



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>C.P.A. COLLEGE</b>
• Name of the Head of the institution	<b>Dr. S. Sivakumar</b>	
• Designation	<b>Principal (in-charge)</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>04546291608</b>	
• Mobile no	<b>9444455425</b>	
• Registered e-mail	<b>cpacollege2010@gmail.com</b>	
• Alternate e-mail	<b>cpacbodi.thn@tn.gov.in</b>	
• Address	<b>C.P.A. College, Pankajam Nagar, Bodinayakanur</b>	
• City/Town	<b>Bodinayakanur</b>	
• State/UT	<b>Tamil Nadu</b>	
• Pin Code	<b>625513</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Madurai Kamaraj University				
• Name of the IQAC Coordinator	Dr. R. Murugesan				
• Phone No.	04546291606				
• Alternate phone No.	04546291608				
• Mobile	9994410987				
• IQAC e-mail address	iqac@cpacollege.org				
• Alternate Email address	murugesan.r@cpacollege.org				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://cpacollege.org/aqar/aqar-2019-2020.pdf">https://cpacollege.org/aqar/aqar-2019-2020.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://cpacollege.org/aqar-files/aqar-2020-2021/academic_calendar.pdf">https://cpacollege.org/aqar-files/aqar-2020-2021/academic_calendar.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81.25	2006	17/10/2006	16/10/2011
Cycle 2	B	2.85	2015	15/11/2015	14/11/2020
<b>6.Date of Establishment of IQAC</b>			01/07/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Student induction programme for first year students		
Participation in NIRF (National Institutional Ranking Framework), AISHE (All India Survey of Higher Education).		
Internal academic audit of the departments		
Feedback analysis yearly once		
Conduct FDP (Faculty Development Programme) for faculty.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Proposed to conduct FDP on "E-content Development"	IQAC conducted a three days FDP on "E-content Development" on 06.07.2020 - 08.07.2020.
Proposed to Student application to online for admission	Student online application for admission is launched on 20.07.2020
Proposed to organize online student induction programme to all new entrants.	Organized online student induction programme to all the first year students for five days from 07.09.2020 to 11.09.2020.
Proposed to apply SWAYAM NPTEL Local Chapter	SWAYAM NPTEL Local Chapter application submitted on 18.01.2021. SWAYAM NPTEL Local Chapter approved on 28.01.2021
Proposed to conduct training programme for non-teaching staffs	IQAC conducted training on "Rovan ERP Software" on 22.01.2021 for non-teaching staffs
Proposed to conduct workshop on "Research Methodology"	IQAC conducted workshop on "Research Methodology" on 22.03.2021
Proposed to conduct one week FDP	IQAC conducted one week FDP on "Teaching, Learning and Research" on 28.04.2021-05.05.2021
Proposed to collect feedback through online from stakeholders	Stakeholder feedback was obtained using google forms for the academic year 2020-2021.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- Name of the statutory body

Name	Date of meeting(s)
College Committee	04/01/2023

<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2021	29/03/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The College offers Multidisciplinary / interdisciplinary undergraduate programmes in departments like arts, science and commerce with computer applications. In addition to that, all the students are given interdisciplinary exposure through value education courses, skill based courses and non-major elective courses.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>In 2020-2021, students were encouraged to opt for massive open online courses, offered in SWAYAM platform. The College registered in SWAYAM NPTEL local chapter.</p>	
<b>17. Skill development:</b>	
<p>CPA College follows Madurai Kamaraj University's curriculum. University curriculum offer skill-based courses in each programme.</p>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<p>The College offers undergraduate programme in Indian language, Tamil. Moreover, all the students are taught in Tamil, Hindi or Malayalam for atleast two to four semesters, as Part I language.</p>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<p>CPA College follows the curriculum of Madurai Kamaraj University. University frame syllabus based on OBE. Periodically, the curriculum is revised to fulfil the needs of students in placement, passing competitive tests, and higher studies. The OBE teaching Pedagogy has undergone a paradigm shift from a teacher-centered learning process to a student-centered one. IQAC encouraged faculty to attend a workshop on Outcome Based Education for the Faculty.</p>	
<b>20. Distance education/online education:</b>	
Not Applicable.	
<b>Extended Profile</b>	
<b>1. Programme</b>	
1.1	29

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		2210
File Description		Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		714
File Description		Documents
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		874
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		103
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2 Number of sanctioned posts during the year		118

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	66
4.2 Total expenditure excluding salary during the year (INR in lakhs)	45.60
4.3 Total number of computers on campus for academic purposes	160

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution is affiliated to Madurai Kamaraj university, Madurai since 1974. The courses are under CBCS with semester pattern. At the beginning of every academic year the principal conducts meeting with all the faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities. The mechanism of curriculum was prepared by the Madurai Kamaraj university is well adhered and respective syllabus has framed was followed for students after serious preparation. As an affiliated institution we are always in tune with the latest trends in curriculum delivery and guidelines from the governments / university.

The college faculty can discuss their problems/issues, if any; can talk over in the meetings of the board of studies, academic council the senate and the syndicate of the Madurai Kamaraj university. The university also regularly organizes refresher courses, orientation programmer and workshops to develop the knowledge and to improve the teaching aptitude of the teachers. The college also encourages the teachers to take part in the orientation / refresher courses / workshops / seminars organized by the affiliating university / other universities to be in trends in education and to modernize their teaching practices. The institution has implemented outcome based

education in a successful way and the result is the classrooms are student centred classrooms.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar issued by the affiliating university is the blue print for the development of the institution level action plan. Keeping in mind the university level academic calendar, the institution level action plan and the number of working days available, the syllabus is divided into modules which are to be finished within a given deadline.

1. The institution academic calendar is prepared for every semester with the active involvement of the institution council members.
2. The dates for various events presented in the calendar are rarely changed. The institution academic calendar is published in the institution website for easy access to the students.
3. The institution prepares a comprehensive academic calendar for the entire academic year well in advance

Adhered for preparing of examination:

1. The internal examinations are scheduled taking into account the time required for the completion of the syllabus fixed for the examinations.
2. Periodical examinations are conducted for the students and they are evaluated by the respective staff members.
3. Assessment of the students by way of university semester examination results and institution internal examinations.
4. Thereafter, in the general staff meeting, the institution plans its semester academic schedule which clearly mentions the topics to be taught and number of working days allocated to respective modules and the extent of syllabus to be tested in various internal examinations.



File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**29**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)**

9

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

1029

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

CPA College follows madurai kamaraj university's curriculum. All of the programmes' curricula include value education and environmental science courses, which effectively instil in pupils a clear understanding of gender equality, ecological sustainability, and human values. The College effectively integrates cross-cutting issues such as gender, environment and sustainability, human values, and professional ethics into practise by involving students in various clubs such as the eco club, science and communication club, human rights club, women cell, career guidance & placement cell, equal opportunity centre, patti - thattha manvar kulu, which allow them to put what they have learned in their curriculum into practise.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

231

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students**

**A. All of the above**

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	<a href="https://cpacollege.org/aqar-files/aqar-2020-2021/feedback_form_and_report.pdf">https://cpacollege.org/aqar-files/aqar-2020-2021/feedback_form_and_report.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://cpacollege.org/aqar-files/aqar-2020-2021/feedback_form_and_report.pdf">https://cpacollege.org/aqar-files/aqar-2020-2021/feedback_form_and_report.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>621</b>	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>632</b>	

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To identify their knowledge and skill, each department conducts an entry level test to first-year students, as well as internal assessment exams and semester examinations to second- and third-year students. Before the of the regular teaching programme, the pupils' abilities and IQ skills were examined. Based on the methods described above, they are grouped into advanced and slow learners.

Special Programs for slow learners:

- Departments conduct remedial classes particularly for the slow learners and those students who are at the verge of dropping out due to arrear subjects.
- To strengthen their basic understanding knowledge of the subject, lecture notes and extra reading materials were supplied over whatsapp web, google class room.

Special programs for advanced learners:

- Mentoring them to participate in group discussions and technical quizzes in order to improve their analytical and problem-solving skills and, as a result, their presentation skills.
- Opportunities are provided to take up mini projects, attend seminars and workshops, present research papers in conference, publish articles in reputed journals, appear for competitive examinations, go for internship training, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2210	103

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

### Experiential Learning

- Final year students of every department undertake a study tour which gives practical understanding about group behaviour in a social setting with an appreciation for cultural diversity.
- Final year BBA students undertake industrial based internships.
- Final year science & commerce students undertake project works in final semester for experimental learning. Also they encouraged to on job training and internship programme.

### Participative Learning

- Students gain understanding about the various organisational methodologies involved in the successful conduct of the events, thus increasing their self confidence and zeal to achieve.
- Assignments and class seminar components of continuous internal evaluation facilitate participative learning by the students.
- Participation in seminars, workshops, projects, competitions and group discussions, both within the campus and outside provides rich participative learning for students.

### Problem Solving Methodologies

- Curriculum of the programmes offered by the university has incorporated the problem-solving methodologies as per the contextual requirements. This improves the students' capability to observe, understand, analyze, interpret, find solutions, and perform applications that lead to a holistic understanding.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Seven ICT - enabled smart classrooms and three ICT - enabled labs with projectors are available at the institution.

Teachers use a variety of ICT - enabled tools to improve teaching - learning quality, including:

- Faculty members use google meet to take online classes.
- Learning material, lab submissions and evaluations, assignments, and other course-related information are managed and posted using google classroom.
- Google forms are used to conduct online quizzes to students.
- Faculty delivers lectures using power point presentations in order to improve the effectiveness of the teaching-learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

2.3.3.1 - Number of mentors

103

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

103

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

51

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

728



File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is affiliated with madurai kamaraj university and follows its exam pattern. At the beginning of each semester, the principal conduct a staff council meeting to determine the common centralised internal assessment exam schedule in accordance with university guidelines. The academic calendar provide the internal assessment schedule. The course teacher conducts two tests, quizzes, seminars, and assignments as part of the continuous internal evaluation. Internal tests are administered centrally according to a common schedule set by the principle. Apart from the main internal assessment, the staff conducts unit-wise tests for students whose performance is poor. All test and assignment marks are recorded in the department's internal mark register. Each department implements reforms such as a well-planned centralised schedule, common seating arrangements, hall invigilation, typed question papers in the prescribed format, attendance tracking, and evaluation of response scripts. The Principal discusses the internal assessment results with HODs after each internal assessment and takes relevant measures to improve performance.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The internal exam committee, which is comprised of the co-ordinator, faculty representatives from several departments, and is chaired by the Principal, deals with examination-related grievances.

- The course teacher presents the students with consolidated CIE marks in order for them to confirm that the marks are correct. The teacher checks the marks for any discrepancies and makes any necessary corrections.
- If a student feels unfairly evaluated, he or she should take the matter to the course teacher, who will justify the situation on a case-by-case basis. If the student is not satisfied with the explanation, he or she should approach the HoD, who will then seek clarification from the course teacher and resolve the problem. In addition, if the problem is not resolved, it is referred to the principal, who has final power over the decision.
- If any further revisions are required after the final submission of internal marks on the madurai kamaraj university website, the course teacher contacts the university through the principal for timely correction.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The knowledge, skills, talents, and attitudes that students develop while pursuing graduate and post-graduate courses are referred to as programme and course outcomes. Our college follows the curriculum of Madurai Kamaraj university. Specific learning outcomes for various courses are included in each discipline's curriculum and are available on the college website.

The institution uses the following mechanism to communicate learning outcomes to teachers and students:

- The syllabus and learning outcomes are available in hard copy in the departments for teachers and students to reference.
- At the beginning of the semester, the course teacher discusses the programme and course outcomes with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://cpacollege.org/aqar-files/aqar-2020-2021/programme-outcomes.pdf">https://cpacollege.org/aqar-files/aqar-2020-2021/programme-outcomes.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Measures for evaluating the attainment of program and course outcomes include:

- The level of attainment of the outcomes is calculated using the students' performance in external examinations during the semester in each subject.
- Students' knowledge and skills in their subject, as well as their aptitude for creative and inventive thinking, are assessed through participation in academic competitions and project work.
- Attainment of outcomes are also evaluated by students progression to higher studies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

**652**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://cpacollege.org/aqar-files/aqar-2020-2021/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

13

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College provides an environment that encourages creativity and incubation. Guidance and necessary facilities are provided to encourage students to develop technological inventions that will meet the needs of society. Workshops, seminars, and guest lectures on research technique are held to encourage students to pursue careers in research. Final-year UG and PG students are assigned project work to involve them in the preliminary level of research. Industrial visits are arranged to spark students' interest in the research field.

The College's Entrepreneurship Development Centre (EDC) aims to help students realise their dreams of becoming entrepreneurs. This cell focuses on raising awareness and encouraging students in developing unique business venture strategies. There will be interactive seminars with successful entrepreneurs, as well as awareness and skill development programmes.

The college offers UGC-sponsored diploma courses NSQF to people of the local community of whatever age, gender, or economic background.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution organizes a variety of extension activities to benefit the local community and to educate students about community issues. Our college's students actively participate in social service activities that contribute to their overall development. The college engages in several extension activities in the community through NSS, NCC, RRC, and YRC. NSS, NCC, RRC, and YRC held a rally to raise vaccine awareness among local people.

As a precautionary measure in this pandemic circumstance, the NSS Unit organised kabasura kudineer chooranam for college students on campus. Kabasura kudineer chooranam was distributed to students from the surrounding rural areas. All of the activities stated above had a beneficial impact on the students, and they helped to create student community bonds, leadership abilities, and self-confidence. It also aided in developing students' latent personalities and raising student awareness.

The College has adopted the villages namely munthal, kottakudi, kurangani, mudhuvakkudi & solaiyur under its Unnat Bharath Abhiyan (UBA). The college received "District Green Champion award" for the academic year 2020-2021 from Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

181

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate facilities for teaching and learning with physical facilities like spacious classrooms, well equipped laboratories and updated technological facilities. Seminar hall & conference hall are equipped with computers, LCD projectors and audio system to facilitate the organization of meetings, seminars, workshops and conferences. There are three computer laboratories with internet access available at the college. Students and faculty can access and download their favourite topics. The college has created adequate infrastructure facilities like a science labs. Library housed in a separate building has a built up an area of 6000 square feet with a net-café. The college library is fairly equipped with a good number of books, journals and magazines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate facilities for sports, games (indoor,

outdoor), yoga and cultural activities.

#### Sports & games:

A spacious area is earmarked for sports related activities in the campus. The following are the features of the sports facilities of our college:

- UGC funded multi-purpose indoor stadium.
- 400 meters standard track with six lanes
- Football ground.
- Basketball court.
- One cricket pitch.
- Two ball badminton courts.
- Two shuttle badminton courts.
- One kabaddi court.
- One volleyball court.
- One set of parallel bar
- One set of Vertical bar
- Gym with latest equipment.
- One bench for practicing bench Press.

#### Cultural activities:

- Fine Arts Club is functioning in the college to hone the artistic talents of the students.
- Fine Arts Club functions in a separate room.
- The college has necessary infrastructural facilities for organizing student cultural meets and other functions of the college.
- Cardo-Comp competitions are conducted to sharpen the inherent talents of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

17.9

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is updated with latest ICT and has a built in area of 6000 sq ft. The Rovam IMS software is used to partially computerise the integrated library management system, allowing for quick access to books and their availability. The library was automated in the year 2015 with barcoding and there is now an e-library where staff and students can access the web OPAC through the college website.

#### Details of the Library Software:

- Name of ILMS software : Rovam IMS
- Nature of automation (fully or partially) : Partially
- Version: 1.0
- Year of automation : 2015

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>C. Any 2 of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>330579</b>	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>65</b>	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College recognises that technology plays a significant role in knowledge and skill development, and it is equipped with a variety of IT resources that are updated on a regular basis. 22 Wi-Fi devices were installed to ensure that these amenities could be used without interruption, giving the institution comprehensive Wi-Fi coverage. Seven ICT - enabled smart classrooms and three ICT - enabled labs with projectors are available at the institution. Rovam LMS software is used to automate the library. Surveillance cameras have been installed to improve campus security. There were 48 surveillance cameras installed. The college has IT facilities that are improved on a regular basis to help with academic and administrative needs. The hardware, network, intranet services, and Wi-Fi on campus are all monitored and maintained by a technical team.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

226

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
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File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.05

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college follows systematic procedure in maintaining and utilizing the laboratory, library, sports, computers and classrooms. Every laboratory maintains stock register to enter items. internal stock verification is done by a committee constituted by the principal. Consultancy works are carried out in the laboratories. library books are assigned with call numbers (Dewey Decimal Classification) are arranged in respective subject area. Books can be searched through online public access catalog (OPAC) facility. Library stocks are classified according to subjects such as History, Economics, Commerce, Mathematics, Computer Science, Physics, Chemistry and Competitive examination. E-books and E-journals have been searched by the students through INFLIBNET - NLIST consortium. The outdoor sports facilities are used to hold the MKU inter collegiate tournaments, District level tournaments and the college annual sports day in every year. The indoor stadium and fitness centre enable the students and staff to keep fit. Inter and intranet

are maintained by structured and OFC cabling. The branded computers are procured for labs with adequate power backup facilities (UPS) and every student is motivated to pursue course in NPTEL, SWAYAM and other online education platforms. All classrooms have adequate furniture, LED lights, fans and multiple electrical points. After the working hours the classrooms are utilized to conduct department association meetings, competitions and certificate courses for students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

892

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

11



File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>
File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>680</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>680</b>	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

93

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

College student council is functioning in an excellent way under the leadership of college principal, senior professors coordinate the student council meeting to receive students grievances and way to solve the grievances with the student representatives. Student representatives are chosen among the students of a class with meritorious and punctual students. In active student council is vibrant in the college. Every department has a committee which consists of the faculty members and students. Each committee has organisers to organize the occasions of department and college. These committees from every department involve themselves with teacher's day celebration, independence day celebration, christmas and new year celebration, women's day celebration our college has motivated the students to attend and allows them to participate intercollegiate from various colleges. Every year our college has been conducting cardo-comp, are split into four houses namely, cardamom, coffee, silk cotton and Tea houses. Each house is manned by professors. The house members reach out to the students and motivate them to take part in the competitions. There are a co-ordinator and joint co-ordinators with the principal being the chief co-ordinator and the secretary and correspondent being the patron to oversee the conduct of the events. The college management for its part contributes liberally and unstintingly for the award of prizes, certificates and rolling cups and trophies a lustrous instance of exemplary collaboration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We have friendly alumni sharing a passion to the institution. The contributions from the alumni are properly channelized to strengthen the institution. The college has recently established reverse osmosis (RO) water, cement benches and fans through the alumni fund. Along with alumni association the institution has benefited with internet facility for hostellers to refer their study materials. Every year alumnus are invited to share their experience to illuminate the students to become success.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The management, principal, members of IQAC, staff, student representatives, alumni association and many committees are knitted perfectly together to design and execute the plans in the hierarchy of governance. HODs are responsible for allocating subjects to the teachers concerned and framing time table as per the workload. Both students and staff are welcome to offer their suggestions which will take the institution to glory. Many of their suggestions are being implemented and the outcomes are being edited periodically. The management converse staff meeting and open democratic articulations are voiced in the interests of the development of the institution. Staff members are appointed as coordinators, advisors etc to channelize the bubbling energy of the youth in making them participate in the programmes. The management also often takes part in the activity by presiding over the functions or flossing off the programmes. They also extend financial support. The college has a healthy rapport with many local bodies of administration like district administrations, police department, government and private hospitals, forest department and religious organizations. Apart from the government bodies the college has tie ups with the clubs like lions, rotary, cosmopolitan and other NGO's.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has an effective leadership with good virtues and values. The institution makes formal and informal arrangements to co-ordinate the academic and administrative planning and implementation in achieving her vision. The college has well defined participatory management system. The Managing board is the apex body. The Board at the highest level gives enlightened leadership to the college committee and the office bearers. The College committee which is a statutory body supervises the academic affairs and internal administration of the institution. The College committee, besides the managing board members, comprises the principal, representative from the university and the two senior faculty members of the institution. The day-to-day administration is governed by eight elected representatives of the college managing board namely, president, vice-president, secretary & correspondent and five directors. The Management meets every week to take stock of the activities of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Due to the pandemic, all educational institutions were closed for the academic year 2020-2021. Our Madurai Kamaraj university instructed all college principals to continue teaching via online method after two months. All of our institution's quality education initiatives and policies were effectively implemented by staff members through an online class awareness programme. Staff formed whatsapp groups & google classroom for individual sessions and used efficient teaching approaches. Every month, an online work report is submitted to the principal. In learning approach, self-learning

activities were also implemented.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college's management Committee is very concerned about the college's development, recommending to the management the finances needed for buildings, scholarships, the start of new courses, and other amenities. A college secretary with extensive academic expertise and a dedication to promoting excellence and standards. The principle is selected based on qualifications and experience, in accordance with UGC and university norms, after a thorough process of advertisement, interview, and expert selection committee recommendation. The Head of the department, who is appointed based on his or her experience, performance appraisal, seniority, commitment, and devotion to the management, is in charge of departmental leadership. HODs hold fortnightly departmental meetings with proper minutes and plan and execute their departmental activities in a collaborative and effective manner. Appointments to teaching positions are made solely on the basis of the candidates' merit, providing they meet the UGC / prescribed University's qualifications. The positions are formally posted, inviting applicants, and appropriate candidates are appointed based on the selection committee's interview.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and**

**B. Any 3 of the above**



## Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college's teaching and non-teaching staff are covered by various welfare schemes. The management's goodwill is reflected in the staff retention rate. Staff are encouraged to register in a Ph.D programme and to attend conferences, seminars, and research-related activities while on duty. Cash incentives were granted for publications in UGC / Scopus journals in an annual day function to encourage academic research. Teaching and non-teaching staff received a diwali festival advance amount from salary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

69

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Teaching staff:

IQAC designs and collects teacher performance appraisal forms. The performance appraisal form collects data on educational advancements, conferences attended, papers published, research completed, prizes / recognitions received, and participation in various academic and administrative bodies both inside and outside the college. The principal receives the outcomes of faculty performance. The principal provides faculty mentoring to those who require improvement and more direction.

#### Non-teaching staff:

Every year, IQAC reviews the non-teaching personnel using a performance appraisal system. The principal monitors the performance of non-teaching staff and gives them continuous corrective measures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college conduct internal and external financial audits every

year regularly. The job of external audit can also incorporate training to college internal audit team. Comparing modes of analysis between the internal and external auditor can improve the former's performance moving forward and ultimately strengthen the audit capabilities of the organization. External auditors provide important and valuable insight into the information that exists within an organization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

##### The optimal utilization of resources :

- In every financial year, a comprehensive budget is prepared with the approval of the managing board.
- Payments are made by cheques or demand drafts only.
- Payments are made to the suppliers of laboratory equipment only after receiving the goods and verifying the stipulated quality norms by the respective departments.
- Every bill is checked by the accounts clerk and office superintendent counter checks before passing the bill.

##### Mobilization of funds:

- Our parent body supports with "Sindhu Mani" grant.
- The Philanthropists among the cardamom planters in bodinayakanur donate money in the form of endowments and the interest thereon is the source of finance for the institution.
- Revenue from leased property lends additional financial support.
- The interest from the fixed assets is another source of income.
- The contributions from the alumni and staff donations and endowments provide financial assistance to the institution.
- Other funding agencies like UGC, CSIR, DST, DRDO, and TNSCST provide funds through various schemes and research grants.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a crucial role in assuring the college's quality of academic functioning. Every year, IQAC organized a Student Induction Program (SIP) for first-year students, which was entirely supported by management. SIP assists new students in adjusting to their new surroundings and determining their levels and learning styles. IQAC conducts Faculty Development Programs (FDP) and Staff Orientation Programs on a regular basis, bringing in a variety of outside speakers to establish the foundation for a faculty member's whole career with the College. IQAC also organizes workshops and seminars on quality development topics such as research methodology and the NAAC Accreditation Framework to enhance perspectives on quality measurement. Every year, the IQAC collects performance evaluation reports from both teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The institution has planning and evaluation committee that continuously reviews the teaching, learning and evaluation process.
- The IQAC Co-ordinator is an Ex-officio member of this committee.
- The planning and evaluation committee aims at improving teaching methods and evaluation of internal assessment.
- The planning and evaluation committee in consultation with IQAC, recommends for academic audit (Internal and external) and green audit.
- The planning and evaluation committee guides the institution towards quality enhancement and sustenance.
- The Internal Quality Assurance Cell monitors all the quality parameters.
- It also acts as a documentation centre for all the activities of the college.
- The Internal Quality Assurance Cell of our college organizes workshops and seminars on quality related themes and staff enrichment programmes.
- It also ensures that the standards of excellence reflected in the vision and mission of the college are on the way to fulfillment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As a co-educational institution, the college engages in programmes that promote gender equity and awareness in all aspects of student life. The College provides a secure and safe environment for its students. Apart from curricular intervention, the formation of statutory bodies, such as the Internal Complaints Committee, Anti-Ragging and Grievance Cell, in accordance with UGC norms. The Women's Cell is responsible for organising programmes that educate students about gender equality. In this regard, the campus is free of ragging and harassment, and we are proud of our lack of such incidents in the past. Experts from the police and cyber crime departments have been invited to speak about social media abuse, cyber crimes, traffic rules, drug abuse, and women's safety. Our students are taught to download the "KAVALAN APP" and "AAROGYA SETU APP" to their smartphones. The College provides students with counselling services through their mentors. The college campus is monitored by 24/7 CCTV cameras and security guard. Entry and exit gate passes, visitors passes, and dedicated parking space all contribute to the college's safety measures.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://cpacollege.org/aqar-files/aqar-2020-2021/7.1.1.pdf">https://cpacollege.org/aqar-files/aqar-2020-2021/7.1.1.pdf</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management
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<b>No action taken for the management of the following types of degradable and non-degradable waste.</b>
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File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The College takes a number of steps to ensure that everyone is treated with respect and tolerance, regardless of their cultural, regional, language, communal, socioeconomic, or other differences. The College constantly encourages students to organise and engage in various programmes in order to increase their awareness of cultural,</p>

geographical, linguistic, communal, and socioeconomic diversity. Every year, International women's day is celebrated to recognise women's social, economic, cultural, and political achievements. International Yoga Day is celebrated by practising yoga, asanas, and meditation to promote peace, harmony, happiness, and success on campus. Pongal, diwali, christmas and ramzan are joyfully celebrated to foster religious and communal tolerance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College is conducting a variety of events to instil principles for being responsible citizens, as expressed in the Indian Constitution. Values, rights, duties, and responsibilities are the constitutional obligations of citizens. The college establishes policies that reflect its core values. A distinct code of conduct is developed for students and staff. During the student induction programme, students are made aware of the anti-ragging policy and the prevention of sexual harassment. Every year, the college organizes seminars, quizzes, and a rally on Voter's Day to highlight their responsibility to vote for a strong democracy. Red Ribbon Club (RRC) organises blood donation camps every year. Every year on August 15, the College celebrates Independence Day. Every year on January 26th, "Republic Day" is celebrated to celebrate the adoption of the constitution. University offers a compulsory paper on Value Education to all the 2nd year students to create awareness and sensitizing the students and employees to obligation. The students learn how to cope up with others, show humaneness for the needy, exchange love with each other and grow morally as a responsible person.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://cpacollege.org/agar-files/agar-2020-2021/7.1.9.pdf">https://cpacollege.org/agar-files/agar-2020-2021/7.1.9.pdf</a>
Any other relevant information	<a href="https://cpacollege.org/agar-files/agar-2020-2021/7.1.9.pdf">https://cpacollege.org/agar-files/agar-2020-2021/7.1.9.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In order to amalgamate and embrace Indians' cultural and religious identities, the college celebrates/organizes different festivals and days of national and international significance with vitality and cheer. The institution aims to instil values and nationalism in its students by commemorating national and international festivals, events, and commemoration days in its own distinctive manner.

National festivals such as "Independence Day" and "Republic Day" are celebrated throughout the year at the college. The ceremony begins with flag hoisting and ends with a lasting impression on the

students' national and patriotic feelings through the speaking of great invited personalities.

International women's day is celebrated to recognize the social, economic, cultural and political achievements of women. The International Yoga Day is also celebrated in the college every year.

In traditional uttar, the college celebrated the Pongal Festival of Giving Thanks to Nature and Farmers. Christmas and New Year's Eve are also celebrated at the campus. These events aim to bring people together and foster harmony, regardless of cultural or regional differences.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice - I

#### 1. Title of the practice

Student Induction Programme (SIP)

#### 2. The Practice

Under the guidelines of the UGC quality Mandate, a Student Induction Programme (2020-2021) was held for newly admitted students of all undergraduate programmes September 07-11, 2020 with a particular focus on mentoring on Universal Human Values. Due to the pandemic, the student introduction programme was held online using the zoom application. The first session on all days had talks by eminent resource persons on topics ranging from literature, human values, anthropology, psychology and stress management. The second session

on all days was focused on literature and professional English training. Students were divided into groups of 20-25 peers along with a mentor. The mentors were trained on teaching universal human values and on the conduct of mentoring sessions in a separate training of teachers.

## Best Practice - II (2020-2021)

### 1. Title of the practice

Turn Green

### 2. The Practice

- Planting Saplings in the campus
- Rain water harvesting
- Waste management
- Plastic free campus
- Paperless Internal Communication system
- Conduct awareness rally
- Awareness Programme

### 3. Evidence of success

The college received "District Green Champion award" for the academic year 2020-2021.

File Description	Documents
Best practices in the Institutional website	<a href="https://cpacollege.org/agar-files/agar-2020-2021/best-practice-2020-2021.pdf">https://cpacollege.org/agar-files/agar-2020-2021/best-practice-2020-2021.pdf</a>
Any other relevant information	<a href="https://cpacollege.org/agar-files/agar-2020-2021/best-practice-2020-2021.pdf">https://cpacollege.org/agar-files/agar-2020-2021/best-practice-2020-2021.pdf</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Due to the pandemic, our college has no institutional distinctiveness for the academic year 2020-2021.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Proposed to organize seven days Student Induction Programme in June 2021.
2. Proposed to organize seven days Faculty Development Programme to staff.
3. To conduct various employability skill development and career guidance Programmes.
4. To encourage faculty to take up Major and Minor Projects from UGC.
5. To conduct placement drive
6. To encourage heads of the department and coordinators of various curricular cells to extend their services for the community development
7. To conduct university level inter collegiate sports in the Institution.
8. To organize national level conference, workshops, seminars, webinars.
9. To encourage the HOD and staff members to conduct more number of outreach Programmes.
10. To encourage students to excel in various cultural and sports events.
11. To organize for college level NSS special Camp.
12. To celebrate all state and National festivals in the college campus.