first cycle test	21/01/2015
Boys NSS Camp	5/2/2015 to 11/2/2015
Career guidance Cell meeting	18/02/2015
Girls NSS Camp	26/2/2015 to 4/3/2015
Women's Day Function	8/3/2015
Sports Day	8/3/2015 to 9/3/2015
Commencement of second cycle test	11/3/2015
Student Entrepreneurship Group "Screen Printing" CWED Programme	12/3/2015 to 13/3/2015
Career guidance Cell meeting	12/03/2015
College Day Function	10/4/2015
Farewell to retiring staffs	31/5/2015
Graduation Day	11/04/2015
Submission of EVEN Semester Foil Cords (Internal)	22/04/2015

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.