# Annual Quality Assurance Report 2016 - 2017

Submitted to



National Assessment and Accreditation Council,

Bangalore -560072.



# CARDAMOM PLANTERS' ASSOCIATION COLLEGE,

**Re-Accredited with B grade by NAAC** 

Pankajam Nagar, Bodinayakanur

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# The Annual Quality Assurance Report (AQAR) of the IQAC

Part - AI. Details of the Institution Cardamom Planters' Association College 1.1. Name of the Institution 1.2. Address Line 1 Pankajam Nagar Address Line 2 Bodinayakanur City/Town Bodinayakanur State Tamil Nadu 625 513 Pin Code cpacollege2010@gmail.com Institution e-mail address 04546-280209, 280793 Contact Nos. Name of the Head of the Institution: Dr. M. Manoharan 04546-280209 Tel. No. with STD Code: 9443804275 Mobile: Dr. S. Sivakumar Name of the IQAC Co-ordinator: 9444455425 Mobile: 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/agar/agar-2016-2017.pdf CPACOLLEGE 2016 2017.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80.85 %	2006	Five Year
2	2 <sup>nd</sup> Cycle	В	2.85 on four point scale	2015	Nov 14, 2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

01/07/2007

2016 - 2017

1.6 Date of Establishment of IQAC:

DD/MM/YYYY

1.7 AQAR for the year:

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

  - i. AQAR 2015 2016 submitted on 6<sup>th</sup> April 2017
    ii. AQAR 2016 2017 submitted on 6<sup>th</sup> November 2017

1.9. Institutional Status

<b>TT</b> : :/							
University	State   J   Central   Deemed   Private						
Affiliated College	Yes J No						
Constituent College	Yes No J						
Autonomous college of UGC	Yes No J						
Regulatory Agency approved Institution	Yes J No						
(eg. AICTE, BCI, MCI, PCI, NCI)							
Type of Institution Co-education	Men Women						
Urban	Rural 🗸 Tribal						
Financial Status Grant-in-aid	$GC 2(f)$ $\checkmark$ UGC 12B $\checkmark$						
Grant-in-aid + Self Fin	ancing J Totally Self-financing						
1.10 Type of Faculty/Programme							
Arts / Science / Comme	erce 🖌 Law 🗌 PEI (Phys Edu)						
TEI (Edu) Engineering H	ealth Science Management						
Others (Specify) Gandhian Thought  Non affiliated Enrichment Certificate Course  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

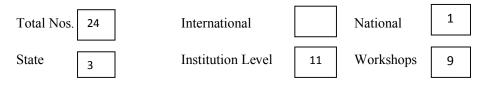
Autonomy by State/Central Govt. / University	/		
University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	J
UGC-Innovative PG programmes	J	Any other (Specify)	
UGC-COP Programmes	J		

# 2. IQAC Composition and Activities

2.1 No. of Teachers	9	
2.2 No. of Administrative/Technical staff	1	
2.3 No. of students	2	
2.4 No. of Management representatives	3	
2.5 No. of Alumni	2	
2.6 No. of any other stakeholder and	2	
community representatives	_	
2.7 No. of Employers/ Industrialists	1	
2.8 No. of other External Experts	1	
2.9 Total No. of members	21	
2.10 No. of IQAC meetings held	4	
2.11 No. of meetings with various stakeholders:	Total 9	
Faculty 3	Non-Teaching Staff	2
Students 2	Alumni 1 O	thers 1
2.12 Has IQAC received any funding from UGC du If yes, mention the amount ₹.	uring the year? Yes	No J

# 2.13 Seminars and Conferences (only quality related)

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



# 2.14 Significant Activities and contributions made by IQAC

- Formulation of plans for academic and non academic activities
- ✤ Faculty development programme for internal faculty
- Bridge course to the freshers (First year students)
- Consistency in the academic performance
- 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
- ✤ Infrastructure enhancement
- Actively engaged in the Green Initiatives undertaken by the Institution
- ✤ Academic Audit
- Organization of National, International seminars, conferences, guest lectures and inter collegiate events.
- Appreciation of Teaching and 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
To Change Shift System and run the College from 10.00 am to 4.00 pm Single shift.	Shift System withdrawn Regular College hours will be from 10.00 am to 4.00 pm
Proposed to conduct orientation programme to all the first year students.	Orientation programme conducted on 22.06.2016 to all the first year students along with parents.
Proposed to organize three day Bridge Intensive course from 27.06.2016 to 29.06.2016	Organised Bridge Intensive course to the first year students.
To purchase new books and add more journals	Subscribed journals and purchased books to library
Proposed to construct 100 bedded sports hostel.	Sports Hostel Construction work initiated.
To organize conferences and seminars.	Organized 24 different Programmes.
Gymnasium facilities to be added in the indoor stadium.	Separate Gymnasium room with all Gymnasium facilities provided in the Indoor Stadium.
To conduct value added certificate courses.	Conducted value added certificate courses viz. Multimedia(Flash), MATLAB, LATEX and DTP
To implement personality development program, Pre-placement training for the students.	Organized PDP and PPT through Career Guidance and Placement Cell.

To encourage faculty to take up Major and	2 Faculty members received UGC minor research
Minor Projects.	project grant.
To organize alumni and Parent Teachers	Department wise alumni meetings were
meet	organized. Parent – teachers meeting were the
	parents are informed about the attendance and
	marks obtained by the students both in University
	and Internal Examinations
To encourage teachers to acquire Research	Dr. S. Balamurugan, Assistant Professor in
supervisor ship.	Commerce received research supervisor ship from
	M.K. University.
Encouraging faculty for the commendable	Some of our faculty members published their
work viz. publication of research paper in	research finding in peer reviewed journals,
International peer reviewed journals	International and National Conference. College
having impact factor greater than two	Management appreciated with cash incentive and
	certificate to the innovative extension work and
Research supervisor submitted Ph.D.,	
Candidate for during academic year.	publications of good impact factor journal.
Innovative extension work with cash	
award and appreciation certificates in the	
college Annual day.	
Proposed to have a extension actively	Extension activity programme will be launched
programme to all the first year students	with four different categories.
from the next academic year	1) Entry in Services
from the flext acadefine year	
	2) Entrepreneurship development
	3) Sports
	4) Fine arts.
To Conduct academic audit of all the	Academic audit conducted with internal expenses
departments.	
To encourage NSS to conduct camp.	Both Boys and Girls NSS Camp conducted at Mundal.
Proposed to have the autonomy status to the	Preparation of Autonomy proposal is in proper
College.	

\* Academic Calendar of the year was attached in Annexure-I

2.16 Whether the AQAR	was placed in statutory body	Yes	$\checkmark$	No	
Management	J Syndicate	Any oth	er bo	dy	

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 Commerce, Mathematics, Chemistry, Computer Science and English.
- Data for AQAR was collected from different sources such as academic departments Office, Library, Sports and other in house committees.

# 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		3	
UG	13		6	
PG Diploma	3		1	2
Advanced Diploma				
Diploma	4		1	3
Certificate	4			3
Others (M.Phil.)	5		5	
Total	37		16	8
Interdisciplinary	Non affiliated Enrichment Certificate Course			9
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	22
Trimester	
Annual	11

 1.3 Feedback from stakeholders\*
 Alumni
 J
 Parents
 J
 Employers
 J
 Students
 J

 (On all aspects)
 Mode of feedback
 :
 Online
 Manual
 J
 Co-operating schools (for PEI)
 Meeting
 J

\*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
41	20	19	-	2

2.2 No. of permanent faculty with Ph.D.

27

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Associate		Assis	stant	Professors		Professors Others		Total	
Professors		Profe	ssors						
R	V	R	V	R	V	R	V	R	V
0	0	0	12	0	0	0	1	0	13

2.4 No. of Guest and Visiting faculty and Temporary faculty :

Guest <sup>1</sup> Visiting faculty	2	Temporary faculty
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College Level
Attended Seminars/				
Presented papers				
Resource Persons				
Workshop		1	2	6
Guest Lecturer				9

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

- Our college offers Bridge Intensive Course for the Entry level Students to meet the higher Education System.
- Educational visits help students to get exposure and helps in improving their practical knowledge
- 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.
- Recent topics and project guidelines are discussed in the smart class room.
- Students and teachers are encouraged to participate ICT focused programmes.
- 2.7 Total No. of actual teaching days during this academic year

187

- 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/Viva Voce
  - ✤ On the spot (seminar) lecture.
  - Field work

31

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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93 %

2.10 Average percentage of attendance of students

## 2.11 Course/Programme wise distribution of pass percentage:

# Aided(UG):

Title of the Programme	Total no. of students	Division				
Tiogramme	appeared	Distinction %	I %	II %	III %	Pass %
B.A.History	30		1	15	1	56.66
B.A. English	54	3	18	26	5	96.29
B.A. Economics	31		5	12		54.83
B.Sc. Maths	52	6	28	5		75.00
B.Sc. Chemistry	50	1	20	2		46.00
B.Sc. Comp.Sci	34	2	18	8		82.35
B.Com. (36+34)	70		30	17		67.14

Aided(PG):

Title of the Programme	Total no. of students	Division				
Tiogramme	appeared	Distinction %	I %	II %	III %	Pass %
M.Sc. Maths	27	3	12	3		66.66
M.Com.	23		21	1		95.65

Un-Aided(UG):

Title of the Programme	Total no. of students	Division				
C C	appeared	Distinction %	I %	II %	III %	Pass %
B.A. English	51	6	21	10		72.54
B.B.A.	20		01	10	2	65.00
B.Sc. I.T.	20	5	07			60.00
B.C.A.	23	3	09			52.17
B.Com. C.A.	85		12	15		31.76

Un-Aided(PG):

Title of the Programme	Total no. of students	Division				
U	appeared	Distinction %	I %	II %	III %	Pass %
M.A. English	23		09	07		69.56
M.Sc. Chemistry	10		05			50.00
M.Sc. CS & IT	01	01				100.00
M.Com. C.A.	05			01		20.00

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
  - IQAC meeting are conducted at college as well as departmental level to plan the academic activities in the college.
  - IQAC taking feedback from Alumni and Industry experts and accordingly designs the activities in the college.
  - ✤ 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)

# 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	3
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	28	11		11
Technical Staff	03	00		00

# 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.
- Conducted one day seminar for the promotion of Research activities and initiate research projects in the respective field.
- \* 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.
- 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				04
Outlay in Rs. Lakhs				10

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				02
Outlay in Rs. Lakhs				

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

### 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

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

From Funding agency	0	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	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

8

9

5

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

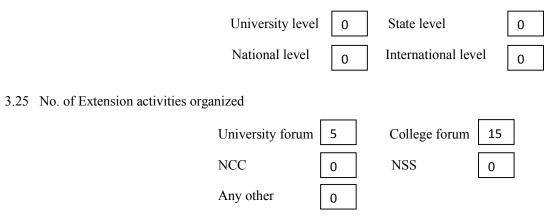
Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

- 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	1
3.21 No. of studen	ts Partic	ipated in NSS	events:				
				University level	75	State level	
				National level		International level	
3.22 No. of studen	ts partic	ipated in NCC	events:				
				University level	19	State level	4
				National level	4	International level	0
3.23 No. of Award	s won ir	NSS:					
				University level		State level	
				National level		International level	

3.24 No. of Awards won in NCC:



- 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.
  - Solution 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.

# 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	0	Donated	41.5 acres
	acres			
Class rooms	44	13		57
Laboratories	7	0		7
Seminar Halls	2	-	Institution	2
No. of important equipments purchased $(\geq 1-0 \text{ lakhs})$ during the current year.		4	UGC	4
Value of the equipment purchased during the year (Rs. in Lakhs)		70.00	DST – FST UGC	70.00

4.2 Computerization of administration and library

- 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 these.
- 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).

	Exis	sting	Newly	v added	Total		
	No.	Value	No.	Value	No.	Value	
Text Books	1273	131751					
Reference Books	21279	2890088	106	8808	21385	2898896	
e-Books	50						
Journals	9	4500					
e-Journals							
Digital Database							
CD & Video	110						
Others (specify)							
Tamil Nadu Govt. Books	3858						

# 4.3 Library services:

# 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	160	3	3	0	0	9	7	0
Added	45	0	2	1	0	3	4	4
Total	205	3	5	1	0	12	11	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 on 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	0.85
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	0.24
Total:	1.09

# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students mentoring and Progress report for the students is maintained.
- Council decided to send students to participate in other college seminar.
- Grievances redress and inter collegiate cell is working for students support.
- Provides information through Notice / Circular.
- 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 (M.Phil) 1664 188 2 73 (b) No. of students outside the state 0 (c) No. of international students 0 No % % No Women Men 792 41.10 1135 58.89

	Last Year (2015-16)						r.	This Y	Year (201	16-17)	
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	333	0	1649	3	1988	1	298	0	1646	3	1948

Demand ratio : 1.02

Dropout 0.98%

- Career Guidance Cell conducts competitive examinations to motivate the students to pursue higher and professional education.
- Entry in services
- ✤ 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

627

5.5 No. of students qualified in these examinations

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

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.

412

No. of students benefited

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	16	5	

### 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	12	National level	1	International level	0
	No. of students participate	ed in cultu	iral events			
	State/ University level	15	National level	0	International level	0
5.9.2	No. of medals /awards wo	on by stuc	dents in Sports,	Games and	d other events	
	Sports: State/ University	level 4	National le	evel 0	International level	0
Cultural	: State/ University level	14	National level	0	International level	0

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
<ol> <li>SC</li> <li>ST</li> <li>BC/MBC/DNC</li> <li>Higher Education Scholarship</li> <li>EVR</li> </ol>	296 20 540 63 	2065585 136010 595893 480500
Financial support from other sources (Spices Board)		
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 under	taken by	the students	8		

5.13 Major grievances of students (if any) redressed: 1. College bus facility increased.

2. Regularly updating the College website with latest information

# 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 guality-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.

- 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 26,516 books, 15 journals and 23 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.
- 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 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.

### 6.3.9 Admission of Students

- Symerit 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

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

Yes

6.5 Total corpus fund generated

111.25

6.6 Whether annual financial audit has been done

V	No	
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6.7. Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Inter	rnal
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		Yes	Institution
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	$\checkmark$	
For PG Programmes	Yes	No	$\checkmark$	

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.

# 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 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 nearby villages.

Yes

7.5 Whether environmental audit was conducted?

No	
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7.6. Any other relevant information the institution wishes to add. (for example SWOT Analysis)

# SWOT:

# Strength:

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

# 8. Plans of institution for next year

Proposed to organize three day Bridge intensive course in June.2017. 1. 2. To purchase new books and add more journals 3. To Strengthen enrichment course by introducing more courses. 4. To conduct Cardo Camp Festival in the First Semester. 5. To purchase sports articles and maintain running track. To organize National level conference and seminars. 6. 7. Proposed to construct new Self Finance block. 8. Proposed to construct girls toilet rooms. 9. To organize youth festival. 10. To implement personality development program, Pre-placement training for the students. 11. To add more value added Programmes. 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. 20. Proposed to start extension programming with four categories. 21. To encourage the research supervisor to organize research oriented workshops to promote research activities. 22. To encourage the HOD and Staff Members to conduct more number of outreach 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. Manoharan



Signature of the Chairperson, IQAC

PRINCIPAL IN-CHARGE C.P.A.COLLEGE BODINAYAKANUR

# Annexure – I

# ACADEMIC CALENDER 2016-2017

<b>D</b> / <b>T</b> /	
	DATE
2	College re-opens for the odd semester
2	Orientation to first year students
2	Bridge Intensive Courses to first year
	Bridge Intensive Courses to first year
Wednesday	Bridge Intensive Courses conclude
	Ramadan Special 2016 Iftar Party
-	M.K. University Zone Team Selection Trials
<u> </u>	
Friday	Inaugural Function of Commerce Association
Thursday -	M.K. University 'C' Zone Chess & Table Tennis Tournaments
Friday	
Wednesday	Commencement of I Internal Test
Monday	Independence Day
Thursday -	M.K. University 'C' Zone Badminton Tournaments
Friday	
Thursday	Krishna Jeyanthi
Monday	Library : A Gateway of Knowledge
Wednesday	One day workshop on Real Analysis - Maths Department
Monday	Inaugural Function of Yoga
Friday	State level one day workshop on Big data Analysis – CS Department
Monday	Seminar on Trends in Image Processing – CS & IT Department
Thursday	Commencement of II Internal Test
Friday	College - Saraswathi Pooja Celebrations
Wednesday	One day Seminar – How to do Research in Mathematics
Wednesday	Student Last working day odd semester
Thursday	College - Christmas Celebration
Friday	Thai Pongal - Sangamam
Wednesday	Commencement of I Internal Test
Thursday	Special Science Awareness Programme
Friday	I Internal Test Finish
Wednesday	New Building Class Room - Ganapathi homam
Friday	Women's Cell – International Women's day Celebration
Monday	Commencement of II Internal Test
Friday	Thirty Fourth Annual Graduation Day
Thursday	Farewell Function - Teaching & Non - Teaching Staff
Thursday	NSS Camp (30.03.2017 To 05.04.2017)
Friday	National Conference on Mathematical Modeling
	FridayWednesdayMondayThursday -FridayThursdayMondayWednesdayMondayFridayMondayFridayMondayFridayMondayFridayWednesdayThursdayFridayWednesdayFridayWednesdayFridayWednesdayFridayWednesdayFridayWednesdayFridayFridayFridayFridayFridayFridayThursdayFridayThursdayFridayThursdayFridayThursdayFridayThursdayThursdayThursdayThursday

# 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.
- To College has under taken the 'No Plastic' initiative in the Campus.

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.