Annual Quality Assurance Report

2017 - 2018

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 – 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. T. Rajakumaran |

Tel. No. with STD Code:

| 04546-280209 |

Mobile:

| 9894982119, 8610731394 |

Name of the IQAC Co-ordinator:

| Dr. S. Sivakumar |

Mobile:

| 9444455425, 6380757396 |

IQAC e-mail address:

| sivaku.cpac@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/aqar-2017-2018.pdf
CPACOLLEGE 2017_2018.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	B	2.85 on four point scale	2015	Nov 14, 2020
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:

2017 - 2018

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   6th April   2017**
 ii. AQAR **2016 - 2017 submitted on   6th November   2017**
iii. AQAR **2017 - 2018 submitted on 28th September 2018**

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 Thoughts
> ❖ 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 | √ |

UGC-Innovative PG programmes | √ | Any other (*Specify*) | --- |

UGC-COP Programmes | √ |

2. IQAC Composition and Activities

2.1 No. of Teachers | 9

2.2 No. of Administrative/Technical staff | 1

2.3 No. of students | 2

2.4 No. of Management representatives | 3

2.5 No. of Alumni | 2

2. 6 No. of any other stakeholder and
     community representatives | 2

2.7 No. of Employers/ Industrialists | 1

2.8 No. of other External Experts | 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   Others | 1

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

If yes, mention the amount | `.   [ ]   [√]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 3   International | --   National | --

State | --   Institution Level | 2   Workshops | 1

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
Proposed to organize three day Bridge intensive course in June.2017 (28.06.2017 - 30.06.2017)	Organised Bridge intensive course to all the first year students for three days with study materials.
To purchase new books and add more journals	Requested the Management to all at more funds towards purchase of books and journals. Faculty members donated books to library.
To strengthen enrichment course by introducing more courses.	Dr. T. Rajakumaran acted as co-ordinator for enrichment course. Eleven different enrichment course programmes were offered to all II Year students (Aided and Self Finance) Certificates were issued to all participants and the meritorious students were rewarded with prizes.
To conduct Cardo Camp festival in the first Semester.	Prof. G. Rajmohan, HOD of Physics acted as co-ordinator for Cardo-Comp.2018. More than 25 Cultural and sports events conducted. The winners rewarded with prizes in the annual day celebration.
Gymnasium facilities to be added in the indoor stadium.	Management allotted funds to purchase more sports articles and gym accessories.
To organize conferences and Seminars.	Various departments organized 50 seminars at college level and 5 University level workshops and 1 International Seminar.

To encourage faculty to take up Major and Minor Projects.	2 Faculty members received UGC minor research project grant.
To organize alumni and Parent Teachers meet	Department wise alumni meetings were organized. Parent – teachers meeting were the parents are informed about the attendance and marks obtained by the students both in University and Internal Examinations
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, International and National Conference. College Management appreciated with cash incentive and certificate to the innovative extension work and publications of good impact factor journal.
Proposed to have a extension actively programme to all the first year students from the next academic year	Extension activity programme will be launched with four different categories. 1) Entry in Services 2) Entrepreneurship development 3) Sports 4) Fine arts.
To conduct academic audit of all the departments.	Academic audit conducted with internal experts.
To encourage NSS to conduct camp.	Both Boys and Girls NSS Camp conducted at Kurangani for five days.

 * *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 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

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	--	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 [√]   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
53	19	19	-	2

2.2 No. of permanent faculty
    with Ph.D.

26

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

Associate Professors		Assistant Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	15	0	0	0	1	0	16

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

Guest   1   Visiting faculty   2   Temporary faculty   31

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	---	---	2	3
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

190

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

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

13	13	13

2.10. Average percentage of attendance of students

95 %

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	34	---	---	20	7	79.41
B.A. English	58	---	3	33	---	62.06
B.A. Economics	29	---	1	13	9	79.31
B.Sc. Maths	58	4	30	7	---	70.68
B.Sc. Chemistry	40	4	11	2	---	42.50
B.Sc. Comp.Sci	33	1	17	8	---	78.78
B.Com.	45	---	3	24	2	64.44
B.Com. (CA)	44	1	22	5	---	63.63

Aided(PG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Maths	41	5	23	5	---	80.48
M.Com.	11	1	6	1	---	72.72

Un-Aided(UG):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. English	31	---	---	11	6	54.83
B.B.A.	24	---	03	9	2	58.33
B.Sc. I.T.	10	---	01	---	---	30.00
B.C.A.	15	---	01	---	---	06.66
B.Sc. Physics	11	---	---	---	---	---
B.Com. C.A.	60	---	13	09	---	36.66

Un-Aided(PG) :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A. English	10	---	01	06	---	70.00
M.Sc. Chemistry	07	---	03	01	---	57.14
M.Sc. CS	07	01	04	02	---	100.00
M.Com. C.A.	12	1	3	5	---	75.00

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	8
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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

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.
❖ 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	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

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	01	---	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	03	01	---

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	2016-17, 2018-19	UGC	2,70,000	2,00,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	**2,70,000**	**2,00,000**

3.7 No. of books published   i) With ISBN No. 0   Chapters in Edited Books 0   [2]

ii) Without ISBN No. 0

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 Hostel Installment 1]

3.10 Revenue generated through consultancy [0]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [13]

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

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 | 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

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

| 11 |

| 8 |

3.19 No. of Ph.D. awarded from the Institution | 6 |

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

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

3.21 No. of students Participated in NSS events:

University level | 300 | State level | --- |

National level | --- | International level | --- |

3.22 No. of students participated in NCC events:

University level | --- | State level | 45 |

National level | 8 | 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 | 0 |

National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

University forum | 5 | College forum | 15 |

NCC | 0 | NSS | 0 |

Any other | 0 |

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	44	13		57
Laboratories	7	0		7
Seminar Halls	2	-	Institution	2
No. of important equipments purchased (≥ 1-0 lakhs) during the current year.		4	UGC	4
Value of the equipment purchased during the year (Rs. in Lakhs)		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).

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1273	131751	--	--	--	--
Reference Books	21385	2898896	153	46956	21538	2445852
e-Books	50	--	--	--	--	--
Journals	4	900	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	110	--	--	--	--	--
Others (specify)	--	--	--	--	--	--
Tamil Nadu Govt. Books	3858	--	--	--	--	--

4.4. Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	205	3	3	0	0	12	11	4
Added	66	0	2	1	0	4	5	0
Total	271	3	5	1	0	16	16	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   6,74,500

   ii) Campus Infrastructure and facilities   2,84,209

   iii) Equipments   86,000

   iv) Others   6,17,550

                          Total: 16,62,259

Criterion – V

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)
1914	172	--	11

(b) No. of students outside the state

    0

(c) No. of international students

    0

Men

No	%
845	40.29

Women

No	%
1252	59.70

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	298	0	1646	3	1948	1	254	10	1867	6	2138

Demand ratio : 1.91%   Dropout : 1.91%

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 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   524

5.5. No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	1	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 fresher's 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   300

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
2	224	36	---

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 participated in cultural events

State/ University level `15` 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 [ ] National level `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		
1. SC	253	1504258
2. ST	11	82615
3. BC/MBC/DNC	621	651747
4. Higher Education Scholarship	38	285500
5. EVR	94	70500
6. MINORITY SCHOLARSHIP	1	3005
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 undertaken 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

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 **26,669** books, **4** 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
    - o   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	Various Scholarships and fellowships Student Aid fund Remedial Coaching Career guidance Entry in Services Non affiliated enrichment courses Other schemes implemented by the Government Personality development workshops.

6.5. Total corpus fund generated   111.25

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	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 √

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

> ❖ 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.

7.5 Whether environmental audit was conducted?   Yes [   ]   No [√]

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**

1. Proposed to organize three day Bridge intensive course in June.2017.

2. To strengthen enrichment course by introducing more courses.

3. To conduct Cardo Camp Festival in the First Semester.

4. To organize National level conference and seminars.

5. Proposed to construct new Self Finance block.

6. To implement personality development program, Pre-placement training for the students.

7. To add more value added Programmes.

8. To encourage students to excel in various cultural and sports events.

9. Equipping college for receiving grants from UGC Additional assistance for equipments, Innovative Programme, Sports Hostel.

10. To tap funds from UGC to organize seminars and conferences.

11. To encourage faculty to take up Major and Minor Projects from UGC.

12. To encourage teachers to acquire Research supervisor ship.

13. To encourage Heads of the department and Coordinators of various curricular cells to extend their services for the community development.

14. 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.

15. Proposed to start extension activities with four categories viz Fine arts, Entry in Service, etc...

16. To encourage the research supervisor to organize research oriented workshops to promote research activities.

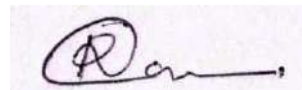17. To encourage the HOD and Staff Members to conduct more number of outreach Programmes.

Name Dr. S. Sivakumar   *Name Dr. T. Rajakumaran*

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

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

Annexure – I

ACADEMIC CALENDER 2017-2018

S.No.	Date	Day	Particulars
1.	16.06.2017	Friday	College re-opens for Odd semester
2.	27.06.2017	Tuesday	Orientation programme for first year students
3.	28.06.2017 - 30-06-2017	Wednesday - Friday	Bridge Intensive Course to first year students
4.	26.07.2017	Wednesday	Computer club - Inauguration
5.	04.08.2017	Friday	Opening Ceremony of New Computer Lab.
6.	10.08.2017	Thursday	Commencement of I internal test for ODD semester
7.	15.08.2017	Tuesday	Independence day celebrartion
8.	24.08.2017	Thursday	M.K. University 'C' Zone Badminton Tournaments
9.	28.08.2017	Monday	Blood donation camp - YRC.
10.	05.09.2017	Tuesday	Teacher's day & Inauguration of Phoenix Literary Association
11.	05.10.2017	Thursday	Medical plant Exhibition
12.	09.10.2017	Monday	Commencement of II internal test for ODD semester
13.	24.10.2017	Tuesday	Career Awareness programme
14.	23.11.2017	Thursday	NCC camp for 10 days
15.	04.12.2017	Monday	College re-open for Even semester
16.	07.12.2017	Thursday	Tree plantation ceremony
17.	22.12.2017	Friday	Opening ceremony of Elevated Computer Lab and New Smart room in commerce
18.	08.01.2018	Monday	MIB (Money Important for Business 2018 Trade show)
19.	11.01.2018	Thursday	Thai Pongal sangamam
20.	12.01.2018	Friday	The Grand Alumni Meet 2018
21.	19.01.2018	Friday	Thirty fifth Graduation day
22.	26.01.2018	Friday	Republic day celebration
23.	29.01.2018	Monday	Commencement of I internal test for EVEN semester
24.	12.02.2018	Monday	Science club Charles Darwin's Birthday celebration
25.	22.02.2018 - 23.02.2018	Thursday - Friday	44th sports day
26.	08.03.2018	Thursday	International Women's Day celebration
27.	14.03.2018	Wednesday	Commencement of II internal test for EVEN semester
28.	04.04.2018 - 05.04.2018	Wednesday - Thursday	Cardo Comp 2018
29.	06.04.2018	Friday	College Annual day - 2018
30.	12.04.2018	Thursday	FDP on Enhancing learning through Innovative Strategies and Digital Technologies

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.